

# Four-Step Guide for Submitting Grades



**Start here!** First, go to [www.maricopa.edu/employees](http://www.maricopa.edu/employees), click Login,



## Employee Resources

then SIS.



At this screen type your user ID and password. The preferred web browser is Internet Explorer.

**STAFF**  
Authorized Users Please Log In

User ID (MEID):

Password:

Macintosh computers, use Firefox.

Next, under the menu at the left of your screen, select Employee Self-Service then select Faculty Center.



**If you do not have a Faculty Center listed, make sure you completed the FERPA.**

<http://www.maricopa.edu/legal/ferpa/>

**1.** Default semester may NOT be the current semester.

Click  to see a list of semesters.



**2.** Click the icon to view your roster.

Click the icon to input final grades.

**If you cannot see your roster, make sure you are in the current semester.**

My Teaching Schedule > Fall 2011 | Chandler-Gilbert Comm College

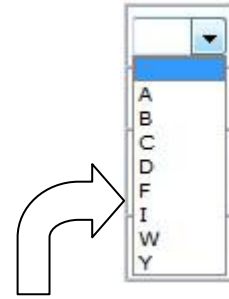
Class	Class Name	Enrolled	Days and Time	Room	Class Dates
AAA 115-0001 LEC 21103	Creating College Success (Lecture)	22	MoWe 7:00AM - 8:15AM	Pecos Student Ctr Rm 178	Aug 22, 2011-Sep 28, 2011

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3. Select the grade from the drop down box.

For a grade of F, W and Y, input last date of attendance.

For a grade of F, W and Y, input reason.



**Grading Options.** Note: Any grade of F, W, and Y need a last date of attendance and /or enrollment action reason. See below.

Enrollment Action Reason for grades of W and Y.

Enrollment Action Reason	Description
31	<a href="#">FAC-Student Ill/Hospitalized</a>
32	<a href="#">FAC-Financial Problems</a>
33	<a href="#">FAC-Employment Related</a>
34	<a href="#">FAC-Technical Difficulties</a>
35	<a href="#">FAC-Academic Difficulties</a>
36	<a href="#">FAC-Family Related</a>
38	<a href="#">FAC-Transportation</a>
39	<a href="#">FAC-Personal/Confidential</a>
41	<a href="#">FAC-Military Commitments</a>
42	<a href="#">FAC-Excessive Absences</a>
43	<a href="#">FAC-Never Attended</a>
44	<a href="#">FAC-Student Moved</a>
46	<a href="#">FAC-Placed in Alt Class/Sect</a>
47	<a href="#">FAC-Death of Student</a>
50	<a href="#">FAC-No Reason Given</a>
51	<a href="#">FAC-Requirements Not Met</a>
FMM	<a href="#">FAC-Military Mobilization</a>

If a student's name is underlined, that means you can email the student.

4. After selecting the grades, make sure

to click the **SAVE** button at the bottom of the screen. This will submit your grades to Chandler-Gilbert. When you are finished, click the

**RETURN** button. **DO NOT** use the **Back button on your web browser menu.**

1	30004000		<u>Student, Dennis</u>		Graded	Degree and Credit Programs - AB General Requirements	Freshman
2	30004000		<u>Student, Zackaey R</u>		Graded	Degree and Credit Programs - AAS General Business	Sophomore
3	30004000		<u>Student, Martin</u>		Graded	Degree and Credit Programs - Associate in General Studies/ Associate in General Studies	Freshman
4	30004000		<u>Student, Devin Z</u>		Graded	Degree and Credit Programs - Associate in Arts	Freshman
5	30004000		<u>Student, Jason R</u>		Graded	Degree and Credit Programs - Associate in Arts	Freshman
6	30004000		<u>Student, Klanna Gabraelle</u>		Graded	Degree and Credit Programs - Associate in General Studies/ Associate in General Studies	Freshman

PRINTER FRIENDLY VERSION

RETURN Save

### MEID Login Issues

If you encounter issues with your MEID login, please contact the Help Desk at Chandler-Gilbert Community College at 480.732.7025

### Forgot Password

If you forgot your password or need to change it, go to <https://memo3.maricopa.edu/cgi-bin/UserLookup.pl> then select Forgot Password at the bottom of the screen.