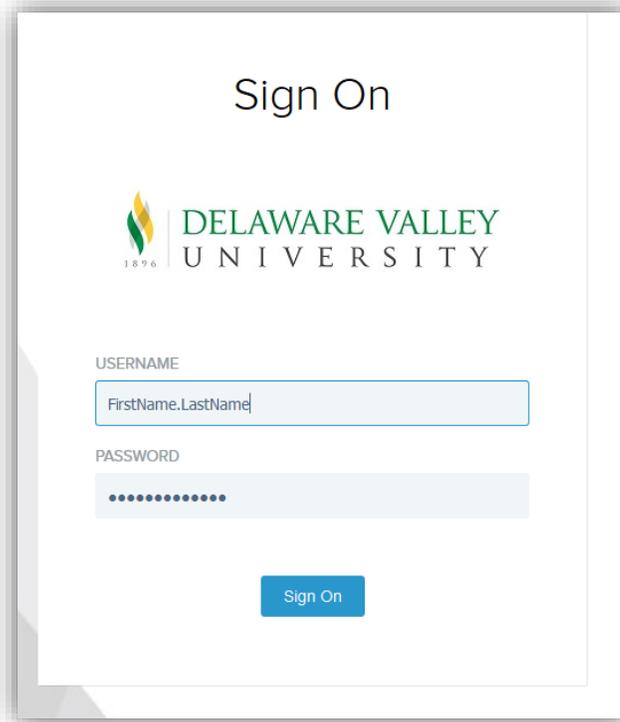


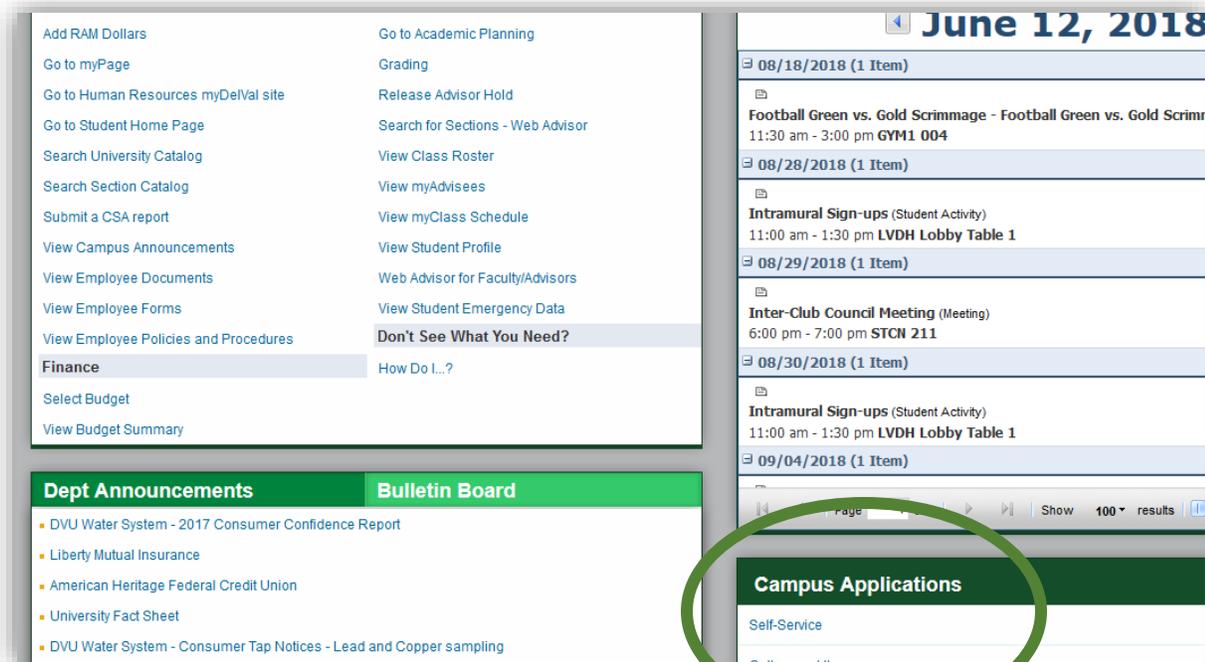
Grading Tutorial for Faculty and Adjunct Faculty

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.



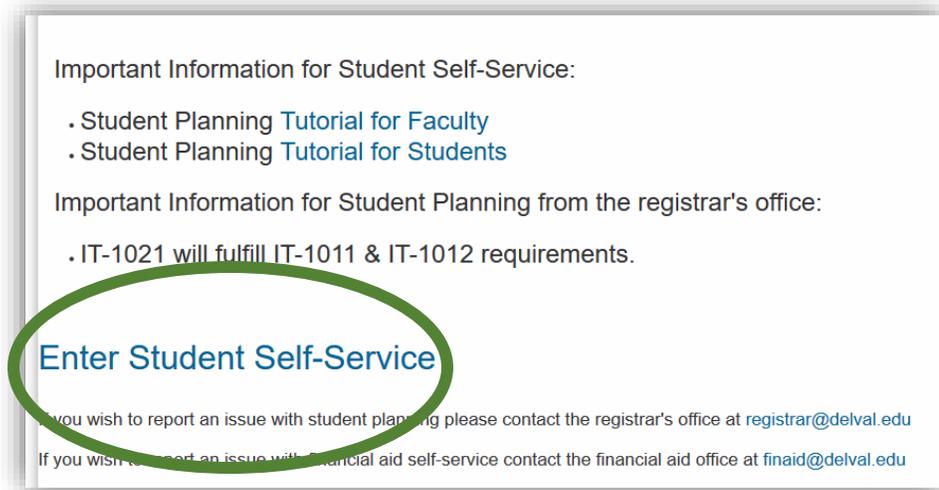
The screenshot shows the 'Sign On' page for Delaware Valley University. At the top center is the text 'Sign On'. Below it is the university's logo, which includes a stylized flame and the text 'DELAWARE VALLEY UNIVERSITY' with '1896' below the flame. Underneath the logo are two input fields: 'USERNAME' with a placeholder 'FirstName.LastName' and 'PASSWORD' with a masked field of dots. A blue 'Sign On' button is located at the bottom center of the form.

2. Under the **Campus Applications** heading, click on **Self-Service**



The screenshot shows the my.delval.edu homepage. On the left is a navigation menu with links like 'Add RAM Dollars', 'Go to myPage', and 'View Employee Documents'. The 'Finance' section is highlighted. On the right is a calendar view for June 12, 2018, showing events for 08/18/2018, 08/28/2018, 08/29/2018, 08/30/2018, and 09/04/2018. At the bottom, there are two green banners: 'Dept Announcements' and 'Bulletin Board'. A green circle highlights the 'Self-Service' link under the 'Campus Applications' heading in the bottom right corner.

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:

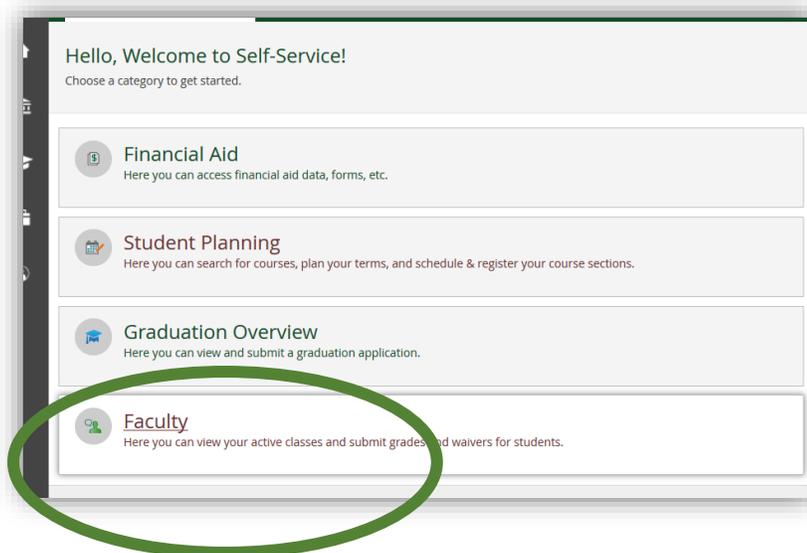
- IT-1021 will fulfill IT-1011 & IT-1012 requirements.

Enter Student Self-Service

If 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

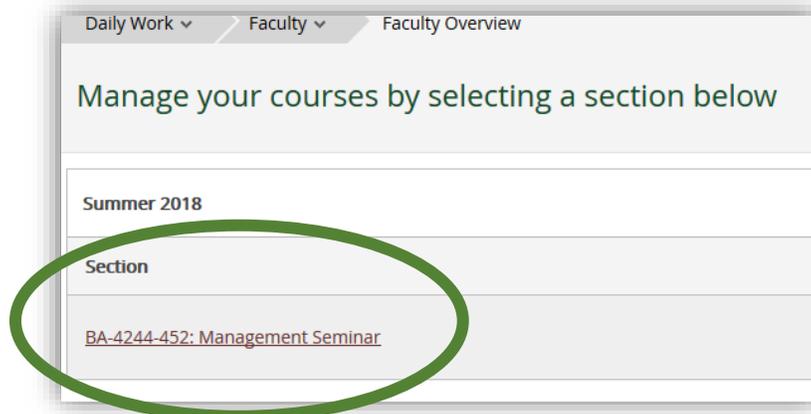
4. From this menu, select **Faculty**



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 |

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

BA-4244-452: Management Seminar
Summer 2018
Bucks County Community College
Th 6:00 PM - 9:30 PM
5/21/2018 - 8/17/2018

Roster **Grading**

| Student Name | Student ID |
|--------------|------------|
|--------------|------------|

- 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.

Home

BA-4244-452: Management Seminar
Summer 2018
Bucks County Community College
Th 6:00 PM - 9:30 PM
5/21/2018 - 8/17/2018

Roster **Grading**

Overview **Final Grade** **Midterm 1**

i Please enter missing final grade(s).

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 |
|--------------------------|---------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> | <input type="text" value="M/d/yyyy"/> | <input type="text" value="Select grade"/> | <input type="text" value="M/d/yyyy"/> |
| <input type="checkbox"/> | <input type="text" value="M/d/yyyy"/> | <input type="text" value="Select grade"/> | <input type="text" value="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 an 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.