Final Grades: Required Paperwork for EACH class

1. Printed Copy of Grades from People Soft

2. Printed Copy of finalized Attendance Roster from People Soft

3. Actual (in class) Attendance Roster

4. Grade Ledger/Rubric: This means a **Complete Copy** of all grades from each student in the class. If you weight projects differently, define your system clearly. If you give extra credit, define your system clearly. If you drop the lowest grade, define it clearly. Label projects, exams, etc. properly. Please be sure to include your percentages as well.

5. Copy of Final Exam with the Key (if you give a final exam)

*For grade submission documents not created in PeopleSoft (ex: in class attendance rosters and grade calculation ledgers) please be sure to submit a legible copy of the documentation, preferably an electronically created document

You may submit Change of Grade documentation, INC completion documentation, and any other pertinent grade information through the following process after the final grades have been submitted.

HCC

How to Submit Electronic Grades

Navigate to:
https://team.hccs.edu/sites/coe/arts

SharePoint works best with Internet Explorer. Firefox and Chrome work as well, with limited accessibility, that should not affect what you need to do.

Click on your department at the top: Visual Arts or Performing Arts
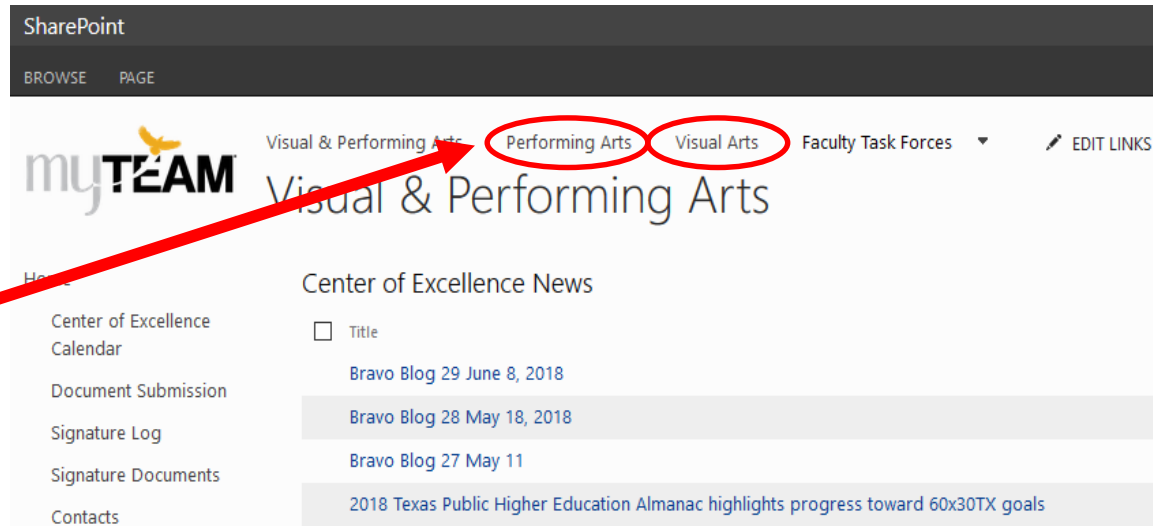
Click on the "Grade Submission" link on the left hand side of the page (the link will include the name of the department)
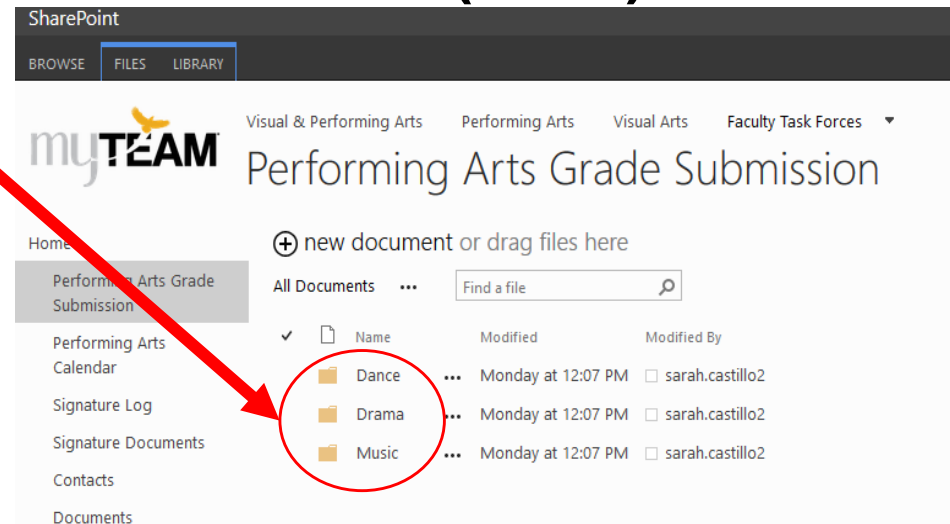
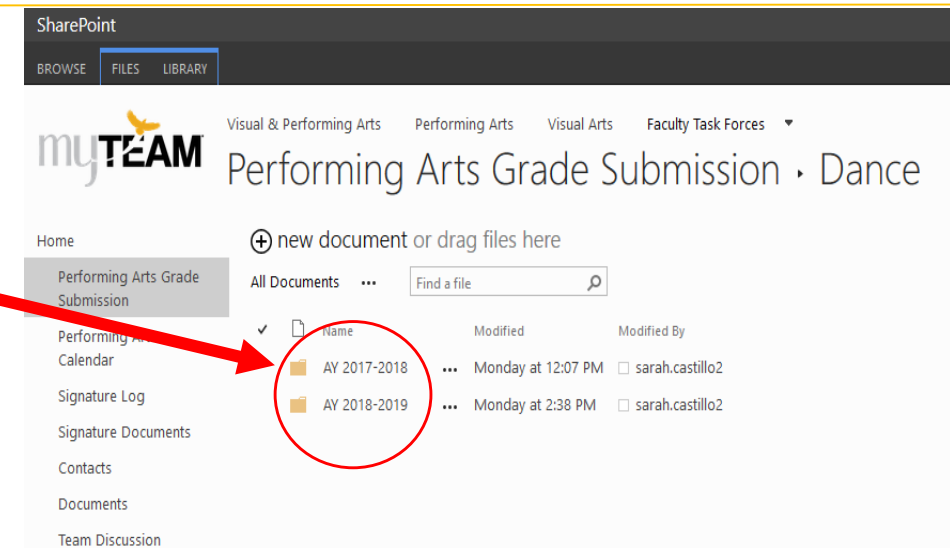(The general process and set up is the same for both Visual and Performing Arts)
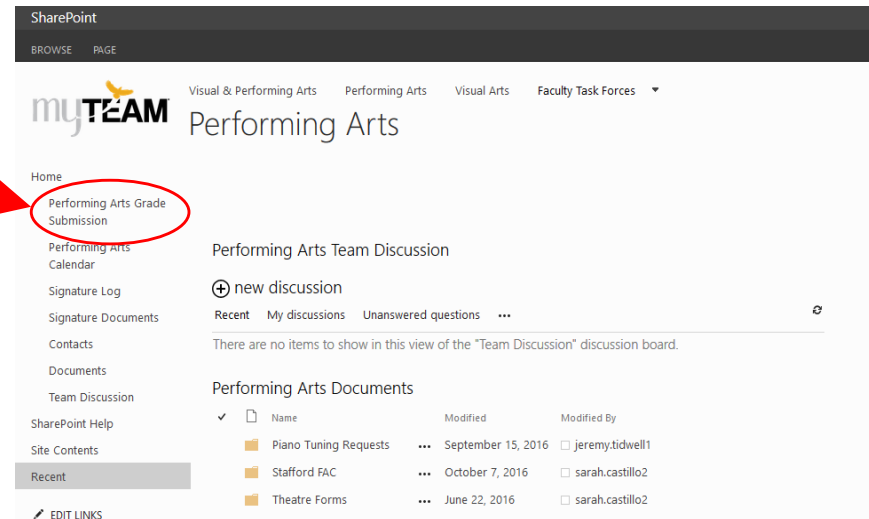
How to Submit Electronic Grades (cont.)

For Performing Arts: click on the discipline

(This is the only area of difference between Performing and Visual Arts)

For Visual Arts and the next step for Performing Arts: click on the appropriate Academic Year

How to Submit Electronic Grades (cont.)

Click on the appropriate Term

Click on your name

How to Submit Electronic Grades (cont.)

Click on the appropriate class

Add grade submission documents by clicking on the plus sign next to "new document"

How to Submit Electronic Grades (cont.)

Click on "Upload Existing File"
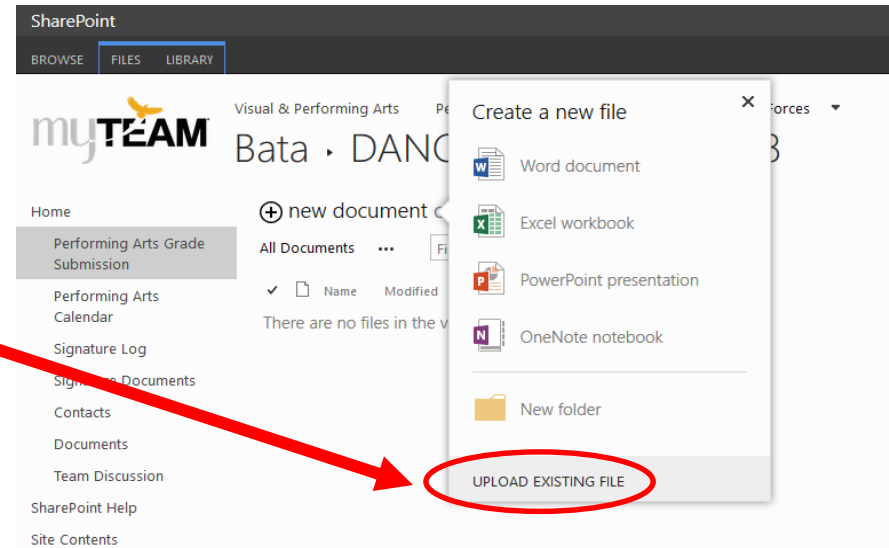
Click on "Browse"

How to Submit Electronic Grades (cont.)
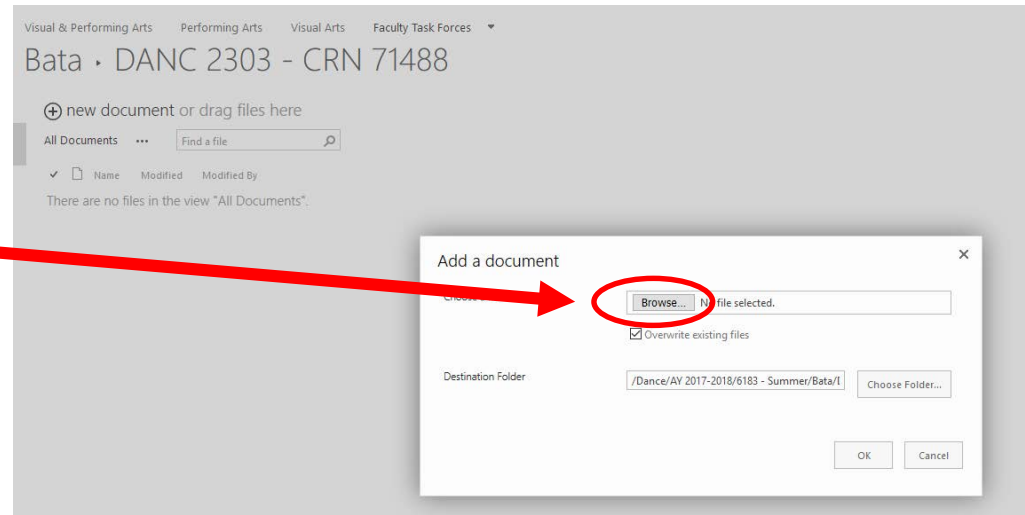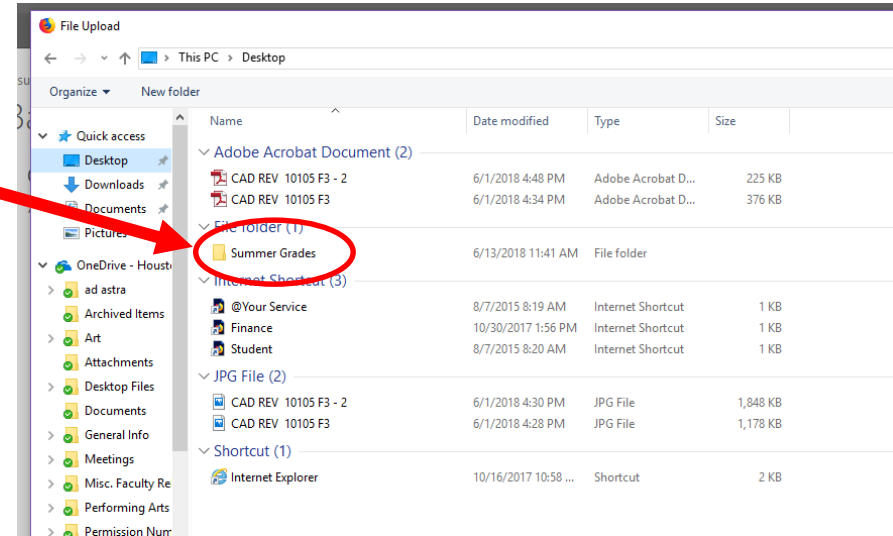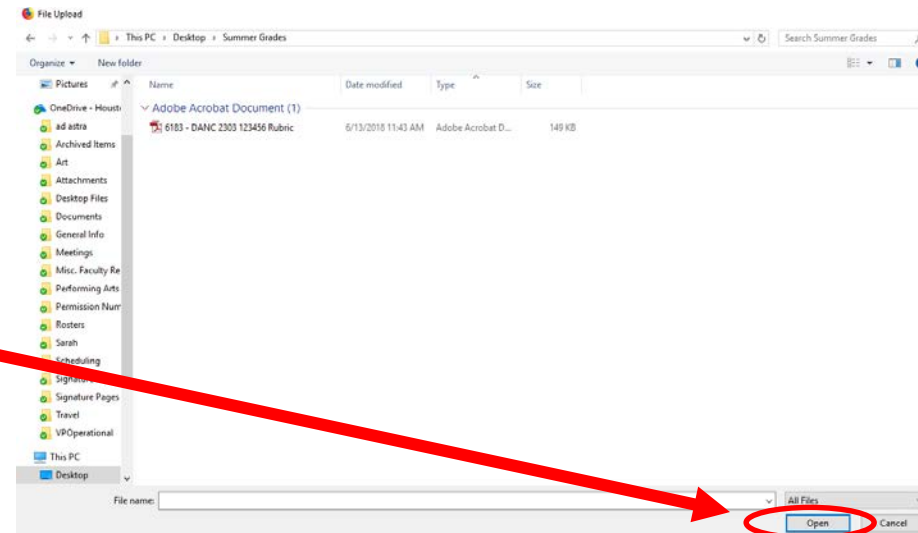
Navigate to where you saved your grade documents and select the file you wish to add.

(The image displayed is an example and may look different on your own computer based upon where and how you save your files.)
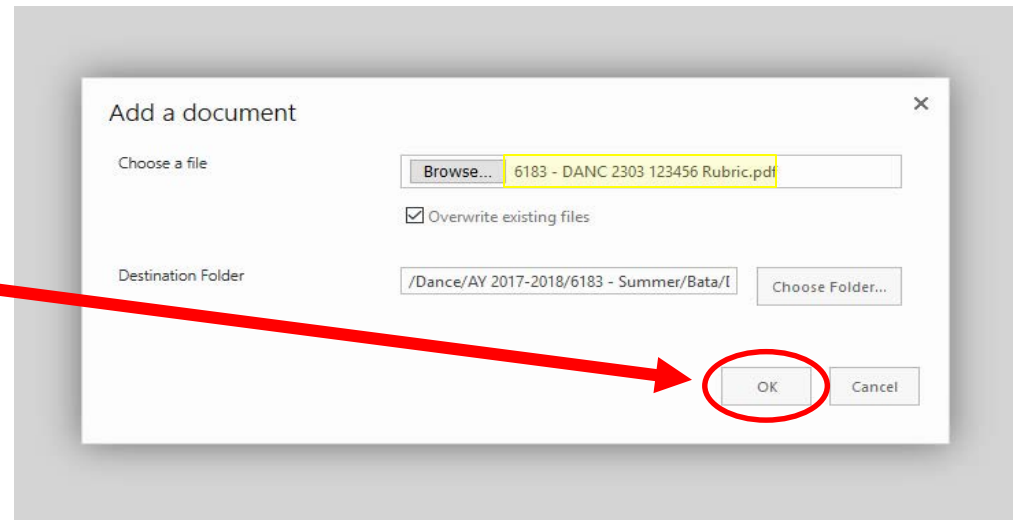
Click "Open"

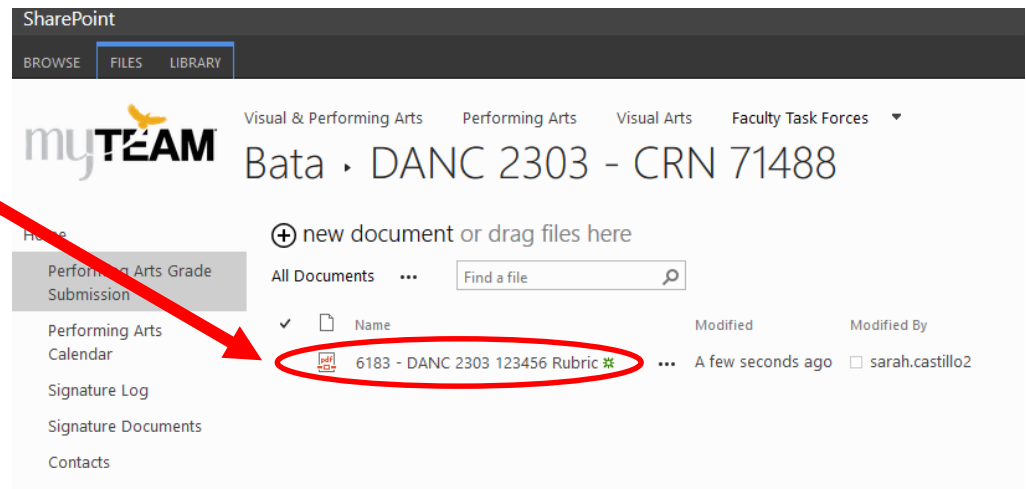# How to Submit Electronic Grades (cont.)

Click "OK"

If you completed the process correctly, the document will appear

Repeat for all grade submission documents

When finished – close the browser

Grade Submission Preferences

Preferred Naming Convention for Grade Submission Files

Term Department Catalog# CRN Document

EX: 6183 DANC 2303 123456 PS Grades

EX: 6183 DANC 2303 123456 Grade Ledger

EX: 6191 MUSI 1306 123456 Final Exam

EX: 6191 DRAM 1310 123456 Final Exam Key

EX: 6193 ARTS 1304 123456 PS Attendance Roster

EX: 6193 ARTS 1304 123456 In Class Attendance Roster

EX: 6192 MUAP 1101 123456 "Other form name" ex: Juror Forms

For assistance, please contact a COE for Visual and Performing Arts administrative staff member or your department contact person.

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