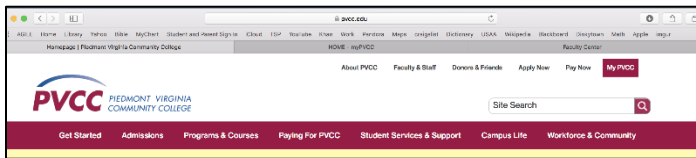


# Grade Reporting

- Log into MyPVCC ([www.pvcc.edu](http://www.pvcc.edu) – top right corner)





- Click on SIS (Student Information System)



- Click on Faculty Center

\*By default, you should see your current Class schedule, if not you will need to change the term.

\*\*If you teach at more than one community college you must set the user preferences to PVCC: (under Campus Personal Information/User preference)

- To view Class Roster, click on 
- \*Please check class roster to ensure that it is correct. If it is incorrect, please contact [sanderson@pvcc.edu](mailto:sanderson@pvcc.edu) before entering grades.
- To View Grade Roster, click on 
- In the Roster Grade Column before entering Grades, select the “Not Reviewed”
- Enter all student Grades and hit the “SAVE” button.
- Then select the “Ready to Review” and verify grade entries. Hit the “SAVE” button again.
- Finally select “Approved”, then hit the “SAVE” button at the bottom of the page.

**IMPORTANT** - You must SAVE after Grade Approval

**If you have a student that has not completed work prior to the due date for grades, please contact [sanderson@pvcc.edu](mailto:sanderson@pvcc.edu) before entering grades. PLEASE REFRAIN FROM USING "INCOMPLETES" IN THESE INSTANCES.**