

Self-Service Grading FAQs

Rancho Santiago Community College District, Santa Ana College

1. When are grades due?

- a. Grades are due the Thursday following the end of the semester.

2. How do I submit grades?

- a. To submit grades, follow these steps:
 - Access Self-Service via this link: www.sac.edu/selfservice or click on the 'SELF-SERVICE' link at the top of the Santa Ana College homepage.
 - Login with your RSCCD credentials.
 - Navigate to the 'Grading' tab under the 'Faculty' menu
 - Click on the 'Final Grade' tab, and enter your students' grades.

3. What does the 'Last Date of Attendance' field represent in Grading within Self-Service?

The Last Date of Attendance is used for:

- a. Student who stops attending class before the last date to drop with a 'W' grade: Enter the last date the student was present in class.
- b. Student who academically fails the course and receives a 'F': Enter the last date of the course.

4. How can I change a grade after it has already been submitted?

- a. If a grade change is needed, go to www.sac.edu/instructorchange to submit a request for a grade change.
- b. A grade change form must be completed to change an 'I' grade to a letter grade.

5. What should I do if a student has opted for P/NP (Pass/No Pass) grading?

- a. If a student has chosen P/NP grading, you should still enter a letter grade. The system will automatically convert it to P or NP on the student's record. A grade of 'P' corresponds to a letter grade of 'C' or better

6. When will students be able to view their grades?

- a. Students can see the grades as soon as they are posted. Instructors post the grades as the last step of the grade entry process.

7. How do I save or print my grades to submit as Proof of Grade Submissions?

- a. To save or print your grades in Self-Service:
 - Navigate to the 'Grading' tab and then 'Overview'
 - Press 'Ctrl + P' (windows) or 'Cmd + P' (MAC) to open the Print dialog.
 - For the Destination printer, select 'Save as PDF'. This will save a PDF copy of the page you are viewing which you can then send as proof of grade submission to your department.

8. Who can assist if I have questions?

- a. For general inquiries, contact Admissions & Records or your division office.
- b. For technical issues, contact the ITS Help Desk at helpdesk@rscdd.edu or 714-564-4357.