Faculty On-line Services Guide

“How to Enter Final Grades”

Step one: Go to www.wcccd.edu

Step two: Click on
Step Three: Click on Enter Web-Gate
**Step Four:** Enter **WCCCD Faculty ID Number** (Enter a capital **A** followed by **two zeros** and the remaining six digits of your ID number. For example: **A00123456**)

**Step Five:** Enter your **PIN** (Personal Identification Number). Your initial PIN is the six digits of your date of birth: **MM/DD/YY**. For example, if your date of birth is **June 26, 1960**, your PIN is **062660**.

**Note:** If you **FORGOT YOUR PIN** when attempting to login.
You must first enter your WCCCD User ID (i.e. A00123456) and click on **FORGOT PIN**. The security question you previously entered will appear. Enter your security question and click reset. You can know login using your date of birth as your PIN and proceed to the reset steps previously outlined.
**Step Six**  Re-enter your PIN (your six digit date of birth) that you used to initially login.

**Step Seven:** Enter a new PIN (This is a six digit number that you create. Please keep this confidential number in a secure and retrievable place.)

**Step Seven:** Re-enter the same new PIN.

**Step Eight:** Click on Login
**Step Nine:** Enter a Question that only you or a very few people know the answer to.

**Step Ten:** Enter the Answer to the above question you entered.

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**Wayne County Community College District**

**Login Verification Security Question and Answer**

If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

**Enter Question:** favorite color  
**Answer:** purple

**Note:** When you click the **FORGOT YOUR PIN** button, when attempting to login after you have entered your “A” Number, the security question you previously entered will appear. Enter your security question and click reset. You can know login using your date of birth as your PIN and proceed to the reset steps previously outlined.
**Step Eleven:** Click on **Faculty & Advisors**

**Step Twelve:** Click on the **Final Grades** Menu Item
Step Thirteen: Click on **Submit**

Step Fourteen:

1. Click on CRN and confirm **Course Assignment** based on your Course Name by clicking the ▼ arrow.
2. Click on **Submit**
**Step Fifteen:** For each student, click on the drop down Grade menu and click on the selected final grade for that student. The Grade will appear in the Grade column. Repeat this action for each student.

**Step Sixteen:** Click Submit at the bottom of the page. This action completes the WCCCD Web-Gate Online Grading Process. Repeat steps 14-16 for each assigned class that needs grading.

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**Final Grades**

- **Record Number** | **Student Name** | **ID** | **Credits** | **Registration Status** | **Grade** | **Rolled Last Attend Date** | **Attended Hours** | **Registration Number**
- 1 | Smith Michael J | A00000000 3.000 | **Registered** Aug 09, 2006 | N | None | N | | 27
- 2 | Smith Michael | A00000000 3.000 | WD Course-Oct Nov 02, 2006 | B | None | N | | 16
- 3 | Smith Carret L | A00000000 3.000 | **Registered** Aug 17, 2005 | D | None | N | | 37
- 4 | Smith A | A00000000 3.000 | **Registered** Aug 09, 2006 | E | None | N | | 26
- 5 | Smith Melanie A | A00000000 3.000 | **Registered** Jul 18, 2006 | Y | None | N | | 10

⚠️ Please submit the grades often. There is a 5 minute time limit on this page.
**Step Seventeen:** Scroll to the bottom of the page and Click **Summary Class List** to generate a detailed list of the students and grades for each of your sections/classes.

**Step Eighteen:** Review and Print 2 copies of this list.

<table>
<thead>
<tr>
<th>RECORD</th>
<th>STUDENT NAME</th>
<th>ID</th>
<th>REG STATUS</th>
<th>LEVEL</th>
<th>CREDITS</th>
<th>FINAL</th>
<th>GRADE DETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June, Monday</td>
<td>A00000001</td>
<td>WO Co-op W</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>June, Monday</td>
<td>A00000001</td>
<td><strong>Ali Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>June, Monday</td>
<td>A00000001</td>
<td><strong>Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>June, Monday</td>
<td>A00000001</td>
<td><strong>Ali Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>June, Monday</td>
<td>A00000001</td>
<td><strong>Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>June, Monday</td>
<td>A00000001</td>
<td><strong>Ali Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>June, Monday</td>
<td>A00000001</td>
<td><strong>Registered</strong></td>
<td>Undergraduate</td>
<td>3.000</td>
<td>I</td>
<td></td>
</tr>
</tbody>
</table>

If you need to make changes, Click **Final Grades or Return to Previous** to return to the grading mode.
ADDITIONAL INFORMATION

The following is the grading system used at Wayne County Community College District. All courses in which the student enrolls and earns grades are recorded on the official transcript. Grade points are used to measure a student’s academic achievement for the total number of semester hours attempted. Final course grades are mailed at the end of each semester to the student’s permanent address of record.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINTS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Below Average</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
<td>Failure to complete course requirements satisfactorily</td>
</tr>
<tr>
<td>XW</td>
<td></td>
<td>Walk-away – Attended 1 week of class</td>
</tr>
<tr>
<td>V</td>
<td></td>
<td>Audit – Student is visiting or auditing course</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete – Student has one year to complete course</td>
</tr>
</tbody>
</table>

PLEASE NOTE

- The entry of final grades for all students assigned to faculty MUST BE COMPLETED ONLINE by executing the steps outlined in this guide.
- The extracted class roster will not be accepted as an official document.
- Remember the system will time-out after 15 minutes of inactivity, and you will need to log-in again using your "A" number and password.