INSTRUCTIONS

- Go to: WCCCD Home Page: http://www.wcccd.edu
  - On the right hand side of the main page, click the enter Webgate icon.

- Secure Login Page
  - Enter your WCCCD ID number in the User ID box (do not use hyphens or dashes)
  - Enter your PIN (initially your birth date – 6 digits)
  - Click Login

- Self-Service Menu
  - Click Faculty Main Menu

- Faculty & Advisors Main Menu
  - Select Final Grades

- Select Term for Processing
  - Click on the down arrow to reveal term options
  - Select appropriate term
  - Click the Submit Term button

- Select CRN
  - Click on the down arrow and highlight the course for which you wish to enter grades.
  - Click the Submit CRN button.

*The Attended Hours field is not used and is to be left blank.*
1. Click to pull down a list of grade options
   ✓ Select the grade you have calculated for each student.
   The following are the grading possibilities which are currently allowed:
   \{A, B, C, D, E, XW = walk away, and I = Incomplete\}

   ✓ Criteria and definition of awarding Incomplete and XW Grades:
     o Incomplete: The awarding of an incomplete grade is at the discretion of the instructor provided the student has:
       ✓ been attending the class
       ✓ is passing and has an unforeseen emergency, which occurs after the last day to drop classes.

     o XW (Walk-away status): Attended at least 1 class during the first third of the semester and failed to withdraw during the remaining two-thirds of the semester.

   ✓ Note: Audit Option (AU) appears only if the student has selected the Audit option when they registered for the course.

2. IMPORTANT:
   If you award a grade of: I (incomplete), E and XW (walk away) you must record the Last Attend Date.

   Last Attend Date Format: (MM/DD/YYYY)

3. When you have entered all grades:
   ✓ Double check your entries for accuracy
   ✓ Click the Submit button at the bottom of the Worksheet page.
IMPORTANT NOTE:
✓ If your grade worksheet is more than one page, press the submit button for each page.
✓ Check the information area for the message that the grades have been processed.

NEXT:
At this point, you may choose to enter grades for another course or exit from Banner Faculty Web.

INSTRUCTIONS:
“HOW TO” ENTER GRADES FOR ANOTHER COURSE

4. To enter grades for another class;
   ➢ Scroll to the bottom of the Grades Worksheet page
   ➢ Click on CRN Selection. (This returns you to the list of course sections you are teaching for the term you selected.)

   ➢ Choose the next course section that you want to grade.
   ➢ Press the Submit CRN button
   ➢ Once again, select Final Grades from the Faculty & Advisors Menu. (The Grades Worksheet page for the section will display.)

To EXIT, click the exit button in the top right-hand corner.