

Grade Reporting

Grades are reported to the Records Office through the Gadsden State Community College Online Grade Reporting System. The System may be accessed as follows:

1. From the Gadsden State Community College Home Page, log onto the Faculty & Staff Online System.
2. Enter your Faculty ID and PIN. (Call the Records Office, #8263, if you need assistance.)
3. Select Course for which grades are to be entered.
4. Enter grades using the drop-down boxes to the right of each student's name.
5. When all grades have been entered, click on "Update Grades."
6. When all grades have been updated, the instructor may opt to View a complete roster with grades or print the roster with grades.
7. Log Off at the end of the session.

Deadlines for grades to be submitted to the Registrar are very important. End-of-term transcripts and reports cannot be completed until all grades have been submitted. It is essential that all faculty comply with the published deadline each semester.