

Four-Step Guide for Submitting Grades

my.maricopa.edu

student center

employees

CFS login CFS WebFin SIS login SIS help HRMS login BOEXI login search catalog

First, log on to my.maricopa.edu, select employees tab, then select SIS login. At this screen type your user ID and password.



STAFF
Authorized Users Please Log In

User ID (MEID):

Password:

Next, under the menu at the left of your screen, select Employee Self-Service then select Faculty Center.



1. Default semester is the current semester. Click for previous semesters.

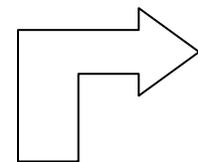
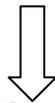
Fall 2009 Chandler-Gilbert Community College

Show all classes Only classes with enrollment View My Weekly Schedule

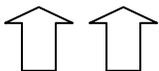
2. Click the  icon to input grades.
Click the  icon to view your roster.

My Teaching Schedule > Spring 2009 > GateWay Community College						
Class	Class Name	Enrolled	Days and Time	Room	Class Dates	
 ENO 112-0001 Lvl 10229	Lifetime Fitness (Lecture & Lab)	30	TBA	YMCA	Jan 17, 2009 - May 13, 2009	

3. Select the grade from the drop down box.



41	30012551	<input type="text"/>	<input type="text"/>	<input type="text" value="Lisa, Michele, Lum"/>	<input type="button" value="F2"/>	Degree and Cert Programs - Undeclared/ Associate in General Studies/ Undeclared/ Associate in G	Sophomore
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For a grade of
F, W and Y,
input date.

For a grade of
F, W and Y,
input reason.

Grading options. Note: Any grade of F, W, Y need a last date of attendance and enrollment action reason. See below.

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Enrollment Action Reason
for grades of F, W and Y.

Enrollment Action Reason	Description
31	FAC-Student Ill/Hospitalized
32	FAC-Financial Problems
33	FAC-Employment Related
34	FAC-Technical Difficulties
35	FAC-Academic Difficulties
36	FAC-Family Related
38	FAC-Transportation
39	FAC-Personal/Confidential
41	FAC-Military Commitments
42	FAC-Excessive Absences
43	FAC-Never Attended
44	FAC-Student Moved
46	FAC-Placed in Alt Class/Sect
47	FAC-Death of Student
50	FAC-No Reason Given
51	FAC-Requirements Not Met
FMM	FAC-Military Mobilization

4. After selecting the grades, make sure to hit the **SAVE** button at the bottom of the screen. This will submit your grades to Chandler-Gilbert Community College.

If student's name is underlined, that means you can email the student.

					Associate in	
5	30219542	<u>Madrigal, Maria J</u>	<input type="checkbox"/>	Graded	Degree and Cert Programs - Undeclared/ Trnsfr to Bachelor Degree Prg/ Undeclared/ Undeclared/	Sophomore
6	34617634	<u>Madina, Joana</u>	<input type="checkbox"/>	Graded	Degree and Cert Programs - Associate in General Studies/ AAS Nursing	Freshman
7	30014941	<u>Richardson, David E</u>	<input type="checkbox"/>	Graded	Degree and Cert Programs - Undeclared/ Undeclared	Freshman
8	34887437	<u>Sizler, Brian M</u>	<input type="checkbox"/>	Graded	Degree and Cert Programs - Associate in Arts/ Associate in Arts	Sophomore
9	34585943	<u>Walker, Shirley A</u>	<input type="checkbox"/>	Graded	Degree and Cert Programs - AAS Respiratory Care	Sophomore
10	31193943	<u>Williams, Sara Jean</u>	<input type="checkbox"/>	Graded	Degree and Cert Programs - AAS Nursing	Freshman

PRINTER FRIENDLY VERSION

RETURN SAVE

Mac Users: You can view grades in SIS in Read-only format. In order to submit grades, please use a PC.

MEID Login Issues

If you encounter issues with your MEID login, please contact Maricopa SIS Technical support, 24 hours a day, 7 days a week at:

1.888.994.4433

Forgot Password?

If you forgot your password or need to change it, log on to <https://memo.maricopa.edu/usertool.html> and select Secure Personal Administration Tool (PAT). Then select Forgot Password at the bottom of the screen.