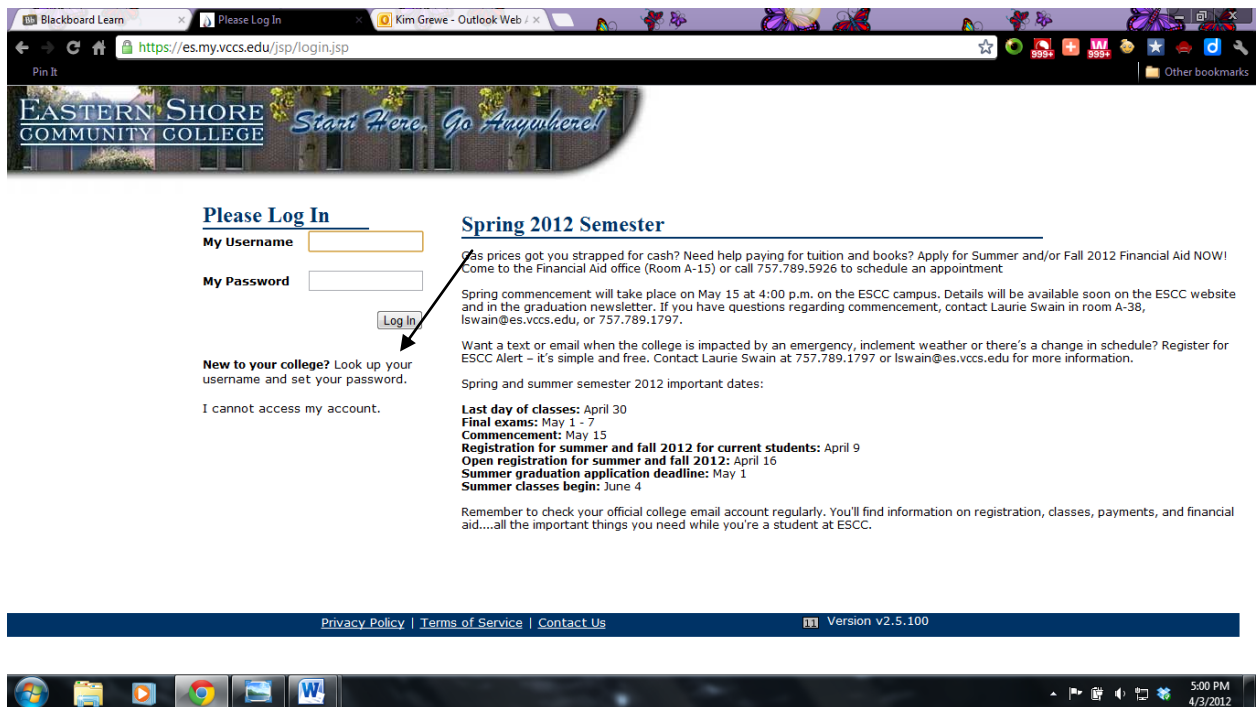# View Class Roster/Record Grades

Overview

This document provides you with instructions on how to view the class roster and record grades at the end of the term. You will be notified when the grade rosters are available. Prior to that time, you will be unable to view your grade rosters for grade entry.

Sign on/Sign out using MyESCC Portal

Step 1 – Sign on

To sign on to MyESCC, you need to go to the MyESCC portal, which is accessible from the ESCC website (es.vccs.edu) or (my.vccs.edu). Please note that you will need to enter your username, which is the same as your VCCS ID, and password to access this system.

If you do not know your username, you may click on the link found on this page to access your username.

Enter the appropriate information to access your username.

To look up your username and create or reset your password, please enter all of the information below. The information that you provide must match exactly what you used when you filled out your college admissions application.

First Name [ ]

Last Name [ ]

Birthdate (MMDDYY) [ ]

SSN [ ]

[Search]

Privacy Policy | Terms of Service | Contact Us

Step 2

Once you have accessed the myESCC portal, click onto the VCCS SIS89:Student Information System link to access PeopleSoft.

Step 3 – Sign out

When your work is completed in PeopleSoft, you may sign out of the system by clicking the sign out link found in the top, far-right corner of the page. Please note that when you sign out, your **EMPLID** or sign on ID is retained.

Be sure to **close the PeopleSoft window** and click the **LOGOUT** link from myESCC to completely sign out of the system.

Accessing Class Rosters and Record Grades

Now, that you have accessed PeopleSoft, use the following navigation to access your information.

Navigation:
Self Service>Faculty Center

Step 1

Verify that the correct term is displayed. If you need to select a different term, click the **change term** button and select the appropriate term from the list.

La Toria Tookes

Faculty Center	Search
my schedule	class roster	grade roster

Faculty Center

Select Term

View FERPA Statement

CONTINUE

Select a term then click Continue.	
Term	**Institution**
○ 2012 Spring	John Tyler Community College
⦿ 2011 Fall	John Tyler Community College
○ 2011 Spring	John Tyler Community College
○ 2010 Fall	John Tyler Community College
○ 2001 Summer	John Tyler Community College
○ 2001 Spring	John Tyler Community College
○ 2000 Fall	John Tyler Community College
○ 2000 Summer	John Tyler Community College
○ 2000 Spring	John Tyler Community College
○ 1999 Fall	John Tyler Community College
○ 1999 Spring	John Tyler Community College
○ 1998 Fall	John Tyler Community College
○ 1998 Spring	John Tyler Community College
○ 1997 Fall	John Tyler Community College
○ 1997 Summer	John Tyler Community College
○ 1997 Spring	John Tyler Community College
○ 1996 Fall	John Tyler Community College
○ 1996 Summer	John Tyler Community College

CONTINUE

Step 2

Once the correct term and classes listed are confirmed, you may view the **Class Roster**, by clicking on the appropriate icon or clicking the class roster tab.

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

La Toria Tookes

Faculty Center	Search
my schedule || class roster || grade roster

Faculty Center

My Schedule

2011 Fall | John Tyler Community College [change term]   My Exam Schedule

Select display option: ● Show All Classes   ○ Show Enrolled Classes Only

Icon Legend: 🏃 Class Roster 📑 Grade Roster   📖 Learning Management

My Teaching Schedule > 2011 Fall > John Tyler Community College

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
🏃 📑	ITE 115-01A (26634)	Intro to Comp Apps & Concepts (Lecture)	24	MoWe 8:30AM - 9:45AM	Bird Hall B142	Aug 22, 2011- Dec 17, 2011
🏃 📑	ITE 115-N07B (55289)	Intro to Comp Apps & Concepts (Lecture)	18	MoTuWeThFrSaSu 12:51AM - 12:52AM	Virtual	Aug 22, 2011- Dec 17, 2011

View Weekly Teaching Schedule   Go to top

My Exam Schedule > 2011 Fall > John Tyler Community College

Class	Class Title	Exam Date	Exam Time	Exam Room	E
ITE 115-01A (26634)	Intro to Comp Apps & Concepts (Lecture)	12/12/2011, Monday	8:30AM - 11:00AM	Bird Hall B142	2

View Weekly Exam Schedule   Go to top

Class Roster

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

La Toria Tookes

Faculty Center		Search
my schedule	class roster	grade roster

Class Roster

View FERPA Statement

2011 Fall | Regular Academic Session | John Tyler Community College | Credit

▽ **ITE 115 - 01A (26634)**   change class

Introduction to Computer Applications and Concepts (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 8:30AM-9:45AM	Bird Hall B142	LaToria Tookes	08/22/2011 - 12/17/2011

*Enrollment Status Enrolled

Enrollment Capacity 25   Enrolled   24

Enrolled Students   Find | 🔲 | 🔢   First ◀ 1-24 of 24 ▶ Last

	Notify	ID	Name	Email	Main Phone	Business Phone	Home Phone	Grade Basis	Units	Program and Plan	Advisor(s)
1	☐										
2	☐										
3	☐										
4	☐										
5	☐										
6	☐										

CONFIDENTIAL INFORMATION

Step 3

To record grades, you may select the **Grade Roster** icon from the Faculty Center page or click on the grade roster tab.

Step 4

You should now be able to view your grade roster for any one class. Use the drop down arrow to choose either midterm grade or final grade for Grade Roster Type. It is important that you are in the correct area (midterm or final) before entering grades.

Grade Roster

La Toria Tookes

Faculty Center	Search
my schedule	class roster	grade roster

Grade Roster

View FERPA Statement

2011 Fall | Regular Academic Session | John Tyler Community College | Credit

▽ **ITE 115 - 01A (26634)**   change class

Introduction to Computer Applications and Concepts (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 8:30AM-9:45AM	Bird Hall B142	LaToria Tookes	08/22/2011 - 12/17/2011

Display Options:

*Grade Roster Type Final Grade ▼

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed ▼   save

Student Grade

		ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Grade Basis	Program and Plan
☐	1		CONFIDENTIAL INFORMATION					
☐	2							
☐	3							
☐	4							
☐	5							
☐	6							
☐	7							
☐	8							
☐	9							
☐	10							

Step 5

Click in the **Roster Grade** field for each student and enter the appropriate grade. You may also click the **Drop down button** (down arrow) to select from the valid grade values for a given student. Continue entering the grades until complete by tabbing or clicking the next field. Be sure to enter the last date of attendance for any "F" grades assigned.

Step 6

Once completed, change the Approval Status to **Ready for Review**.

Verify all entries and click **Save**.

Change the Approval Status to **Approved** and **Save.**

La Toria Tookes

Faculty Center	Search

my schedule	class roster	grade roster

Grade Roster

View FERPA Statement

2011 Spring | Regular Academic Session | John Tyler Community College | Credit

▽ **ITE 140 - M71B (31724)**   `change class`

Spreadsheet Software (Lecture)

Days and Times	Room	Instructor	Dates
Th 6:30PM-9:15PM	Science Bldg C201	LaToria Tookes	01/10/2011 - 05/10/2011

Display Options:

*Grade Roster Type   [Final Grade ▼]

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status   [Approved ▼]   **Posted**

Request Grade Change

Student Grade [▦▶]

	ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Grade Basis	Program and Plan	Level
☐	1		A		A	GRD	Degree, Certificate, or CSC - CSC Business Information Mgmt	Freshman
☐	2		A		A	GRD	Degree, Certificate, or CSC - Business Management	Sophomo
☐	3		F	04/07/2011	F	GRD	Non Degree Seeking - Pending Curr Approval	First Time Freshman
☐	4		A		A	GRD	Degree, Certificate, or CSC - Bus Mgmt - Adm Mgmt Tech	Sophomo
☐	5				W	WTH	Degree, Certificate, or CSC - Human Services - Criminology	Sophomo
☐	6		D		D	GRD	Degree, Certificate, or CSC - Info Sys Tech- Cmp Program	Freshman
☐	7		A		A	GRD	Degree, Certificate, or CSC - CSC Business Information Mgmt	Sophomo
☐	8		D		D	GRD	Degree, Certificate, or CSC - Arts and Sciences	Freshman
☐	9		B		B	GRD	Degree, Certificate, or CSC - Business Management	Sophomo
☐	10		A		A	GRD	Degree, Certificate, or CSC - Information Technology	Sophomo
☐	11		A		A	GRD	Degree, Certificate, or CSC - Information Technology	Sophomo