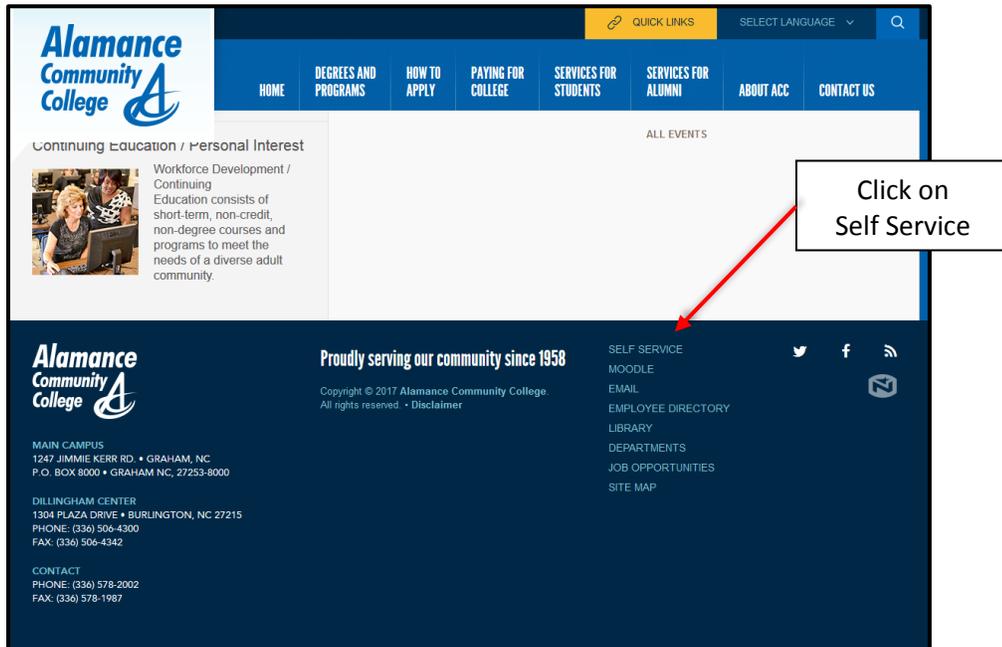


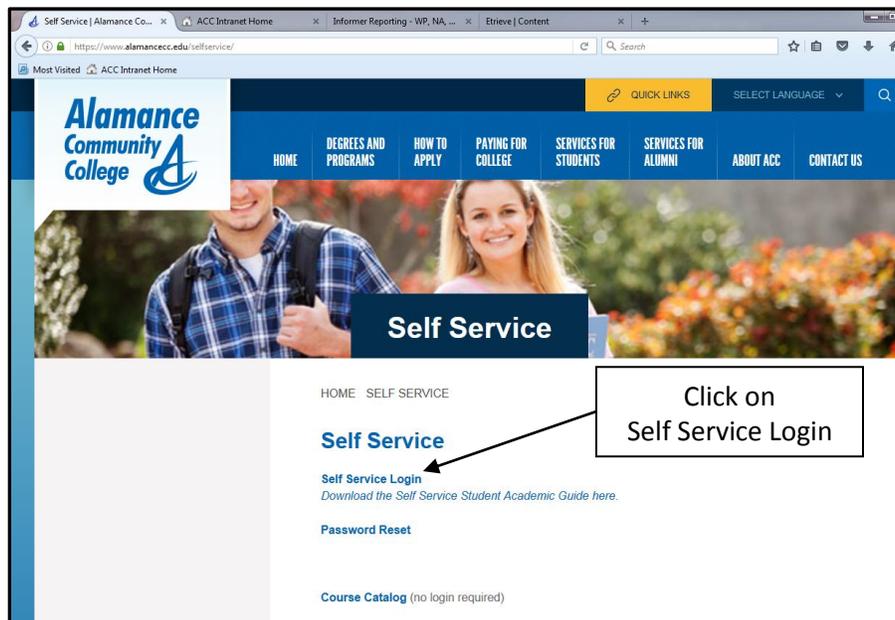
Self-Service Faculty Grade Entry Directions

There are two ways to access Self Service from our homepage (www.alamancecc.edu)

Scroll to the bottom and click on “Self Service” or at top click on “Quick Links” and then select “Self Service.”



Note that there is a Self Service Student Academic Guide for students.
Click on “Self-Service Login” to login.





Sign in

Enter your user name and password to sign in.



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Sign-in with your
UserName and Password

Alamosa Community College

Kenneth P. Dobbins Sign out Help

Hello, Kenneth P. Dobbins. Welcome to Colleague Self-Service!

Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**
Here you can view your grades by term.
- Graduation Overview**
Here you can view and submit a graduation application.
- Transcript Requests**
Here you can view and request a transcript.
- Faculty**
Here you can view your active classes and submit grades and waivers for students.

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Click Here

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Daily Work > Faculty > Faculty Overview

Manage your courses by selecting a section below

2017 Spring Semester

Section	Times	Locations
ACA-111-05E: College Student Success	TBD 1/9/2017 - 5/11/2017	Distant Education/Online, ONLNE Classroom Hours

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Daily Work > Faculty > Faculty Overview

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ACA-111-05E: College Student Success

2017 Spring Semester

Online Course

TBD
1/9/2017 - 5/11/2017
Distant Education/Online, ONLINE

Roster Grading Permissions

Student Name	Student ID	Class Level	Preferred Email
[Redacted]	[Redacted]	Freshman	[Redacted]
[Redacted]	[Redacted]	Freshman Associate	[Redacted]
[Redacted]	[Redacted]	Sophomore Associate	[Redacted]
[Redacted]	[Redacted]	Freshman Associate	[Redacted]
[Redacted]	[Redacted]	Freshman Associate	[Redacted]
[Redacted]	[Redacted]	Sophomore Associate	[Redacted]

Information about the Course

Click Here for Grading

MIDTERM GRADE ENTRY
(Required for 16 week courses)

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Daily Work ▾ Faculty ▾ Faculty Overview

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ACA-111-05E: College Student Success

2017 Spring Semester

Online Course

TBD
1/9/2017 - 5/11/2017
Distant Education/Online, ONLNE

Roster Grading Permissions

Overview Final Grade Midterm 1

Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Midterm 1	Class Level	Credits
							Freshman Associate	1
							Freshman Associate	1
							Sophomore Associate	1

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ACA-111-05E: College Student Success

2017 Spring Semester

Online Course

TBD
1/9/2017 - 5/11/2017
Distant Education/Online, ONLNE

Roster Grading Permissions

Overview Final Grade **Midterm 1**

Student Name	Student ID	Midterm Grade	Credits
[Redacted]	[Redacted]	Select grade ▾	1
[Redacted]	[Redacted]	Select grade	1
[Redacted]	[Redacted]	A	1
[Redacted]	[Redacted]	B	1
[Redacted]	[Redacted]	C	1
[Redacted]	[Redacted]	D	1
[Redacted]	[Redacted]	F	1
[Redacted]	[Redacted]	I	1
[Redacted]	[Redacted]	P	1
[Redacted]	[Redacted]	R	1

Click on Arrow and Select Grade Here

Once all of your midterm grades are entered you are done.

Final Grade Entry

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Daily Work > Faculty > Faculty Overview

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ACA-111-05E: College Student Success

2017 Spring Semester

Online Course

TBD
1/9/2017 - 5/11/2017
Distant Education/Online, ONLNE

Roster | Grading | Permissions

Overview | **Final Grade** | Midterm 1

Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Midterm 1	Class Level	Credits
[Redacted]	[Redacted]						Freshman Associate	1
[Redacted]	[Redacted]						Freshman Associate	1
[Redacted]	[Redacted]						Sophomore Associate	1

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Daily Work ▾ Faculty ▾ Faculty Overview

ⓧ Sign out ? Help

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ACA-111-05E: College Student Success
 2017 Spring Semester
 Online Course
 TBD
 1/9/2017 - 5/11/2017
 Distant Education/Online, ONLNE

Roster Grading Permissions

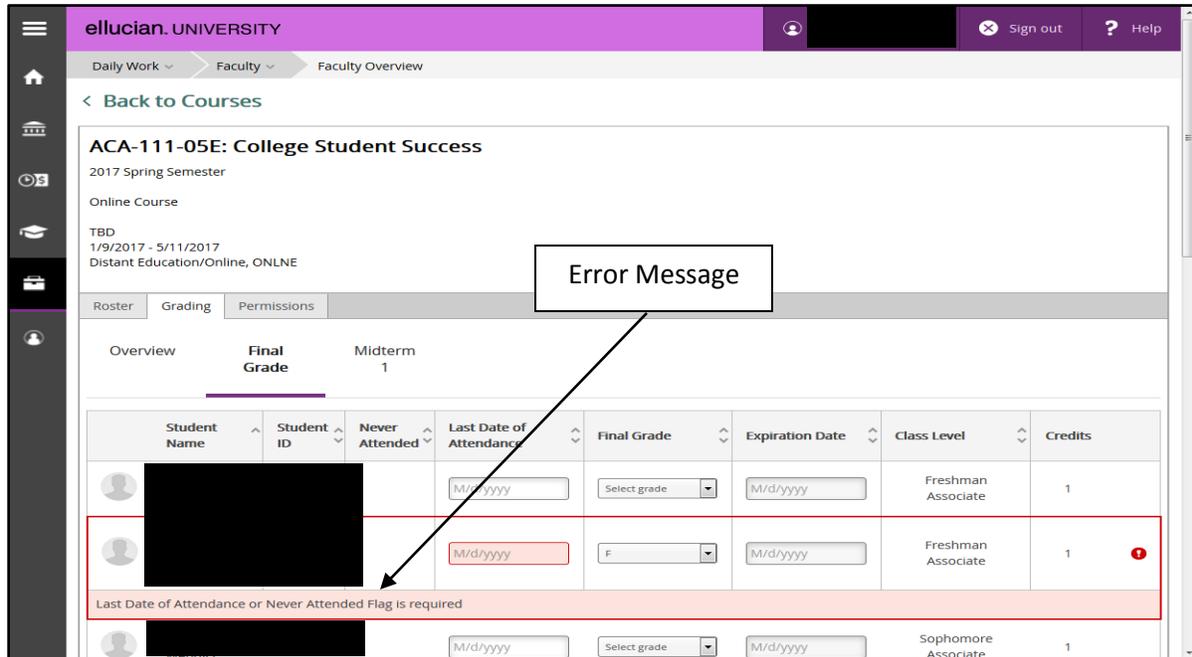
Overview Final Grade Midterm 1

This Column is greyed out and not accessible to instructors

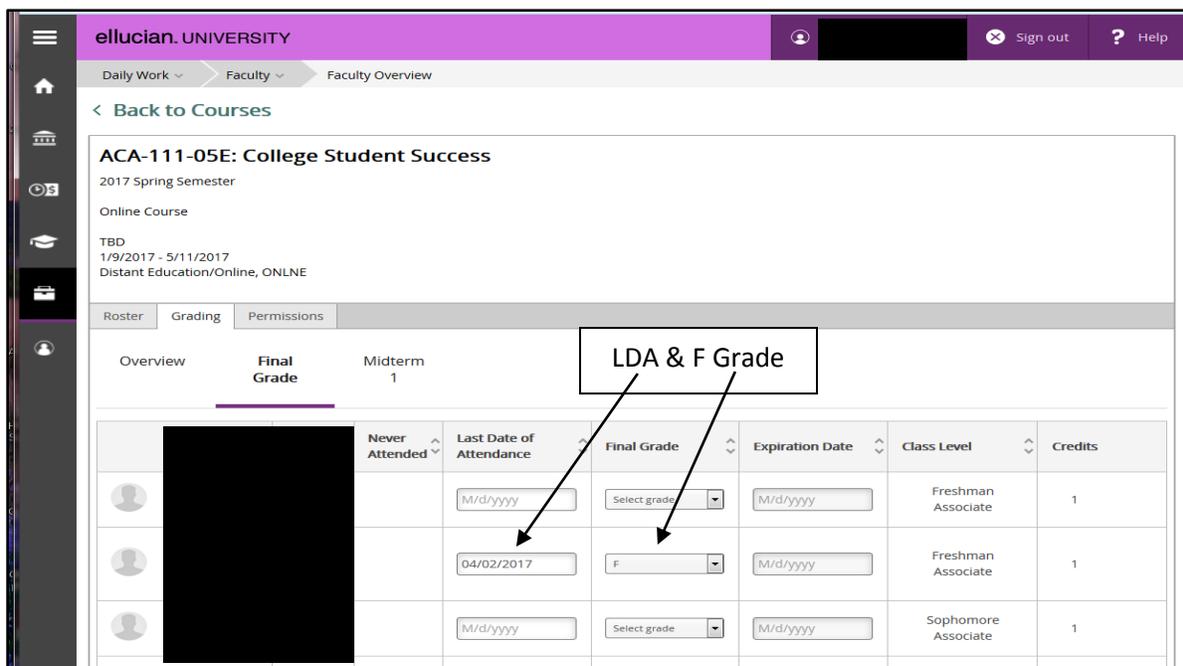
Click on Arrow and Select Grade Here

Student Name	Student ID	Never Attended	Last Date of Attendance	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	[Redacted]	M/d/yyyy	M/d/yyyy	Freshman Associate	1
[Redacted]	[Redacted]	[Redacted]	M/d/yyyy	M/d/yyyy	Freshman Associate	1
[Redacted]	[Redacted]	[Redacted]	M/d/yyyy	M/d/yyyy	Sophomore Associate	1

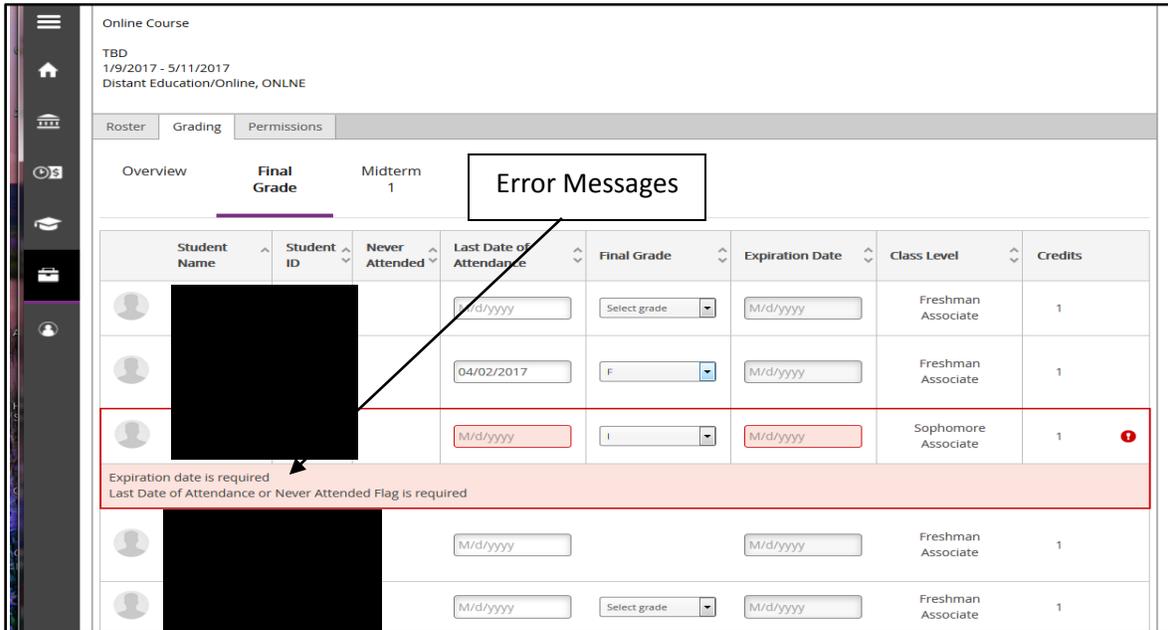
F Grade entry: If final grade is an F (Failing) grade you must also enter a LDA (Last Date of Attendance). A red error message will appear and you will not be allowed to enter the F grade until you have also entered a LDA (note that year entry is 4 digits). Once red error message goes away grade has been entered. Example of error message below:



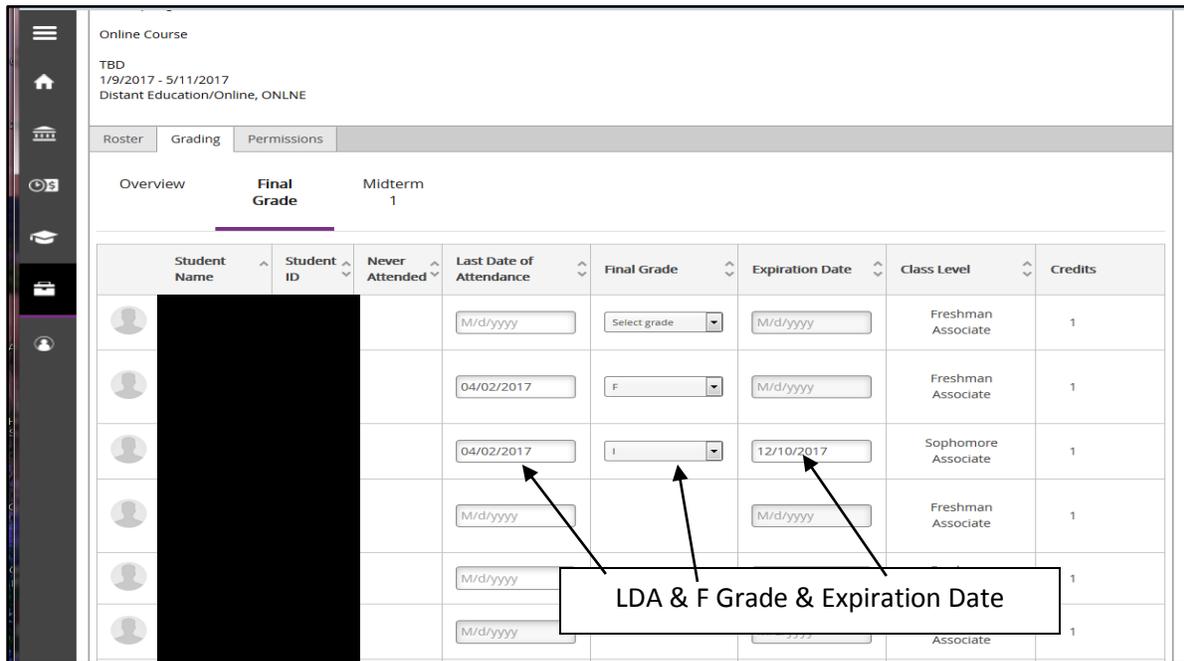
Once correctly entered it looks like this:



I Grade Entry: if final grade is an I (Incomplete) you must also enter both a LDA and an expiration date. The expiration date must be no later than the last day of the next semester (Fall or Spring). Note that year entry is 4 digits. Again a red error message will appear until both of those are entered. *Be aware that if an I grade is not changed by the expiration date Colleague/Datatel will automatically change the I grade to an F grade.* Example of error message below:



Once corrected it looks like this:



To change a verified grade a Change of Grade form will need to be completed (with Academic Dean's signature) and submitted to the Admissions-Records Office.