

# WEB FOR FACULTY

## GRADE COURSES

\*The Web for Faculty operates in REAL-TIME. Do not use your browser's back button or double-click on any links, or you will have to login to the system repeatedly.  
\*If you exceed the number of login attempts, you will be locked out for 24 hours. Contact your college's Admissions Office to have the number of login attempts changed and/or your PIN reset.

### A. To Access the Web for Faculty

1. Open your web browser (Netscape, Internet Explorer, etc.) and in the Location/Address bar type: <http://www.accd.edu/FAC>
2. Press the ENTER key on your keyboard.
3. Click on the name of your College (NVC, SPC, PAC, SAC).
4. Type in your Faculty ID. Your Faculty ID is your Social Security Number without spaces. (ex. 440111234)
5. Type in your PIN. Your PIN is the Year and Month of your birthdate without spaces. (ex. 195809)
6. Click Login.
7. Select the appropriate term and click SELECT. (ex. SPRING 2003).

Faculty ID:   
PIN:

*\*Enter your faculty ID and Personal identification Number (PIN), then click Login.*

### B. Grade Courses

*Note: Course Grading is only available during set times assigned by the Registrar's Office.*

1. On the General Services page, click on FACULTY SERVICES.
2. The SELECT COURSE screen will appear.
3. Enter the Course abbreviation, Course Number and Course Section (without spaces) of a course you are teaching this semester. Note: If your course abbreviation is less than four letters, leave an appropriate number of spaces between the course name and the course number so that the course name is 4 letters/spaces total. (ex. NU 1398090, CIS 1363400, ENGL1301002)
4. Click SELECT.
5. Click on the GRADE COURSES link.
6. Choose the course you wish to grade and click SELECT.

Course Title:

Course Title:

7. Enter grades in the ENTER GRADE box. When done click SUBMIT.
8. If you have more than 20 students in the class you will need to click SUBMIT after grading the first 20 and then click on 21-XX next to the word Records to enter the grades for the remaining students.

Records: 1-20 21-24

Record	Student Name	Credit Hours	Program	SSN	Enter Grade	Grade on Record	Message
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9. If you have more than one class to grade, click on the link that states "Click Here to Grade Another Course." Repeat the process.
10. When you are done, click on EXIT in the top right corner.

*\*Be sure to click SUBMIT before exiting.*