

ONLINE GRADING INSTRUCTIONS

At the end of the semester, final grades are submitted electronically on Banner which is MCLA's student information system. The instructions are given below. You will need to sign on to the MyMCLA Portal to access Banner.

If you are unable to login to the MyMCLA Portal or have not setup your MyMCLA account, please visit <http://techhelp.mcla.edu/accounts> or call the MCLA Tech Help Desk at 413-662-5276 for assistance.

If you have any questions about missing students or the grading process, contact the Student Records Office at (662-5216).

SPECIFIC STEPS TO ENTERING GRADES

1. Log onto the MCLA campus portal: <https://sso.mcla.edu/portal/home/>
2. Select **Banner** from the blue header bar.
3. Select **Faculty & Advisor**.
4. Select **Final Grades**.
5. Select the current term.
6. Select a single class section, i.e. CRN, to begin grading. You will only be able to enter grades for gradable sections. If you cannot access one of your sections, please contact the Student Records Office.
7. ALL registered students will be alphabetically listed with their campus ID, enrolled credit hours and registration status. You will ONLY be able to grade students who are actively registered. If you suspect that a student is missing from the roster or that a student has an incorrect registration status, please contact the Student Records Office.
8. To assign a grade to a student for the selected term and class section, use the drop-down box in the **Grade** column. If you wish to assign a grade of "I" (Incomplete) you must submit an Incomplete Contract signed by the student to the Registrar. The Registrar will record the grade.
9. To save your grade assignments, select the **Submit** button. **IMPORTANT:** You should save, i.e. **Submit**, your grade assignments often. The Self-Service system is designed to terminate sessions that remain idle for longer than 15 minutes. Your session will be determined to be idle if you do not either **Submit** your grade assignments within the 15 minute limit or **navigate** to a new Self-Service web page. **Simply entering grades on a single roster (without changing courses or submitting grades) is considered idle time.**
10. To continue to enter grades for other sections, select **CRN Selection** or **Return to Previous** at the bottom of the page. Repeat steps 7-10 above.
11. When you have completed your grade entry, select **Exit** at the top of the page.
12. **IMPORTANT:** Unlike submitting paper grades, you may submit grades for only some of the students in a particular section during a login session. You may also change grades prior to the deadline.
13. **IMPORTANT:** After the deadline for submitting grades has passed, all registrations without a grade assignment will be automatically assigned a grade of **"NR" (grade not reported by instructor)**. All subsequent grade changes must be requested through the Registrar's office pursuant to college policies.