# TSJC FACULTY GRADING INSTRUCTIONS

Go to the Trinidad State Junior College Web Page  (trinidadstate.edu)

On left hand side of the screen click on Faculty & Staff

Select Web for Faculty

Enter your S Number – (Capital S)

Enter your PIN Number- which is your mmddyy (061565)

Click on Login

Click on Faculty & Advisor Menu

Select Faculty Menu

Select Term Selection (The Current Term is Fall 2008 Select Enter)

Select Faculty & Advisor Menu

Select Faculty Menu

Select Course Selection (the courses are listed)

Select the Course you wish to grade click submit

At the Faculty Advisor Menu  Select  Final Grades

Enter a grade for each student using the tab key

> The options are A, B, C, D, F, or I.  If you enter a D or F you must enter a last date attended  If you enter a I (incomplete) you must complete and turn in an Incomplete grade agreement for each student .  You will be logged out of this screen every 10 minutes.  When grades are entered please click submit.  You will be returned to the Faculty Advisor Menu.

Select the final grades please check the grades saved are the grades you submitted.  If they are correct submit the grades again.

You will be returned to the Faculty Advisor Menu, If you have another course to grade select the next course and proceed as previously directed.  If you have completed entering all grades click on the exit.