Grading Tutorial for Faculty and Adjunct Faculty

1. Go to my.delval.edu and log in using your first and last name, and your password. If you encounter any issues with your username or password, please email support@delval.edu or call 215.489.4357 for assistance.
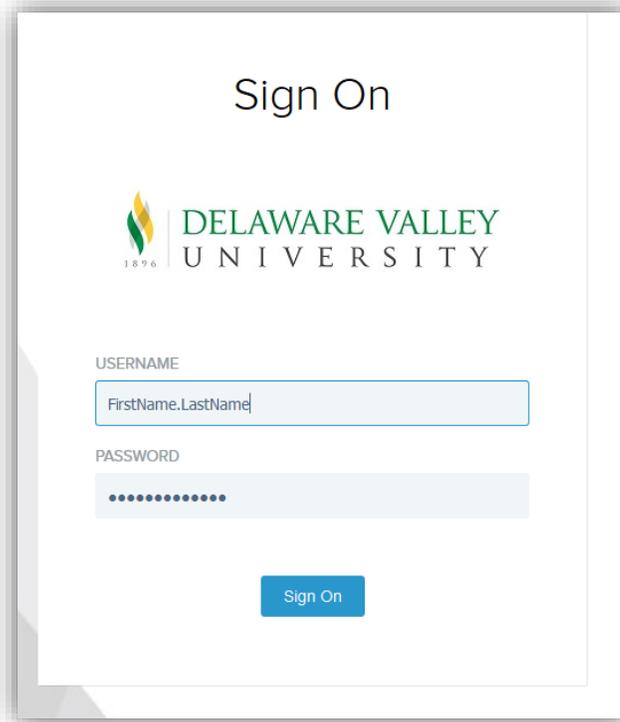
2. Under the **Campus Applications** heading, click on **Self-Service**

3. Click on the large **Enter Student Self-Service** link.
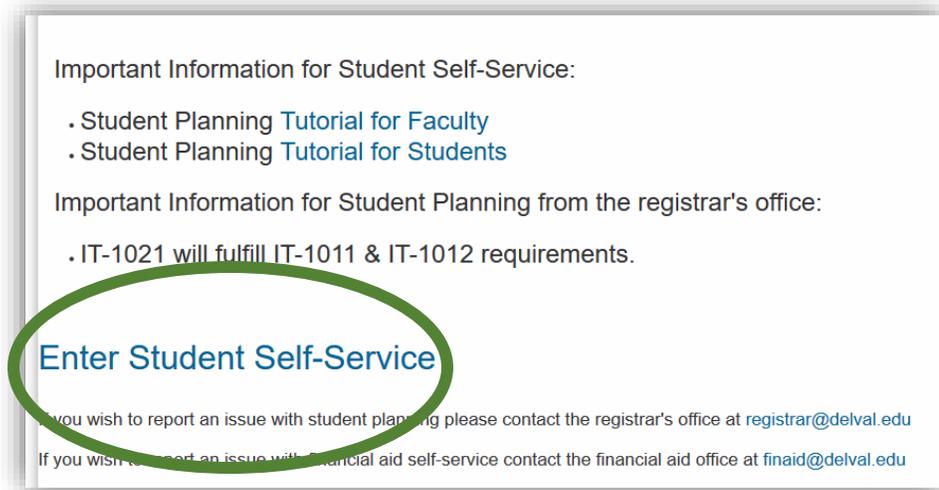
Important Information for Student Self-Service:

- Student Planning Tutorial for Faculty
- Student Planning Tutorial for Students

Important Information for Student Planning from the registrar's office:

- IT-1021 will fulfill IT-1011 & IT-1012 requirements.

Enter Student Self-Service

you wish to report an issue with student planning please contact the registrar's office at registrar@delval.edu

If you wish to report an issue with financial aid self-service contact the financial aid office at finaid@delval.edu

4. From this menu, select **Faculty**
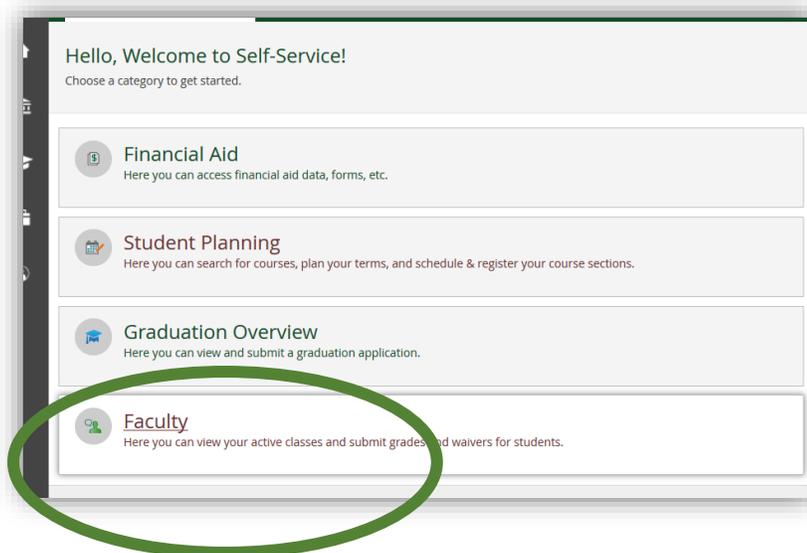
Hello, Welcome to Self-Service!
Choose a category to get started.

Financial Aid
Here you can access financial aid data, forms, etc.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Graduation Overview
Here you can view and submit a graduation application.

Faculty
Here you can view your active classes and submit grades and waivers for students.

5. From this link, all of your courses and sections for the term will be listed below. Select the course and section you would like to enter grades for, from the list
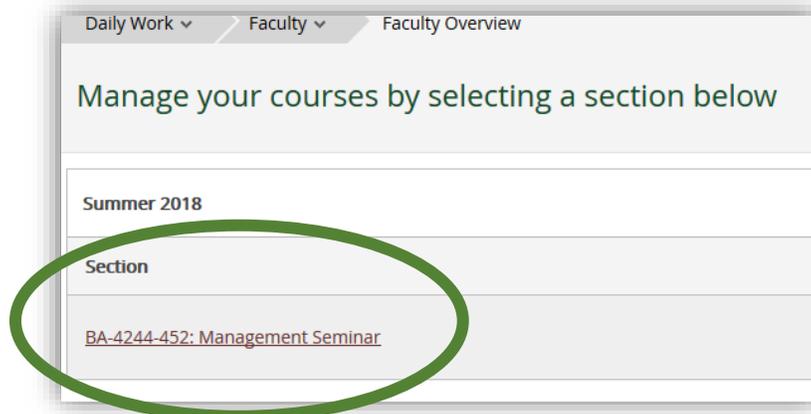
Daily Work ∨ Faculty ∨ Faculty Overview

Manage your courses by selecting a section below

Summer 2018

Section

BA-4244-452: Management Seminar

6. Click on the **Grading** link to pull up Mid-Term and Final Grading for your section.

7. Choose Mid-Term or Final Grading. Please note that 'Early Alert' grades, are Mid-Term grades. When entering Early Alert grades, please select Mid-Term.

8. Select the appropriate grade from the drop-down menu.
   - If the student stopped attending your course before the end of the term, please enter the last date of attendance as well as their final grade.
   - If a student never attended your course, please check the Never Attended box.
   - If you are entering an Incomplete, please make sure to enter an expiration date. This is the date that the Incomplete will revert to an 'F' if the student has not completed the necessary work.
   - The grade of "I" must be resolved by the end of the add/drop period of the next semester (an Incomplete in the fall semester must be resolved by the end of the add/drop period in the following spring semester; an Incomplete for the spring or summer must be resolved by the end of the add/drop period in the following fall semester). An extension beyond this timeline may be requested by the faculty member and must be approved by the Registrar.
   - For Labs that carry credit, please enter a 'PC' (pass with credit) for students who pass, so that the credit will be applied to their record.

	Never Attended		Last Date of Attendance		Final Grade		Expiration Date
	☐		M/d/yyyy		Select grade ▾		M/d/yyyy
	☐		M/d/yyyy		Select grade ▾		M/d/yyyy

9. Once the grades are selected from the drop-down, they are entered. Grades are posted for your students every night during the grading period; you can update your grades until they are officially posted. If the grades are posted and you see and error, please contact Michelle Krick at Michelle.Krick@delval.edu or 215.489.4887 to update the grade. Please don't hesitate to contact Michelle with any other questions or concerns you may have.