

# Submitting Grades Online Through eConnect

*April 12, 2007*

## Introduction

This manual describes the steps necessary for DCCCD faculty members to submit class grades online through eConnect. Faculty should have active accounts and be familiar with the basic features of eConnect before attempting to submit grades online. A video/audio presentation of this manual will be available online through a link within eConnect.

## Log in to Faculty section of eConnect

1. Log in to the faculty section of eConnect with your username/password.

<http://econnect.dccd.edu>

**eConnect Main Menu**

eConnect is a web interface that provides a variety of online services to DCCCD students, faculty, and staff.

Select a menu on the right and then log in. ➔

[I'm New to eConnect What's My Password?](#)

- Future Student Menu
- Current Credit Student Menu
- Continuing Education/Workforce Training Student Menu
- Faculty Menu**
- Employee Menu

Click on Faculty menu

2. Log

eConnect Menu >> Faculty Menu

**eConnect Faculty Menu**

**Log In Required To See Additional Online Services.**

**My eConnect Account**

[Log In](#) ←

[Forgot/Reset My Password](#)

[Get My Student/Employee ID](#)

[Setup My eConnect Account](#)

[Add Me to the eConnect Registry](#)

[TIP! - I'm New to eConnect](#)

[TIP! - What's My Password?](#)

[TIP! - Browser PC Checklist](#)

**Click Log In**

**MARK YOUR CALENDAR**

**April 3:** Start searching for classes!

**April 17:** Summer priority registration begins.

[More Info](#) ➔

**THINGS TO KNOW**

**What's new:** Current wage information now available on the [Employee Menu](#).

**Tell us how we're doing.**

[Send comments](#) ➔

in under the faculty menu.

3. Enter your Employee I.D. and password.

eConnect Menu >> Faculty Menu >> Log In

**Faculty**

**Log In**

Please enter your seven digit Student/Employee ID number, password (case sensitive), and press Submit to log in.

Student/Employee ID:

Password:

Show My Password hint:

(If you have previously set up a password hint, leave Password blank to show Hint.)

**SUBMIT**

**HELP FOR NEW USERS**

[Setup My eConnect Account](#)

[Get My Student/Employee ID](#)

[Add Me to the eConnect Registry](#)

[TIP! - I'm New to eConnect](#)

[TIP! - Browser PC Checklist](#)

**HELP FOR RETURNING USERS**

[Forgot/Reset My Password](#)

[What is My Password Hint?](#)

[TIP! - What's My Password?](#)

[TIP! - Browser PC Checklist](#)

4. Select the [Grade My Classes](#) link.

eConnect Menu >> Faculty Menu

### eConnect Faculty Menu

**My Class Information**

- [Security/Privacy Statement](#)
- [My Class Roster \(XROP\)](#)
- [Certify My Classes](#)
- [My Teaching Schedule](#)
- [Grade My Classes](#)
- [Find & Review Classes](#)

**My eConnect Account**

- [Log Out](#)
- [Change Password](#)
- [Update My Challenge Question](#)
- [TIPI - Browser PC Checklist](#)

**MARK YOUR CALENDAR**

**April 3:** Start searching for classes!

**April 17:** Summer priority registration begins.

[More Info](#)

**THINGS TO KNOW**

**What's new:** Current wage information now available on the [Employee Menu](#).

**Tell us how we're doing.**

[Send comments](#)

5. Select the Current term from the drop down menu. Then click SUBMIT.

eConnect Menu >> Faculty Menu >> Grade My Classes

### Faculty

## Grade My Classes

Please select a term AND/OR enter a start or end date and Submit to continue to enter your final grades.

Grades can only be entered within 3 business days before or after the end date of a class.

Term

Classes Ending on  Ending on or Before

**SUBMIT**

6. A list of your classes eligible for grading will be visible. Choose the class for which you wish to enter final grades. Then click on the SUBMIT button.

If you are teaching more than one class, you will have to return to this screen to enter grades for other classes.

**\*Note\*** - Classes are visible three business days before the official final day of each class. Grades **must** be entered by the end of the third business day after the official final class day. Students without grades by the end of the third business day will automatically be assigned a grade of NR (not-reported). To change NR grades, you must submit a grade change form to the Registrar's Office for each student.

eConnect Menu >> Faculty Menu >> Grade My Classes: Selection

Faculty

## Grade My Classes: Selection

Please choose ONE section and Submit to enter your final grades.

Grades can only be entered within 3 business days before or after the end date of a class.

Choose One Class Name and Title	Start Date	End Date	Loc	Term	Grading Status
<input type="checkbox"/> ACCT-2302-7001 Prin Acct II	01/17/07	04/04/07	NLC	2007SP	
<input type="checkbox"/> GOVT-2302-4450 Amer Govt	01/16/07	03/21/07	EFC	2007SP	
<input type="checkbox"/> PSYC-2301-4240 Intro to Psych	02/05/07	03/28/07	EFC	2007SP	
<input type="checkbox"/> PSYC-2301-4780 Intro to Psych	01/16/07	04/11/07	EFC	2007SP	

Select only one. Then click SUBMIT

SUBMIT

**7. Entering grades:**

- x You have only **15 minutes** to input and submit your final grades. If you have not submitted your final grades within the 15 minute time period, you will be logged out of this screen and all additions will be lost. You do not have to enter all grades for this class in one session (see step 8 for details).
- x If a grade of **I** or **WX** is assigned, an **Incomplete** or **WX Contract** with appropriate signatures must be submitted to your Registrar's Office. Not all colleges grant WX grades. Please check with your Registrar's Office for more details.
- x "E" grades are only to be given in developmental coursework.

## Grade My Classes: Enter Final Grades

Please remember that your final grades submission for this course will serve as the official record of the student's academic performance. Your final grades are subject to audit by the DCCCD and the Texas Higher Education Coordinating Board.

Review this roll and report discrepancies (students not listed on the roll) to your Registrar's Office immediately. Students who have officially dropped appear on this roll with a grade of "W".

Class Name ACCT-2302-7001

Title Prin Acct II

Location North Lake College

Term 2007 Spring

**Instructors**

Test ID G. Cren

**Caution:**

Corrections to grades may only be made prior to submitting. Once you click **SUBMIT**, you **cannot** go back and change a grade on this screen. If you find that an input error was made after grades have been submitted, you will need to send a grade change form to the Registrar's Office.

You cannot enter or remove a grade of "W"

Student	ID	Grade	Credits	CEUs
Hun, Attila T.	1923504	<input type="text"/>	3.00	
Mouse, Mighty	1988329	<input type="text"/>	3.00	
Shakira, Singer	2122958	<input type="text"/>	3.00	

**Valid Grades**

- x A,B,C,D,F
- x E (Developmental classes only)
- x A#, B#, C#, D#, F# (Honors/Credit Only)
- x N (Failed to participate in the class) x
- CP, NC (CE classes Only)
- x WX (Not at all Colleges)
- x I (Requires incomplete contract)

**SUBMIT**

You can print your results. Please remember to safeguard this private information.

If you do not wish to make any changes you can return to the course list, search for another term or return to the faculty menu. You must SUBMIT this page for your grade entries to be saved.

Student	ID	Grade	Credits	CEUs
Hun, Attila T.	1923504	A	3.00	
Mouse, Mighty	1988329	B	3.00	
Shakira, Singer	2122958	C	3.00	

**SUBMIT**

**Your Next Step - Choose One:**  
**Note: All changes will be lost unless you submit this page.**

**Print Results** | **Return to List** | **Search Again** | **Faculty Menu**

If the grade entered is not valid for the academic level, such as a CR section trying to enter a grade of CP, you will see this error:

Class Name ACCT-2302-7001

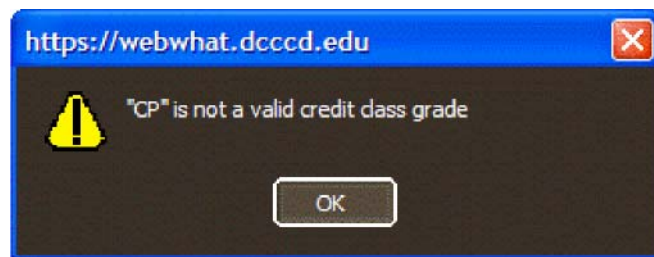
Title Prin Acct II

Location North Lake College

Term 2007 Spring

Instructors

Test ID G. Cren



Student	ID	Grade	Credits	CEUs
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Hun, Attila T.	1923504	CP	3.00	
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Not valid

## 8. Confirmation

You do not have to enter all grades in one session. Don't forget, un-graded students will receive an "NR" grade if a grade is not entered by the third business day after the class ending date. If you enter some but not all grades for one class, you will get a partial completion notice as seen below.

You will see a confirmation screen indicating that you have partially or completely submitted final grades for this course. You can now choose another class to enter grades, or return to the faculty menu.

### Partial completion:

## Grade My Classes: Results

Time/Date: 04/09/2007 01:42PM

Thank you. You have partially completed inputting final grades for ACCT-2302-7001. Please input the remainder of grades no later than 3 business days after the class ending date.

### Your Next Step - Choose One:

[Search Again](#) [Faculty Menu](#)

Please send comments or questions to [eConnect@dcccd.edu](mailto:eConnect@dcccd.edu).

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### Full completion:

## Grade My Classes: Results

Time/Date: 04/09/2007 01:46PM

Thank you. You have completed inputting final grades for ACCT-2302-7001.

### Your Next Step - Choose One:

[Search Again](#) [Faculty Menu](#)

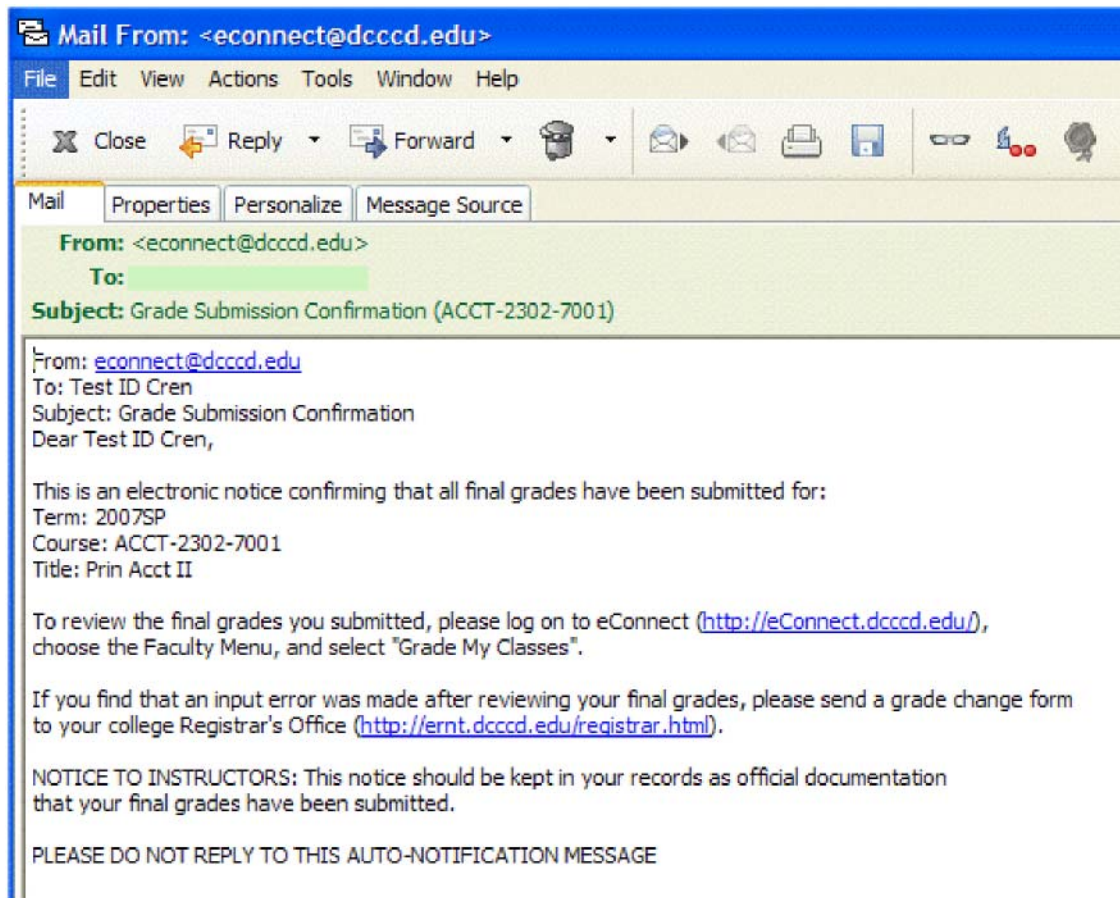
Please send comments or questions to [eConnect@dcccd.edu](mailto:eConnect@dcccd.edu).

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You will also receive an E-mail confirmation notice. This e-mail is sent to all instructors listed for this class.



You should print or save this message for your records.