

# Self-Service

## Grade Submission

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Rancho Santiago Community College District, Santa Ana College

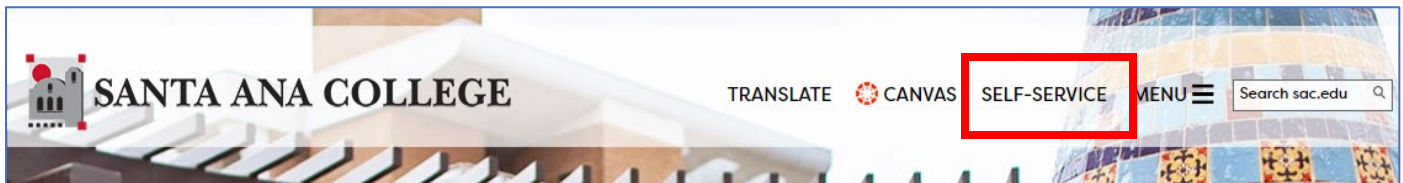
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### 1. SIGN IN

You can access Self-Service using this link <http://sac.edu/selfservice>.

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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.

 <b>Student Finance</b> Here you can view your latest statement, make a payment online and purchase student parking permits.	 <b>Financial Aid</b> Here you can access financial aid data, forms, etc.
 <b>Tax Information</b> Here you can change your consent for e-delivery of tax information.	 <b>Employee</b> Please see the Employee navigation menu for links to common employee applications including eForms, OCDE EIS, Parking Permits and more.
 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.	 <b>Course Catalog</b> Here you can view and search the course catalog.
 <b>Grades</b> Here you can view your grades by term.	 <b>Graduation Overview</b> Here you can view and submit a graduation application.
 <b>Advising</b> Here you can access your advisees and provide guidance & feedback on their academic planning.	 <b>Faculty</b> ← 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
<a href="#">ACCT-010-48997: Accounting Procedures</a> ←	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
<a href="#">CMPR-104-48998: Cooperative Work Experience-Oc</a> ←	TBD 6/24/2024 - 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 towards the bottom of the Section Details page.**

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			<a href="mailto:es98516@student.sac.edu">es98516@student.sac.edu</a>
 Student2, Ellucian	2244861	Freshman			<a href="mailto:yoitanaka@gmail.com">yoitanaka@gmail.com</a>
 Student3, Ellucian	2244862	Freshman			<a href="mailto:Chavez_Elisabeth@sac.edu">Chavez_Elisabeth@sac.edu</a>
 Student4, Ellucian	2244863	Freshman			<a href="mailto:es94625@student.sac.edu">es94625@student.sac.edu</a>

## 4. GRADING

**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 Grades” 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"/>	<input type="text" value="M/d/yyyy"/>	<div style="border: 2px solid red; padding: 2px;">Select Grade A B C P D F NP I Select</div>	<input type="text" value="M/d/yyyy"/>	Freshman	1
Student2, Ellucian	2244861	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select"/>	<input type="text" value="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"/>	<input type="text" value="M/d/yyyy"/>	A	<input type="text" value="M/d/yyyy"/>	Freshman	3
Student2, Ellucian	2244861	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<div style="border: 2px solid red; padding: 2px;">F</div>	<input type="text" value="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.

CancelPost 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



You do not have to grade all students in the class at once. You may post grades for some students and log in at a later time to complete grading for the remaining students.

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

- If a grade change is needed, go to [www.sac.edu/instructorchange](http://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
<b>Overview</b>	Final Grade				
<i>Final grading is not complete. Please enter and post all grades.</i>					
Student Name ^	Student ID ^	Never Attended First Day of Class ^	Last Date of Attendance ^	Final Grade ^	E
 Student1, Ellucian	2244860			A	
 Student2, Ellucian	2244861			B	