

ACE INSTRUCTOR BOOKLET

How to:

Log in to your MyCCC Account

Log in to Blackboard

View a Class List

Enter Final Grades

3. Once logged on, the system will direct you to change your password. Type in your 6-digit date of birth password in the current password box then type in a **new password and confirm that new password**. Click or tap on the **Save Changes** button. Note: the new password does need to meet the password requirements which are identified on this display.

My **corning community college**
State University of New York

Password Change Required
The system administrator requires you to change your password before proceeding to the portal.

Please enter your current password and new password

Current password:

New password:

Confirm password:

Password Requirements

- Minimum password length is 8.
- Maximum password length is 40.
- Password must contain a letter
- Password must contain a digit

[Save Changes](#)

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4. If the password is successfully changed, a message will show prompting "Click here to proceed". Proceed as directed.

My **corning community college**
State University of New York

Password Change Required
The system administrator requires you to change your password before proceeding to the portal.

Please enter your current password and new password

Current password:

New password:

Confirm password:

Password Requirements

- Minimum password length is 8.
- Maximum password length is 40.
- Password must contain a letter
- Password must contain a digit

Your account data has been successfully updated.
[Click here to proceed...](#)

[Save Changes](#)

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5. The next page that will display is the security questions page. Four security questions need to be answered. Default questions or personal questions can be used. After answering the questions click or tap on the **Submit Setup** box.

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Secret Questions and Answers Setup

You are required to setup your secret questions and answers because you have not previously done so.

The secret question and answer pairs that you supply can be used to login if you forget your password. The questions and answers that you provide should be difficult for others to guess.

The following question and answer constraints are in place:

- The minimum number of valid question and answer question pairs that are required is: 3
- The minimum number of significant characters in a user-defined question is: 10
- The minimum number of significant characters in an answer is: 3
- Answers are not case sensitive (when answering the questions different upper and lower case characters may be supplied).
- Whitespace in answers is not significant (when answering the questions a different number of space characters may be supplied).
- Duplicate answers are not allowed.

Login Password:

Questions	Answers
<input type="text" value="What was your first pet?"/>	<input type="text"/>
<input type="text" value="What is your fathers middle name?"/>	<input type="text"/>
<input type="text" value="What city/town were you born in?"/>	<input type="text"/>
<input type="text" value="What High School did you attend?"/>	<input type="text"/>
<input type="text" value="Pick your own question"/>	<input type="text"/>

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6. Upon successfully submitting the questions and answers, click or tap on "Click here to continue" to proceed to the MyCCC welcome page.

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Secret Questions and Answers Setup Success

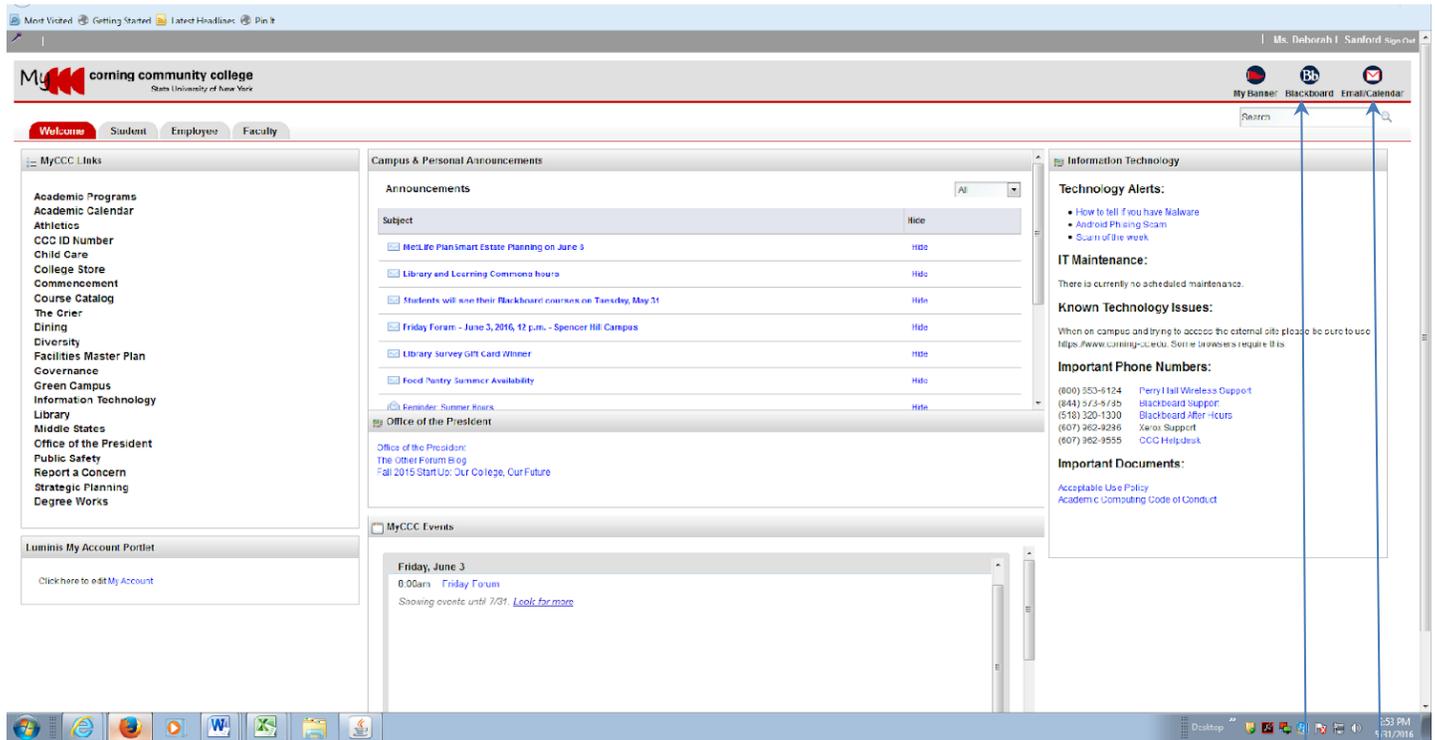
You have successfully setup your secret questions and answers.

[Click here to continue.](#)

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HOW TO LOG IN TO BLACKBOARD AND YOUR CCC EMAIL ACCOUNT

Log into your MyCCC account by going to myccc.corning-cc.edu.

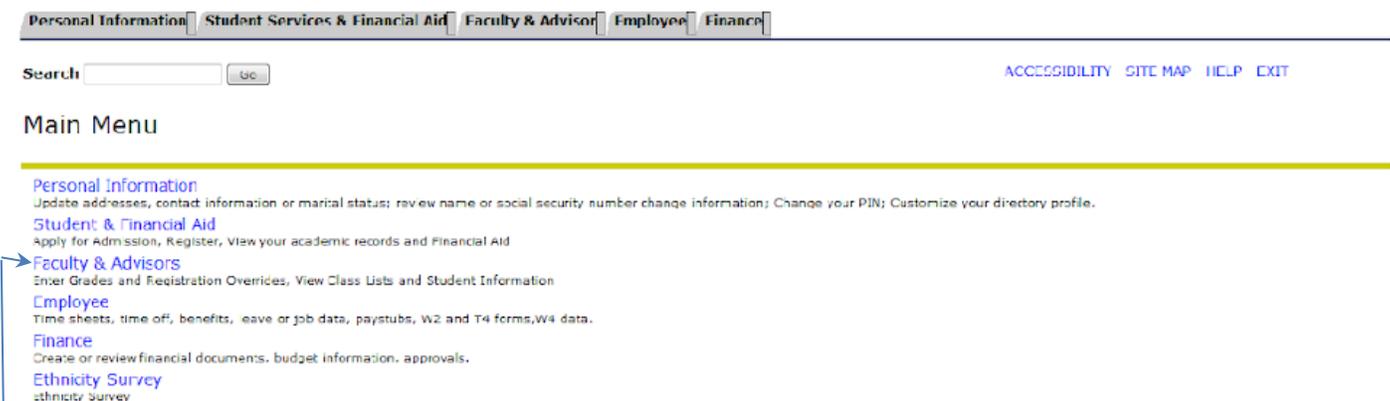


This is the opening page once you have successfully logged in to your MyCCC account.

To log in to Blackboard: _____

To log in to your CCC email account: _____

HOW TO VIEW A CLASS LIST OR ENTER YOUR FINAL GRADES



CLICK ON FACULTY AND ADVISORS

Faculty Services

- 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
- Add or Drop Classes
- Look Up Classes
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours
- Early Warning Web Application

This is the list of options available from the Faculty and Advisor menu.

You must first choose the term that you want to be working on.

In order to see your class lists, choose Summary Class List.

GRADES

In order to Enter Grades, choose Final Grades.

Grades Continued:

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Select Term

Select a Term: Winter 2017

Submit

RELEASE: 8.7.1

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A blue arrow points from the text below to the 'Winter 2017' dropdown menu.

Use the drop down box to choose the semester that you need to be in.

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Select CRN

CRN: General Biology II - 23529 - 0 Midterm/0 Final grades for 7 Students

Submit

[Enter Section Identifier (CRN) Directly]

RELEASE: 8.7.15

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Two blue arrows point from the text below to the 'Submit' button and the 'General Biology II - 23529 - 0 Midterm/0 Final grades for 7 Students' dropdown menu.

If you are teaching more than one course, use the drop down arrow to choose the correct class for which you would like to work with and hit the Submit button.

Grades Continued:

https://bssprod.coming.cc.edu/PRCD/bwlfkfgd.P_facFinCrd

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Final Grade Worksheet

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Accounting Practices - ACCT 1000 Y02
CRN: 27520
Course Start/End Date: 08/22/2016 to 12/18/2016
Students Registered: 1
Students Graded: 0

Please submit the grades often. There is a 240 minute time limit starting at 03:46 pm on May 31, 2016 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
							MM/DD/YYYY	0-999.99	
1	Sanford, Deborah L.	C00109475	4.000	**Registered** May 31, 2016	none ▾ N				1

Submit Reset

Please submit the grades often. There is a 240 minute time limit starting at 03:46 pm on May 31, 2016 for this page.

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

You would then choose the grade the students earned by clicking on the drop down arrow.

You would ONLY enter the Last Attend Date IF a student earned an "F" grade.

Then you would click Submit and your grades should be entered.