

HACCWeb for Faculty

Entering Mid-Term Grades via the Web

Fall 2009 (Part of Term 1, O, Y)

Courses beginning the week of Aug 24, Aug 31, or Sept 8 and ending in Dec

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, S, 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 5 at 3 pm. Dropped grades (**W** or **F**) do not appear on the Mid-Term 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 Records or Registration Office 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 Mid-Term Web Grade Roster. Enter a grade of “**S**” for these students.
- **October 8 at 8 am:** You may **begin entering your grades** via the Web. 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.
- **October 22 at noon:** This is the **deadline to enter mid-term grades**.

If you have any questions about the Web grade process, please don't hesitate to contact one of the individuals listed below:

Harrisburg: Sheila Shrauder skshrauder@hacc.edu, Megan Popp mjpoppp@hacc.edu or Linda Hirsch llhirsch@hacc.edu (780-2373)

Lancaster: Pam Watkins (780-2929) or pcwatkin@hacc.edu

Lebanon: Angie Bentz (270-6351) or ambentz@hacc.edu

Gettysburg: Diane Bittle, Linda O'Connor, Wendy Kaehler; (337-3855) or ddbittle@hacc.edu, lpoconno@hacc.edu, or wakaehle@hacc.edu

York: Jessica Layton (718-0328) jdlayton@hacc.edu

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

For technical or connectivity questions contact Rachelle Downing at 780-1977

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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 black 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 Mid-Term Grades**”
7. Select the appropriate **term** (Fall 2009) and press **Submit**
8. Select the appropriate **CRN** and press **Submit**
9. **Enter the Mid-Term 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 22 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 Mid-Term 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.