

Self-Service

Grade Submission

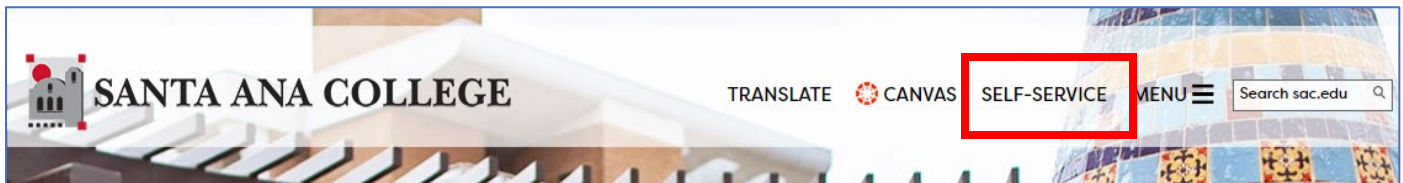
Rancho Santiago Community College District, Santa Ana College

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”.

Sign in with your organizational account











Keep me signed 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 Here you can view your latest statement, make a payment online and purchase student parking permits.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Employee Please see the Employee navigation menu for links to common employee applications including eForms, OCDE EIS, Parking Permits and more.
 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	 Course Catalog Here you can view and search the course catalog.
 Grades Here you can view your grades by term.	 Graduation Overview Here you can view and submit a graduation application.
 Advising Here you can access your advisees and provide guidance & feedback on their academic planning.	 Faculty ← 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

Section	Times	Locations	Availability ⓘ	Books	Census Dates
Fall 2024					
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					
CMPR-104-48998: Cooperative Work Experience-Oc ←	TBD 8/11/2024 - 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.

ACCT-010-48997: Accounting Procedures

Fall 2024
Santa Ana College

8/19/2024 - 12/8/2024
., ONLINE Online



Seats Available ⓘ 36 / 40 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Drop Roster Census Grading Add Authorizations/Permissions Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Pass/Audit	Repeated	Preferred Email
 Student1, Ellucian	2244860	Freshman			es98516@student.sac.edu
 Student2, Ellucian	2244861	Freshman			yoitanaka@gmail.com

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.

Roster Drop Roster Census **Grading** Add Authorizations/Permissions Waitlist

Overview **Final Grade**

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

Student Name	Student ID	Never Attended First Day of Class	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Student1, Ellucian (Dropped 7/19/2024)	2244860	<input type="checkbox"/>	M/d/yyyy	B	M/d/yyyy	Freshman	1
Student2, Ellucian	2244861	<input type="checkbox"/>	M/d/yyyy	F	M/d/yyyy	Freshman	1

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.

Student Name	Student ID	Never Attended First Day of Class	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Student1, Ellucian	2244860	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	Freshman	3
Student2, Ellucian	2244861	<input type="checkbox"/>	M/d/yyyy	F	M/d/yyyy	Freshman	3

Last Date of Attendance or Never Attended First Day of Class Flag is required

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

Confirm grade posting


Grades cannot be modified after they are posted.

2 grade(s) will be posted

Please confirm that the grades you entered are correct before posting them.

Cancel Post Grades

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



Student Name ^	Student ID ^	Never Attended First Day of Class ^	Last Date of Attendance	Final Grade ^
 Student1, Ellucian	2244860	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	A

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.

Roster	Drop Roster	Census	Grading	Add Authorizations/Permissions	Waitlist
Overview	Final Grade				
Final grading is not complete. Please enter and post all grades.					
Student Name ^	Student ID ^	Never Attended First Day of Class ^	Last Date of Attendance ^	Final Grade ^	
 Student1, Ellucian	2244860			A	
 Student2, Ellucian	2244861			B	