Faculty On-line Services Guide
"How to Enter Final Grades"

Step one: **Go to www.wcccd.edu**

Step two: **Click on**

Step Three: Click on **Enter Web-Gate**

Wayne County Community College District

Enter Web-Gate

Apply for Admission

General Financial Aid

Campus Directory

Class Schedule

Course Catalog

Step Four: Enter **WCCCD Faculty ID Number** (Enter a capital **A** followed by **two zeros** and the remaining six digits of your ID number. For example: **A00123456**)

Step Five: Enter your **PIN** (Personal Identification Number). Your initial PIN is the six digits of your date of birth: **MM/DD/YY**. For example, if your date of birth is **June 26, 1960**, your PIN is **062660**.

Wayne County Community College District

1) Enter your WCCCD User ID (i.e. A00123456); NOTE: Please capitalize the "A" in the User ID.
2) Enter 6-digit numerical PIN, which is your birthdate (i.e., mmddyy) by default.
3) Forgot Pin? Enter USER ID and click the "Forgot PIN?" button.

User ID: A00123456
PIN: 123456

[Login] [Forgot PIN?]

RELEASE: 7.2

*Note: If you **FORGOT YOUR PIN** when attempting to login.*
You must first enter your WCCCD User ID (i.e. A000xxxxxx) and click on FORGOT PIN.
The security question you previously entered will appear. Enter your security question and click reset.
You can know login using your date of birth as your PIN and proceed to the reset steps previously outlined.

Step Six   **Re-enter** your PIN (your six digit date of birth) that you used to initially login.

Step Seven: <u>**Enter a new PIN**</u> (This is a six digit number **that you create**. Please keep this confidential number in a **secure and retrievable** place.)

Step Seven: <u>**Re-enter the same new PIN**</u>.

Step Eight: Click on <u>**Login**</u>

Step Nine: **Enter a Question** that only you or a very few people know the answer to.

Step Ten: **Enter the Answer** to the above question you entered.

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HELP | EXIT

Login Verification Security Question and Answer

If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

Enter Question: favorte color

Answer: purple

Note: When you click the FORGOT YOUR PIN button, when attempting to login after you have entered your "A" Number, the security question you previously entered will appear.
Enter your security question and click reset. You can know login using your date of birth as your PIN and proceed to the reset steps previously outlined.

Step Eleven: Click on **Faculty & Advisors**

Main Menu

Welcome, Gwendolyn Cook, to the Wayne County Community College District Information System!

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

Step Twelve: Click on the **Final Grades** Menu Item

Personal Information   Student and Financial Aid   Faculty Services   Employee

Search [   ] [Go]

Faculty and Advisors

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Detail Wait List
Summary Wait List
Midterm Grades
Final Grades
Registration Overrides

Step Thirteen: Click on **Submit**

Step Fourteen: 1.   Click on CRN and confirm **Course Assignment** based on your
                            Course Name by clicking the ▾ arrow.
                      2.   Click on **Submit**

Step Fifteen: For each student, click on the drop down **Grade menu** and click on the selected final grade for that student. The Grade will appear in the **Grade** column. Repeat this action for each student.

Step Sixteen: Click **Submit** at the bottom of the page. This action completes the WCCCD **Web-Gate Online Grading Process**. Repeat steps 14-16 for each assigned class that needs grading.

Record Sets: 1 - 25   26 - 36

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Smith Michael J.	A00000000	3.000	**Registered** Aug 09, 2005	None	N			27
					None				
2	Smith Michael	A00000000	3.000	WD Course-W Nov 02, 2005	A	N			16
					B				
3	Smith Garrett L.	A00000000	3.000	**Registered** Aug 17, 2005	C	N			37
					D				
4	Smith A.	A00000000	3.000	**Registered** Aug 09, 2005	E I	N			26
5	Smith Melanie A.	A00000000	3.000	**Registered** Jul 19, 2005	V XW	N			10

⚠️ Please submit the grades often. There is a 5 minute time limit on this page.

Step Seventeen: Scroll to the bottom of the page and Click **Summary Class List** to generate a detailed list of the students and grades for each of your sections/classes.

[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid Term Grades | Student Menu | Summary Class List]

Step Eighteen: Review and Print 2 copies of this list.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Systems Analysis And Design - CIS 260 301

CRN: 20472
Duration: Jan 17, 2006 - May 08, 2006
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	25	0
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail	
1	June, Monday	A0G0G0001	WD Course-W	Undergraduate	3.000	W		✉
2	June, Monday	A0G0G0001	**Web Registered**	Undergraduate	3.000	B		
3	June, Monday	A0G0G0001	**Registered**	Undergraduate	3.000	C		
4	June, Monday	A0G0G0001	**Web Registered**	Undergraduate	3.000	B		
5	June, Monday	A0G0G0001	**Registered**	Undergraduate	3.000	E		
6	June, Monday	A0G0G0001	**Web Registered**	Undergraduate	3.000	I		✉
7	June, Monday	A0G0G0001	**Registered**	Undergraduate	3.000	XW		

If you need to make changes, Click **Final Grades or Return to Previous** to return to the grading mode.

Return to Previous

[Term Selection | CRN Selection | Detail Class List | Mid Term Grades | Final Grades | Faculty Detail Schedule | Detail Wait List | Summary Wait List]

RELEASE: 7.2

ADDITIONAL INFORMATION

The following is the grading system used at Wayne County Community College District. All courses in which the student enrolls and earns grades are recorded on the official transcript. Grade points are used to measure a student's academic achievement for the total number of semester hours attempted. Final course grades are mailed at the end of each semester to the student's permanent address of record.

GRADE	POINTS	DESCRIPTION
A	4.0	Excellent
B	3.0	Above Average
C	2.0	Average
D	1.0	Below Average
E	0.0	Failure to complete course requirements satisfactorily
XW		Walk-away – Attended 1 week of class
V		Audit – Student is visiting or auditing course
I		Incomplete – Student has one year to complete course

PLEASE NOTE

- The entry of final grades for all students assigned to faculty MUST BE COMPLETED ONLINE by executing the steps outlined in this guide.

- The extracted class roster will not be accepted as an official document.

- Remember the system will time-out after 15 minutes of inactivity, and you will need to log-in again using your "A" number and password.