Self-Service
Grade Submission
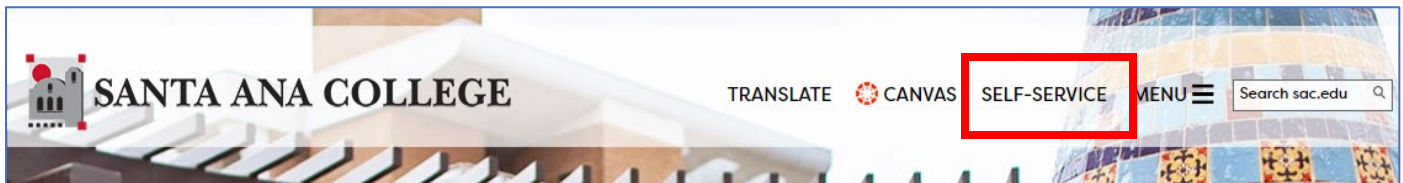
Rancho Santiago Community College District, Santa Ana College

1. SIGN IN

You can access Self-Service using this link http://sac.edu/selfservice.
- - OR - -
Go to the Santa Ana College website and click **SELF-SERVICE** on the top menu.

You will be redirected to the Sign In page for RSCCD Single-Sign On.
Enter your RSCCD credentials and click "Sign In".

2. SELF-SERVICE DASHBOARD

Once you are signed in, you will be taken to the Self-Service dashboard.
Click on the "Faculty" tile.

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

	Student Finance		Financial Aid
	Here you can view your latest statement, make a payment online and purchase student parking permits.		Here you can access financial aid data, forms, etc.

	Tax Information		Employee
	Here you can change your consent for e-delivery of tax information.		Please see the Employee navigation menu for links to common employee applications including eForms, OCDE EIS, Parking Permits and more.

	Student Planning		Course Catalog
	Here you can search for courses, plan your terms, and schedule & register your course sections.		Here you can view and search the course catalog.

	Grades		Graduation Overview
	Here you can view your grades by term.		Here you can view and submit a graduation application.

	Advising		Faculty
	Here you can access your advisees and provide guidance & feedback on their academic planning.		Here you can view your class rosters, grade and drop students, and grant add authorizations. For additional applications including Attendance Web please see the Faculty menu under the Daily Work menu.

3. COURSE SECTIONS

Sections that you are teaching are organized by terms. Scroll to find the section that you want to grade and click on it.

Manage your courses by selecting a section below

Fall 2024

Section	Times	Locations	Availability	Books	Census Dates
ACCT-010-48997: Accounting Procedures	8/19/2024 - 12/8/2024	., ONLINE Online	36 / 40 / 0		CC and CE Census - 9/3/2024 - NCDE Only Census - 10/24/2024 -

Summer 2024

Section	Times	Locations	Availability	Books	Census Dates
CMPR-104-48998: Cooperative Work Experience-Oc	TBD 6/17/2024 - 8/11/2024	., ONLINE Work Experience	1 / 2 / 1		CC and CE Census - 6/24/2024 NCDE Only Census - 8/30/2024 -

By default, your roster will be displayed at the bottom of the Section Details.

4. GRADING

Faculty can post grades either individually for each student or for the entire class at once. Once grades are posted, they cannot be edited. However, faculty can log in later to complete grading for any remaining students.

A grading completion notification email will be sent to faculty once grades have been posted for all students in the class. If grading is not fully completed, no notification email will be sent for that class.

Go to the "Grading" tab, then click on "Final Grade" tab.

Choose a grade for each student in the "Final Grade" column, then click the "Post Grade" button.

If you are going to give your student a grade of 'F', you also need to enter a Last Date of Attendance for the student too.

You will see a confirmation pop-up. Click on "Post Grades" to confirm.

If grades are successfully posted, they will no longer be editable and the drop-down will disappear.

ONCE GRADES ARE POSTED, FACULTY CANNOT GO BACK AND CHANGE THEM.

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

5. VIEWING POSTED GRADES

To view posted grades, click on the "Overview" tab.