

**HACCWeb for Faculty**  
**Entering Final Grades via the Web**  
**Spring 2013 – Parts of Term 1, Y, L, 3 & 6**  
Courses ending by May 6<sup>th</sup>, 2013

**Information Items**

- **Grades allowed** to be entered through HACCWeb are: **A, B, C, D, F, I, Y.**
  - **Y grades** are restricted to **0 level courses.**
  - Y grade form can be found in AP 667.
- **Grades not allowed** to be entered through HACCWeb are: **W** (drop) and **S** (audit)
- **Monday, May 6<sup>th</sup> at 3:00 pm:** This is the deadline to **drop** a student with a W or F grade **and submit** the drop form to the Welcome Center/Registration Office at your campus.
  - Please note per AP 632 students have “through the last day of class” to drop a class.
  - If a student appears on your Web grade roster and the W (or F) does not appear next to their name, this means a drop was not processed. Please complete another drop form immediately and forward it to the Welcome Center/Registration Office at your campus for processing.
  - To make sure a drop was processed for students who have dropped your class, it would be a good idea to **review your Web roster prior to Monday, May 6<sup>th</sup>.**
- **Monday, May 6<sup>th</sup> at 3:15 pm:** Grades will be “rolled” prior to faculty entering grades through the Web.
  - This roll will enter the dropped (W and F) and audit (S) grades on the student’s record. These W, F, and S grades will appear on the faculty member’s Web rosters and the faculty member will not be able to change the grade on the roster.
- **Monday, May 6<sup>th</sup> at 4 pm:** You may **begin entering your grades** via HACCWeb.
  - From the time on-line grading begins until on-line grading ends you may submit grades daily via HACCWeb **from 5 am to 11:30 pm.**
  - **Remember to PROOF your grades on the *View Class List/Final Grades page.*** A link to the “Proofing” page is located at the bottom of your Grade Roster.
- **Tuesday, May 14<sup>th</sup> at 4pm:** This is the **deadline to enter grades** via HACCWeb.
- **Tuesday, May 14<sup>th</sup> at 4:10 pm:** The final grades will be rolled. This means that any grades entered on HACCWeb prior to the roll time will be available for students to view on HACCWeb.
- To change a grade that has been rolled, the faculty member will need to complete the change of grade form and submit it to their Dean as normal.
- If you have any questions about the Web grade process, please contact:
  - **Harrisburg:** Diane Roselli: 780-2365 (212365) or [dmrosell@hacc.edu](mailto:dmrosell@hacc.edu)  
Diane Thompson: 780-2481 (212481) or [dsthoms@hacc.edu](mailto:dsthoms@hacc.edu)
  - **Lancaster:** Holly King: 358-2976 (312976) or [hrking@hacc.edu](mailto:hrking@hacc.edu)
  - **Lebanon:** Angie Bentz: 270-6351(416351) or [ambentz@hacc.edu](mailto:ambentz@hacc.edu)
  - **Gettysburg:** Wendy Kaehler: 339-3506 (113506) or [wakaehle@hacc.edu](mailto:wakaehle@hacc.edu)
  - **York:** Jessica Layton: 801-3309 (513309) or [jdlayton@hacc.edu](mailto:jdlayton@hacc.edu)
  - **Virtual:** Caroline Mellinger: 221-1342 (211342) or [clmellin@hacc.edu](mailto:clmellin@hacc.edu)
  - **Central:** Linda Hirsch: 736-4154 (214154) or [lhirsch@hacc.edu](mailto:lhirsch@hacc.edu)  
Megan Popp: 736-4153 (214153) or [mjpoppp@hacc.edu](mailto:mjpoppp@hacc.edu)
- For technical or connectivity issues, contact Rachelle Downing 736-4146 (214146) or [radownin@hacc.edu](mailto:radownin@hacc.edu)
- **HELP DESK:** 717-780-2570 or from on-campus dial HELP (4357).

# HACCWeb for Faculty Entering Final Grades via the Web

## Procedures

### Procedures to enter final grades:

1. Open your browser. ( Internet Explorer 8 or higher is recommended if using MyHACC to access HACC web)
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, to the right and next to Student Services.
4. Access “Enter Secure Area”. **Login** to HACCWeb.
  - a. If this is the first time that you are logging into HACCWeb, please refer to the [Faculty Guide for HACCWeb](#) available on <http://www.hacc.edu>, under the Faculty and Staff/HACCWeb link.
5. Click on “**Faculty & Advisors**” from the main menu
6. Click “**Enter Final Grades**”
7. Select the appropriate **term** (**Spring 2013**) and press **Submit**
8. Select the appropriate **CRN** and press **Submit**
9. **Enter the final 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 **Tuesday, May 14<sup>th</sup> at 4pm.**
10. **You must enter the last date of attendance** in the Last Date Attended column for **students who stopped attending your class**. The last date of attendance is required for students who dropped your class (final grade of “F” or “W”) OR who did not stay in attendance through the final exam and an “F” grade was assigned. Data should not be entered in the Attended Hours column. Last date attended may also be viewed on the View Class List/Final Grade Roster page.
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. **Proof the grades** that you just entered. Press the *View Class List/Final Grades* link at the bottom of the “Enter Final Grades” page. (You may also proof your grades from the *Summary Class List* menu item.) If you find that you entered a wrong grade, go back to the Enter Final Grades page and correct the grade. You should do this immediately after entering your grades. If the grades are rolled before you try to make the correction, you will not be able to change the grade via HACCweb. In this case, a change of grade form will need to be completed. You may print the *View Class List/ Final Grades* page by pressing the printer icon OR you may download the page into excel.
13. **Proof the grades** that you just entered. Press the *View Class List/Final Grades* link at the bottom of the “Enter Final Grades” page. (You may also proof your grades from the *Summary Class List* menu item.) If you find that you entered a wrong grade, go back to the Enter Final Grades page and correct the grade. You should do this immediately after entering your grades. If the grades are rolled before you try to make the correction, you will not be able to change the grade via HACCWeb. In this case, a change of grade form will need to be completed. You may print the *View Class List/ Final Grades* page by pressing the printer icon OR you may download the page into excel.
14. To enter grades for another CRN, select the *CRN Selection* link at the bottom of the “Enter Final 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.