HACCWeb for Faculty
Entering Midterm Grades via the Web
Fall 2010 (Part of Term 1, O, Y)
Courses beginning the week of Aug. 23rd, Aug. 30th, or Sept. 7th, and ending in Dec., 2010

Information Items

Entering grades through HACCWeb is a quick and easy process as long as you are aware of the following items:

- **Grades allowed** to be entered through the Web are: A, B, C, D, F, I, Y.
  - Y grades are restricted to 0 level courses.
- **Grade not allowed** to be entered through the Web: W (drop)
- **DROPS:** Students may be dropped from 13 to 15 week classes through Dec 10th at 3 pm. Dropped grades (W or F) do not appear on the Midterm Web Grade Roster like they do on the final grade roster. Students who have dropped your class and will be receiving a grade will have the words “Drop after refund...” beside their name. If a student has dropped your class and you do not see the “drop after refund” notation next to their name on your web roster, please complete another drop form immediately and forward it to the Registration/Welcome Center at the campus most convenient to you for processing. If you are dropping a student you should enter NONE for the grade.
- **AUDIT:** Students who are auditing your class will have the notation of “Registered as Audit…” next to their name which is displayed on your Midterm Web Grade Roster. Enter a grade of “S” for these students.
- **October 4th at 8 am:** You may **begin entering your grades** via the Web. From the time online grading begins until online grading ends you may submit grades daily via HACCWeb from 5 am to 11:30 pm.
- **October 18th at noon:** This is the **deadline to enter midterm grades**.

If you have any questions about the Web grade process, please contact:

- **Harrisburg:** Diane Roselli: 780-2365 or dmrosell@hacc.edu
  Diane Thompson: 780-2653 or dsthomps@hacc.edu
- **Lancaster:** Pam Watkins: 358-2270 or pcwatkin@hacc.edu
- **Lebanon:** Angie Bentz: 270-6351 or ambentz@hacc.edu
- **Gettysburg:** Wendy Kaehler: 337-3855 ext. 3006 or wakaehle@hacc.edu
- **York:** Jill Mitzel: 718-0328 ext. 3510 or jkmitzel@hacc.edu
- **Virtual:** Elaine Moran: 221-1300 ext. 1512 or emmoran@hacc.edu
  Wanda Page: 221-1300 ext. 1514 or wjpage@hacc.edu
- **Central:** Linda Hirsch: 780-2373 or lhirsch@hacc.edu
  Megan Popp: 780-2373 or mjpoppp@hacc.edu
  Sheila Shrauder: 780-2373 or skshraud@hacc.edu

- For technical or connectivity issues, contact Rachelle Downing: 780-1977 or radownin@hacc.edu

- **HELP DESK:** 717-780-2570 or from on-campus dial HELP (4357).
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Procedures

1. Open your browser. Internet Explorer 6.0 is recommended.

2. Type in http://www.hacc.edu

3. Access HACCWeb by clicking on the HACCWeb link located in the green bar under the HACC logo.

4. Access “Enter Secure Area.” Login to HACCWeb. (If this is the first time that you are logging into HACCWeb, please refer to the Faculty Guide for HACCWeb document available from your Division/Campus Dean. It is also available on http://www.hacc.edu, under the Faculty and Staff/Faculty Resources/HACCWeb link.

5. Click on “Faculty & Advisors” from the main menu

6. Click “Enter Midterm Grades”

7. Select the appropriate term (Fall 2010) and press Submit

8. Select the appropriate CRN and press Submit

9. Enter the Midterm grade for each student by using the drop down grade list or right click in the grade field and type in the appropriate grade. If you do not have a grade for a student at this time, you may skip them and enter their grade at a later date. However, the grade must be entered by October 18th at noon.

10. Do not enter data in the last date attended column or the attended hours column.

11. Submit the grades by clicking on the “Submit” button at the bottom of the page. NOTE: the Banner system will automatically log you out if you have 30 minutes of inactivity. If you have not pressed the submit button when you are logged out you will need to enter the grades again.

12. A maximum of 25 students will display on the page. Make sure you click on the “Submit” button for the first 25 students before pressing the link for the remaining names. If there are more than 25 students in your class you will need to select the remaining students from the link at the bottom of the page. Enter the grades and click the submit button again.

13. Remember to proof your grades. If the midterm grades were entered properly they will be displayed on your Summary Class List.

14. To enter grades for another CRN, select the CRN Selection link at the bottom of the “Enter Midterm Grades” page or from the “Faculty & Advisor” menu.

15. When you are finished, close HACCWeb by clicking “Exit” and then the X at the top right of the screen.