

Student Information System (SIS8.9)

Class Roster

It is ESSENTIAL that faculty take attendance at every class meeting to ensure that all students are on the most current and official class roster. NOTE: Blackboard class rosters are not official – instructors should compare the two rosters regularly.

Follow these directions for accessing the official class roster:

1. Log onto MyPVCC - <https://pv.my.vccs.edu/jsp/home.jsp>




The Username and Password will be the same as Blackboard but NOT your PVCC email. (example Usernames: mas0258 or jdoe)

2. Click the second link, SIS 8.9 (Student Information System)



3. Through the left-side menu, choose Self-Service and Faculty Center – be sure the correct term is selected

4. Click the Class Roster icon to the left of the selected course 

Grade Roster

The quality of performance in any academic course is reported by a letter grade. See Explanation of Grades (A, B, C, D, F, P, S, U, W, I and X-Audit) in the Faculty Handbook.

Follow these directions for posting final grades:

1. Log onto MyPVCC - <https://pv.my.vccs.edu/jsp/home.jsp>




The Username and Password will be the same as Blackboard but NOT your PVCC email. (example Usernames: mas0258 or jdoe)

2. Click the second link, SIS 8.9 (Student Information System)



3. Through the left-side menu, choose Self-Service and Faculty Center – be sure the correct term is selected

4. Click the Grade Roster icon to the left of the selected course 
Enter final grades in the Roster Grade column.

5. **Important:** Select APPROVE from the top drop-down menu and click SAVE