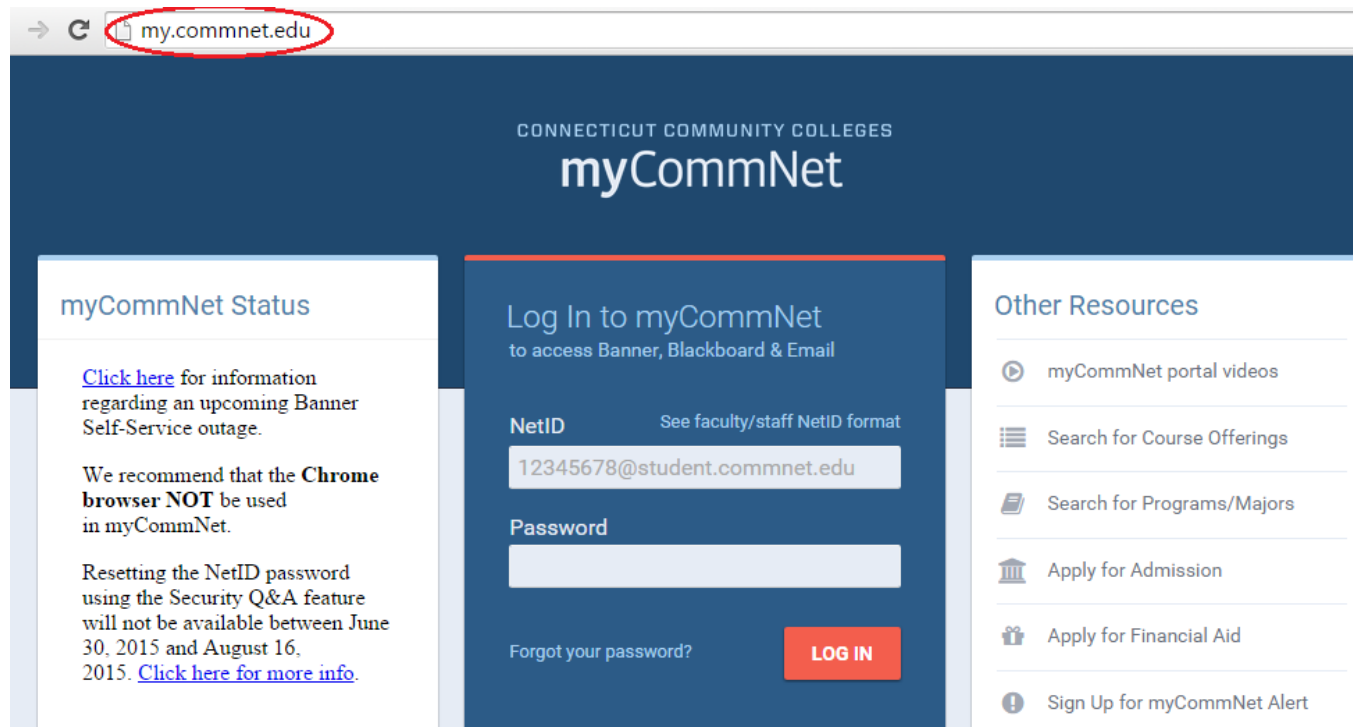


## Faculty Self-Service: Enter Final Grades

1. Logon to [my.commmnet.edu](http://my.commmnet.edu).



2. Login using your **NetID**.

**NetID:** Faculty/staff: BannerID@mxcc.commmnet.edu

Example:

**00689764@mxcc.commmnet.edu**

**Password:** The same password to log on to a campus computer at any of 12 community colleges.

### Never logged on? Use the initial password!

First 3 letters of birth month (capitalize the first letter), &, and last four digits of your social security number.

*For example, if you are born in April and the last four digits of your social security number are 4575, then your initial password is Apr&4575 (case sensitive).*

After using the initial password, you must create new password. The new password **MUST** have 8 or more characters and satisfy 3 of the 4 rules as follows:

- Upper case
- Lower case

# MxCC Distance Learning Documentation

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- Numbers
- Special characters

One example of a new password is "Flower16" (case sensitive). Remember; do not use your name or birthday in the new password.

[Click here](#) for more information about NetID and password.

CONNECTICUT COMMUNITY COLLEGES  
**myCommNet**

Log In to myCommNet  
to access Banner, Blackboard & Email

NetID See faculty/staff NetID format  
00795867@mxcc.commnet.edu

Password  
.....

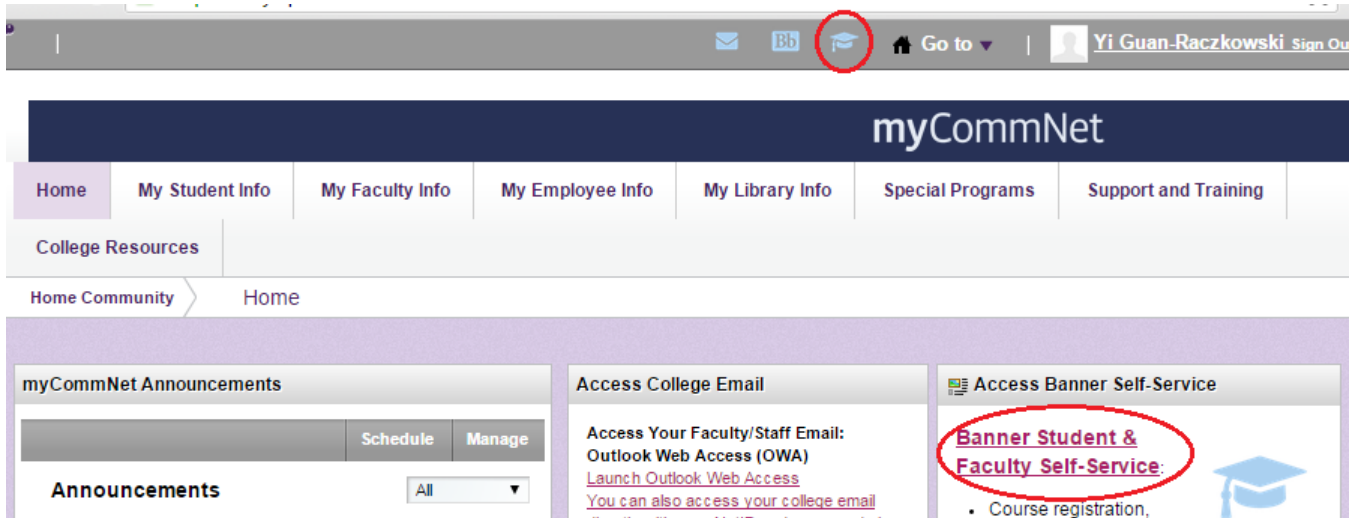
[Forgot your password?](#) **LOG IN**

**Other Resources**

- ▶ myCommNet portal videos
- ☰ Search for Course Offerings
- 📄 Search for Programs/Majors
- 🏛️ Apply for Admission
- 🎁 Apply for Financial Aid
- 🔔 Sign Up for myCommNet Alert

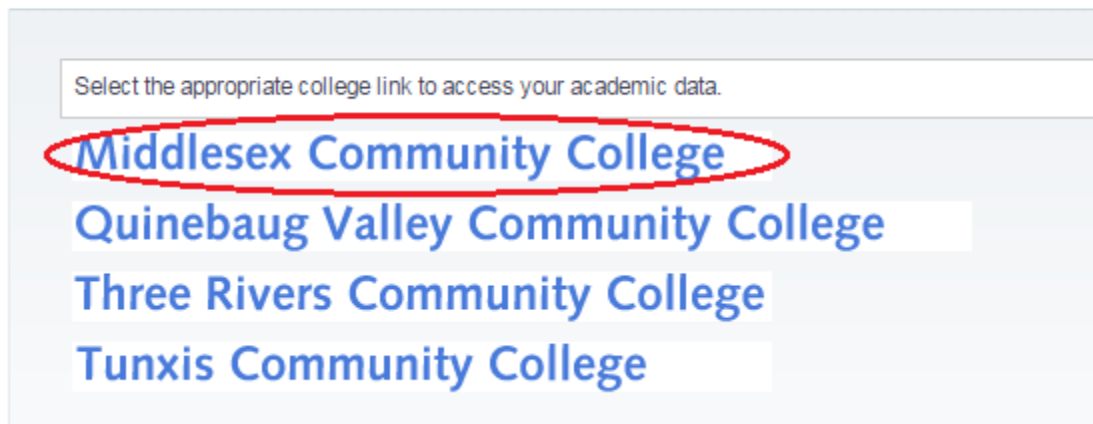
3. Click on the **Banner Self-Service** icon at upper right corner of the screen. Or click on the **Faculty Self - Service System** link under **Faculty and Advisor Self-Service** channel.

# MxCC Distance Learning Documentation



4. Click on **Middlesex Community College**.

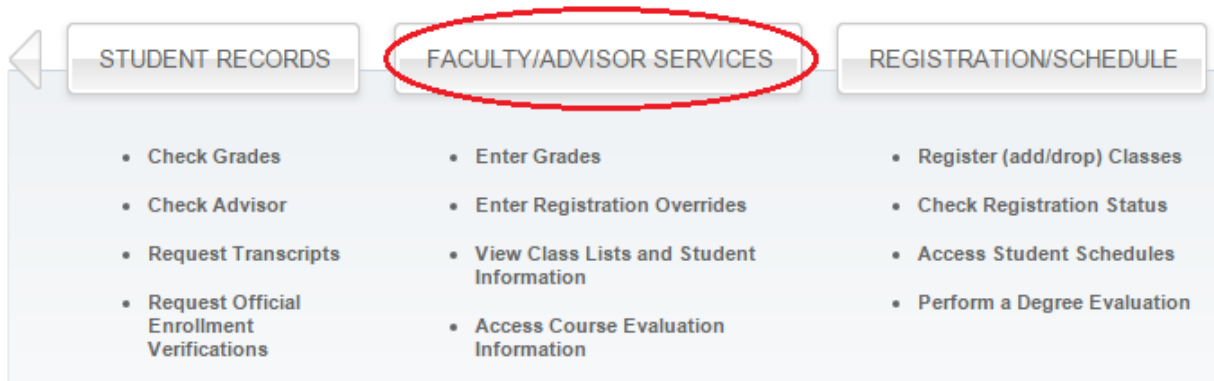
[Home](#) > COLLEGE SELECTION



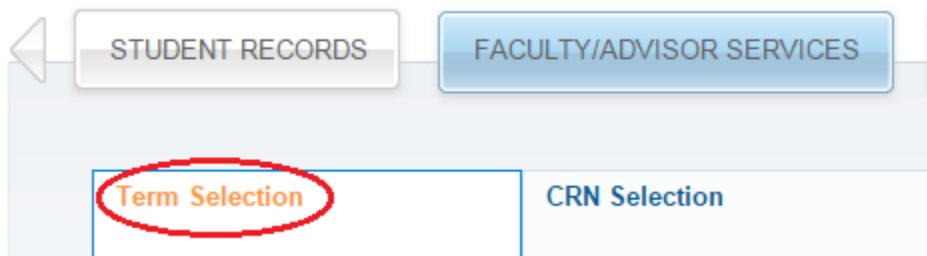
5. Click on **FACULTY/ADVISOR SERVICES**.

# MxCC Distance Learning Documentation

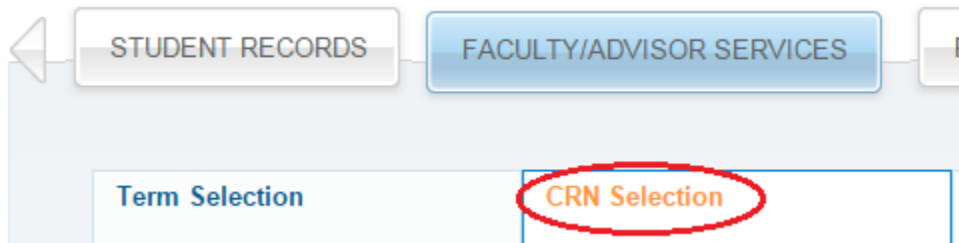
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6. Click on **Term Selection**. Select the term such as “**Spring 2016**” and click on **Submit**.



7. Click on **CRN Selection**, select the CRN of your course and click on **Submit**.



8. To enter final grades, click on **Grading Students** and select **Enter Final Grades**.

# MxCC Distance Learning Documentation

**Student and Advising**

- View Student Information including: personal info, schedules and transcripts, placement tests

**Grading Students**

- Enter Midterm Grades
- Enter Final Grades

**Note:** Not all colleges post midterm grades

**Note:** Midterm and final grades from Blackboard must be re-entered here

**Registration Overrides**

- Override prerequisites, course limits and other course restrictions

**Note:** Not all colleges allow faculty to process registration overrides.

■ Enter Midterm Grades      ■ Enter Final Grades

9. To enter grades, choose a grade next to a student. Click **Submit** when done. When there are more than 25 students, you will need to go to the next page to enter grade.

should be referred to the Registrar's Office.  
- Click on a student's name to view the student's address(es) and phone(s).

**Course Information**

CRN: 1365  
Students Registered: 25  
Students Ungraded: 25

The changes you made were saved successfully.

Record Sets: 1 - 25 **26 - 27** ← Go to next page for more than 25 students.

**Final Grades**

| Record Number | Student Name | ID | Credits | Registration      | Status       | Grade | Rolled | Last Attend Date | Attend Hours | Registrat |
|---------------|--------------|----|---------|-------------------|--------------|-------|--------|------------------|--------------|-----------|
|               |              |    |         |                   |              |       |        | MM/DD/YYYY       | 0-999.99     |           |
| 26            |              |    |         | **Web Registered* | Jan 14, 2008 | A     |        | None             | None         | 17        |
| 27            |              |    |         | **Registered**    | Jan 24, 2008 | C-    |        | None             | None         | 33        |

Record Sets: 1 - 25 26 - 27

**Submit** Reset

## IMPORTANT NOTES

# MxCC Distance Learning Documentation

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## **30-minute Time Limit**

You will be logged out after 30 minutes of inactivity and will lose grades so please be prepared to enter all grades in a timely manner.

## **Submit Key**

Final grades are immediately recorded when you press the **SUBMIT** key. Failure to press the **SUBMIT** key will cause all grades to be lost.

## **More Than 25 Students**

If you have more than 25 students in your class, click the link at the top or bottom of the screen indicating #26 through the last student. This will bring you to the second page. You must submit each page individually.

## **Students with “W” (Withdrawal)**

If a student has followed the official withdrawal procedures, a notation of “W” will appear “grayed out”. The “W” cannot be over-written.

## **Grade Changes**

Prior to the grade due time, you are able to correct grades with the above method. But after the grade due time, you cannot change a student grade in Faculty Self-Service.

## **Grade Changes After Grade Due Time**

For grade change after the due time, you need to obtain grade change form in Records Office, fill out and submit it to Records Office.

## **Incompletes**

If you grant an Incomplete grade to a student, you need to fill out an Incomplete form and submit the form to office of Dean of Learning and Students Development (860-343-5866).