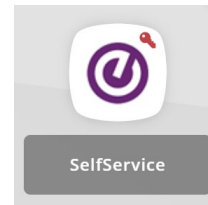




How to Complete Grading:

Step 1: Select Self Service in MyVVC



Step 2: Click Faculty men

Victor Valley College

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Faculty
Here you can view your active classes and submit grades and waivers for students.

Step 3: On the Faculty Overview screen, please select the Section you would like to enter Grades.

Victor Valley College brya

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Manage your courses by selecting a section below

2021FA

| Section | Times | Locations | Availability | Books | Census Dates |
|---|--|--|--------------|-------|--------------|
| ENGL-101.0-8000: Engl Composition and Reading | M/W 8:00 AM - 10:00 AM 8/30/2021 - 12/14/2021 | Bldg 21 Advance Technology Joe, 142 Lecture | 20 / 25 / 0 | | |

Spring 2021 Term

| Section | Times | Locations | Availability | Books | Census Dates |
|--|---|---|--------------|-------|------------------|
| MATH-120-74688: Introduction to Statistics | M/W 8:00 AM - 10:00 AM 2/16/2021 - 7/15/2021 M/W 10:00 AM - 12:00 PM 2/16/2021 - 7/15/2021 | Bldg 21 Advance Technology Joe, 142 Lecture Bldg 21 Advance Technology Joe, 142 Laboratory/Studio/Activity | 0 / 2 / 1 | | 8/21/2021 Census |



Step 4: Select Grading option from the Faculty tabs. The Grading page is displayed with students currently enrolled in the course section.

Roster Attendance Census **Grading** Permissions Waitlist

Overview Final Grade

Final grading is not complete. Please enter and post all grades.

| Student Name | Student ID | Never Attended | Last Date of Attendance | Final Grade | Expiration Date | Class Level | Credits |
|---------------|------------|----------------|-------------------------|-------------|-----------------|-------------|---------|
| Cochran, Reed | 0402721 | | | | | | 4 |
| Duck, Donald | 0402732 | | | | | | 4 |

Step 5: Select the Final Grade tab

Roster Attendance Census **Grading** Permissions Waitlist

Overview **Final Grade**

Final grading is not complete. Please enter and post all grades.

| Student Name | Student ID | Never Attended | Last Date of Attendance | Final Grade | Expiration Date | Class Level | Credits |
|---------------|------------|----------------|-------------------------|-------------|-----------------|-------------|---------|
| Cochran, Reed | 0402721 | | | A | | | 4 |
| Duck, Donald | 0402732 | | | B | | | 4 |



Step 6: Select a grade for each student

| Student ID | Never Attended | Last Date of Attendance | Final Grade | Expiration Date | Class Level |
|------------|--------------------------|-------------------------|--------------|-----------------|-----------------------------------|
| 0340353 | <input type="checkbox"/> | M/d/yyyy | A | M/d/yyyy | Block 4 New,returning,continui |
| 0412992 | <input type="checkbox"/> | M/d/yyyy | B | M/d/yyyy | Freshman |
| 0424521 | <input type="checkbox"/> | M/d/yyyy | A | M/d/yyyy | Block 4 New,returning,continui |
| 0415346 | <input type="checkbox"/> | M/d/yyyy | Select Grade | M/d/yyyy | Block 4 New,returning,continui |
| 0407914 | <input type="checkbox"/> | M/d/yyyy | Select Grade | M/d/yyyy | Block 4 New,returning,continui |
| 0423695 | <input type="checkbox"/> | M/d/yyyy | Select Grade | M/d/yyyy | Block 4 New,returning,continui |
| 0383049 | <input type="checkbox"/> | M/d/yyyy | Select Grade | M/d/yyyy | Freshman |

Note: If you enter an “FW” you must enter a Last Date of Attendance.

Roster Attendance Census **Grading** Permissions Waitlist

Overview **Final Grade** Post Grades

| Student Name | Student ID | Never Attended | Last Date of Attendance | Final Grade | Expiration Date | Class Level | Credits |
|--|------------|--------------------------|-------------------------|-------------|-----------------|-------------|--------------------------------------|
| Cochran, Reed | 0402721 | <input type="checkbox"/> | M/d/yyyy | A | M/d/yyyy | | 4 |
| Duck, Donald | 0402732 | <input type="checkbox"/> | M/d/yyyy | B | M/d/yyyy | | 4 |
| Lucas, George | 0402733 | <input type="checkbox"/> | M/d/yyyy | FW | M/d/yyyy | | 4 ⓘ |
| Last Date of Attendance or Never Attended Flag is required | | | | | | | |
| Mouse, Mickey D. | 0054078 | <input type="checkbox"/> | M/d/yyyy | A | M/d/yyyy | | 4 |

Note: Students who failed to drop after the last day to drop: Enter an “FW”

To view the Deadline Dates for your section click on the Deadline Dates link in the section Roster tab

ADPE-41A-83904: Advanced Physical Fitness

Spring 2022 Term
Main Campus

M/T/W/Th/F/Sa -
2/14/2022 - 6/11/2022
Bldg 71 Gymnasium, 4 Laboratory/Studio/Activity

Seats Available ⓘ 184 / 16 / 200 / 0

[Deadline Dates](#)

Waitlisted 0 of 20

Roster Attendance Drop Roster Census Grading



Step 7: Once all grades have been entered, Click the Post Grades button. Grades will not be verified and available to students unless this button is pressed.

Roster Attendance Census **Grading** Permissions Waitlist

Overview **Final Grade**

Post Grades

| Student Name | Student ID | Never Attended | Last Date of Attendance | Final Grade | Expiration Date | Class Level | Credits |
|------------------|------------|--------------------------|-------------------------|-------------|-----------------|-------------|---------|
| Cochran, Reed | 0402721 | <input type="checkbox"/> | M/d/yyyy | A | M/d/yyyy | | 4 |
| Duck, Donald | 0402732 | <input type="checkbox"/> | M/d/yyyy | B | M/d/yyyy | | 4 |
| Lucas, George | 0402733 | <input type="checkbox"/> | 11/21/2021 | FW | M/d/yyyy | | 4 |
| Mouse, Mickey D. | 0054078 | <input type="checkbox"/> | M/d/yyyy | A | M/d/yyyy | | 4 |
| Student, Fake M. | 0142615 | <input type="checkbox"/> | M/d/yyyy | C | M/d/yyyy | | 4 |

Step 8: Confirm final grades by clicking Post Grades button. This will mark the grades as verified and allow them to be viewed by your students.

Confirm grade posting

Grades cannot be modified after they are posted.

5 grade(s) will be posted

Please confirm that the grades you entered are correct before posting them.

Cancel **Post Grades**

Once submitted, you will see a text message notifying you that your final grading is complete.

Post Grades


Final grading completed on 12/26/2021 at 1:49 PM by Cochran, Bryan


Class Level Credits



You will also receive an email that
your grades were submitted

Grading complete for 2022WI MATH-105-78043

 DataTel.SQL
To: Bryan Cochran

 We removed extra line breaks from this message.

Thank you for submitting your grades for 2022WI MATH-105-78043 .
[Seal of VVC]

DataTel SQL, MS-CPU
Automated Notification System | Information Technology Victor Valley College
[18422 Bear Valley Road](#)
[Victorville, CA 92395](#)
Office: Bldg. 21
Email: datatel.sql@vvc.edu
Phone: 760 245-4271