# **Final Grade Entry**

### 1. Log into <u>MyCorning</u>.

- a. If you have already successfully claimed your account and set up your 2 methods of security, you can just login at *"Returning Users"*
- b. If you have not claimed your account select *"First Time Users"* and go through that process.

If you need assistance with this please contact the IT helpdesk at <u>helpdesk@corning-cc.edu</u> or 607-962-9555

Welcome to our MyCorning Portal for Current Students and Staff						
Your access to email, your online courses (Brightspace), grades, registering/dropping classes, paying your bill, and much more.						
	RETURNING USERS					
	<u>Sign In</u>					
FIRST-TIME USERS	Forgot Password Change Password					
· · · · · · · · · · · · · · · · · · ·	<u>Change your authentication methods</u>					

2. Once logged in - Navigate to the *Student Resources* tab

	Employee Resources		Events	Student Resources		es
Sel	ect My Banner					
	My Email	My Courses, Brightspace	Starfish		My Banner	

3.

4. Select Faculty & Advisor/ then Faculty SSB9

Personal Information Student Services & Financial Aid Faculty & A	Advisor	Fa	culty Services		
Search Go	5.	Fa	culty SSB9	_	
Personal Information Update addresses, contact information or marital status; review name or social security nu Student & Financial Aid Apply for Admission, Register, View your academic records and Financial Aid Faculty & Advisors Enter Grades and Registration Overrides, View Class Lists and Student Information	mber chanş				
	Student I	nformation			
Class List View list of classes.	• • • • • • • • • • • • • • • • • • •	Faculty Detail Schedule View schedule details.		Grade Entry Enter grades.	
		_		Ŷ	
This is where you will find your rosters to verify who is registered			This is where you e	o enter Final Grade: o	s

#### 6. Class Lists

1. Select a term (Anyone who is teaching in the *FALL is Fall 23 Term*- even if it's a full year)

CRN Listing	-					
Fall 2023 - 202410	*					
Select Course						(iii) 🕶 Search (Alt+)
Subject	Course Title	≎ CRN	C Enrollment Count	\$ Status	Duration	Term

- 2. Your courses will be listed here.
- 3. *Hold your Mouse over the CRN (course number) and a class list will generate* (The CRN will be listed under the Subject column)

CRN Listing					
Fall 2023 - 20241	10 🗸				
Select Course					
Subject	Course Title	≎ CRN	Contemporal Count Cou	\$ Status	¢

**NOTE:** Please notify the ACE office anytime a student is dropped before the end of the term.

# Grades

1. Select Grade Entry:

	Grade Entry Enter grades.					
This is where you enter Final Grades						

## 2. Your courses should appear here

Faculty Grade Entry		
Midterm Grades	Final Grades	Gradebook
My Courses		
Grading Status	C Rolled	Subject

- 3. Select your course
  - a. Enter FINAL Grade ONLY

\*\*\* If entering a grade of F a last date of attendance will be needed. \*\*\*

For Fall courses: Enter 12/1/2023

For Spring courses: Enter 5/1/24

				A 0 V		
Enter Grades						
Full Name	≎ ID	Midterm Grade	≎ Fi	Final Grade	Colled	Last Attend Date
Abbott, Megan			4	Å V		
Bracken, Chloe			E	B+ ¥		
Cooper, Hannah			F	F Y		04/25/2023

Email <u>ace@corning-cc.edu</u> or call our office for any assistance:

Wendi: 607-962-9491

Kim: 607-962-9533