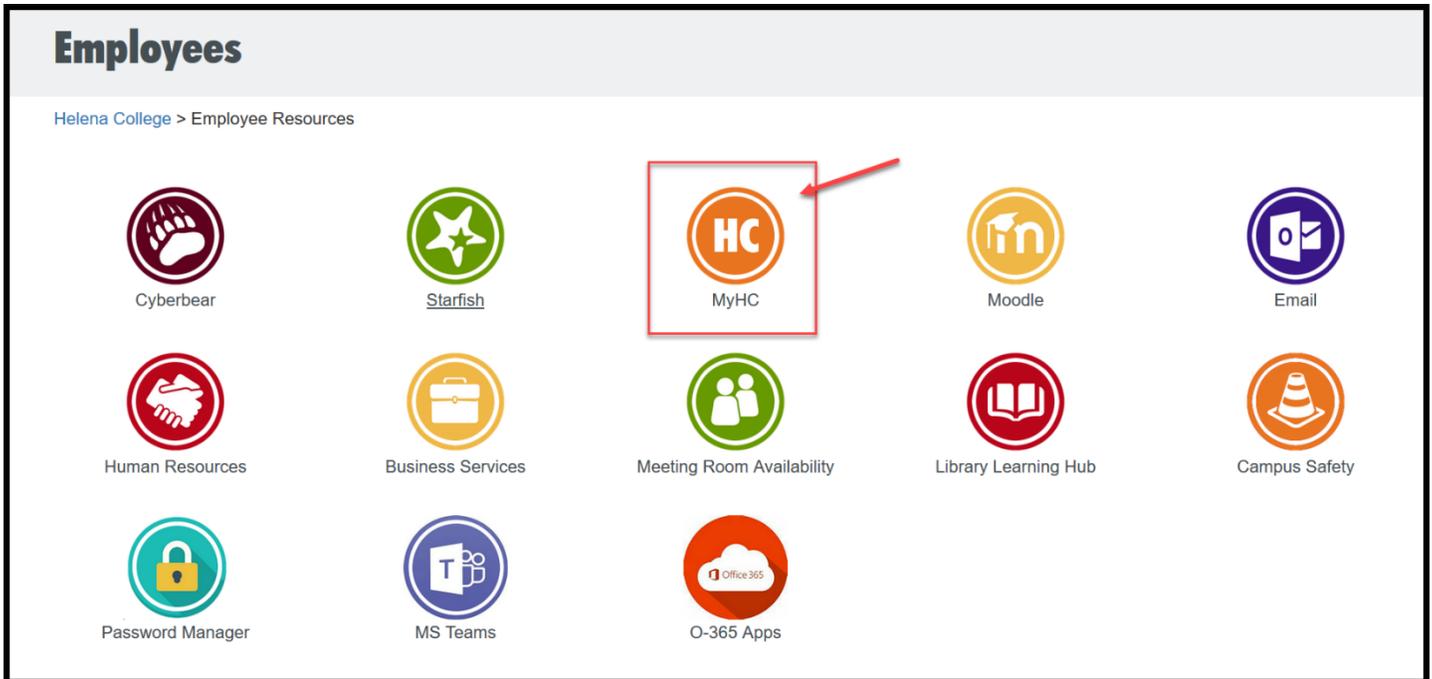


How to Enter Final Grades on MyHC

(1) On the [Employee Portal](#) of the college's website, click on the **MyHC** button:



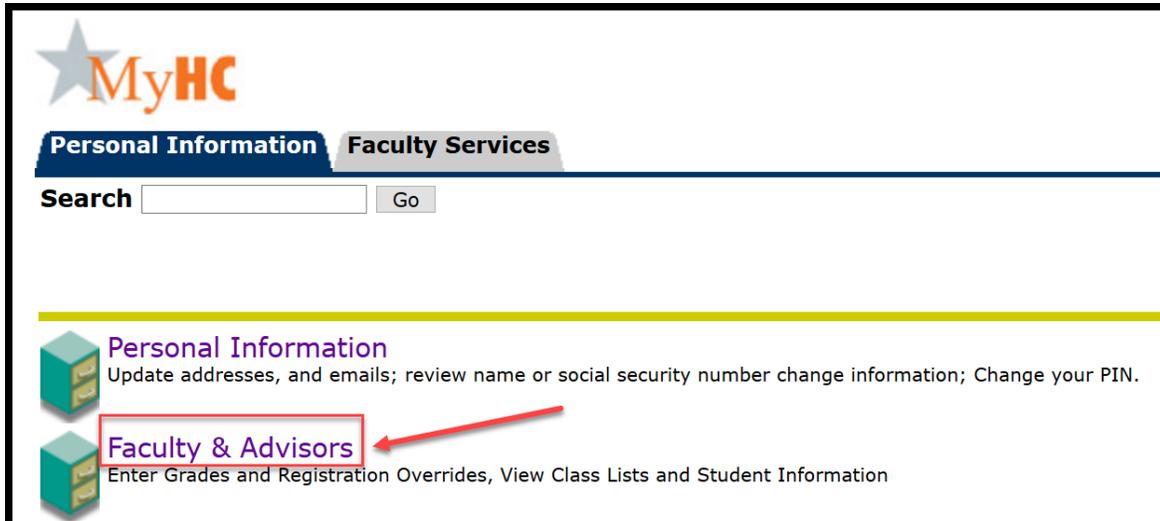
(2) Sign into your MyHC account using your NetID and Password:



The login form contains the following elements:

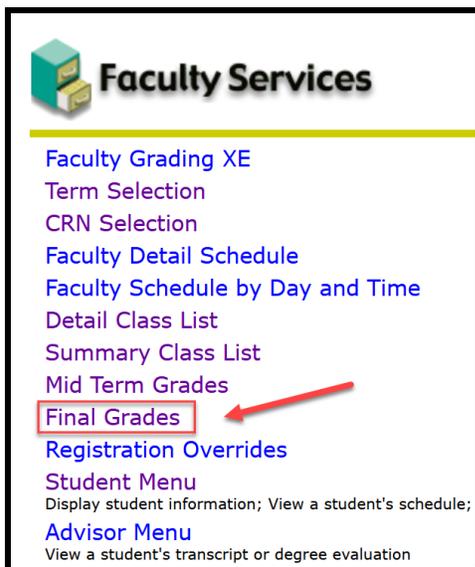
- NetID label and a text input field.
- A link labeled 'Look up my NetID' positioned to the right of the NetID input field.
- Password label and a text input field.
- A link labeled 'I don't know my password' positioned to the right of the password input field.
- A 'Sign In' button with a user icon.

(3) Choose “Faculty & Advisors”:



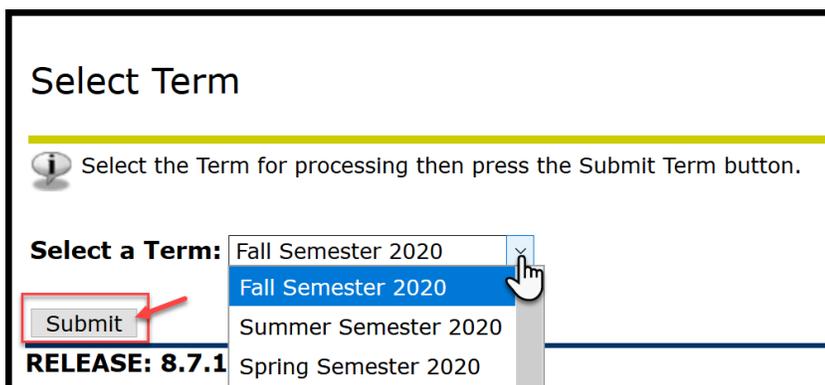
The screenshot shows the MyHC website interface. At the top left is the MyHC logo. Below it are two tabs: "Personal Information" and "Faculty Services". A search bar with a "Go" button is located below the tabs. A yellow horizontal line separates the header from the main content area. Underneath, there are two menu items, each with a small 3D folder icon. The first item is "Personal Information" with the description "Update addresses, and emails; review name or social security number change information; Change your PIN." The second item is "Faculty & Advisors" with the description "Enter Grades and Registration Overrides, View Class Lists and Student Information". A red box highlights the "Faculty & Advisors" text, and a red arrow points to it from the right.

(4) Choose “Final Grades”:



The screenshot shows the "Faculty Services" menu. At the top left is a 3D folder icon and the text "Faculty Services". Below this is a yellow horizontal line. The menu items are listed in blue text: "Faculty Grading XE", "Term Selection", "CRN Selection", "Faculty Detail Schedule", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List", "Mid Term Grades", "Final Grades", "Registration Overrides", "Student Menu", and "Advisor Menu". The "Final Grades" item is highlighted with a red box, and a red arrow points to it from the right. Below "Student Menu" is the text "Display student information; View a student's schedule;". Below "Advisor Menu" is the text "View a student's transcript or degree evaluation".

(5) Select the term and then hit the “Submit” button:



The screenshot shows a form titled "Select Term". Below the title is a yellow horizontal line. Underneath is an information icon and the text "Select the Term for processing then press the Submit Term button." Below this is a label "Select a Term:" followed by a dropdown menu. The dropdown menu is open, showing four options: "Fall Semester 2020", "Fall Semester 2020", "Summer Semester 2020", and "Spring Semester 2020". A mouse cursor is pointing at the second "Fall Semester 2020" option. To the left of the dropdown menu is a "Submit" button, which is highlighted with a red box and a red arrow. At the bottom left of the form is the text "RELEASE: 8.7.1".

(6) Select the **CRN** if you teach multiple courses, then hit the “**Submit**” button:

Select CRN

Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

Submit

M 092 EOR: Algebra I, 72143 (8)

M 092 EOR: Algebra I, 72143 (8)

M 093 EOR: Algebra II- STEM Prep, 72145 (8)

M 111T O: Technical Mathematics, 72151 (22)

(7) Enter grades and then hit “**Submit**”.

The following information is from the Registrar’s Office regarding to turning in grades:

Please read the information below before you turn in your grades:

1. **Please do not leave a grade blank.** If you are unsure what to select after looking through the options contact the [Registrar’s Office](#) or your division chair to make a determination.
2. **If a student earned a grade of "F", through coursework or by not attending, you must include the last date of attendance.** The system is picky about the format of the last date. It must be entered as MM/DD/YYYY for the system to recognize it. Your grades will not be saved if you put in an F without the last date of attendance. Financial Aid uses this date to determine if the student needs to pay back some of their financial aid. Veterans Benefits also needs this date for their reporting.
3. **If a student never attended the class a grade of "NF" should be assigned.** If the student has ever been to class, even just the first day, please use option 2.
4. **If somebody is not on your roster, but they have attended class, please send an email with their grade to the [Registrar’s Office](#)** which will contact the student and let the student know what they need to do to earn credit for the course.
5. **If you are assigning an incomplete, the Incomplete Form must be signed and submitted to the [Registrar’s Office](#).**

Grades are submitted through MyHC. If you have any questions about how to turn in grades please contact the Registrar’s Office, 447-6908. If you have questions about how to logon you will need to contact IT, 447-6960. **Please try to log on before the end of the semester to make sure you are able to do so.**

If you have technical issues with your MyHC account, please contact

IT Department

447-6960

IT@helenacollege.edu

If you don't see your courses in MyHC account, please contact

Registrar and Admission Office

447-6909

HCRegistrar@helenacollege.edu

If you have questions related to Dual Credits courses and enrollment, please contact

Stephanie Hunthausen

Director of K-12 Partnerships

447- 6993

Stephanie.hunthausen@helenacollege.edu