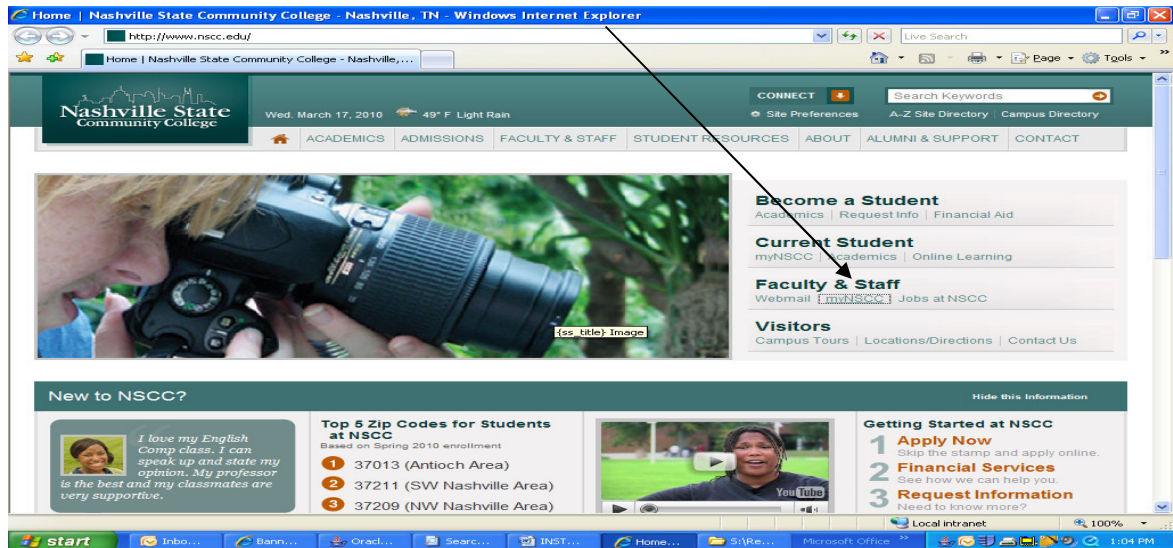


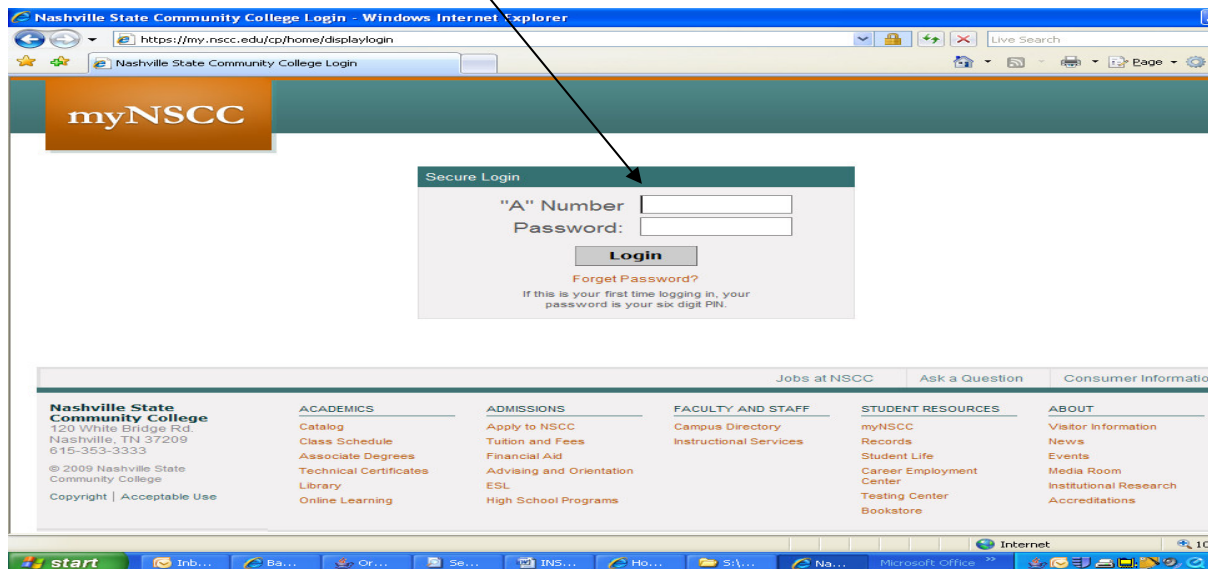


Instructions for Entering Grades via MyNSCC (Self- Service)

Step #1: From the Nashville State home page, click on the “MyNSCC” link under the Faculty & Staff heading.



Step # 2: Enter your A number and password in the space provided and the click on the “Login” button.



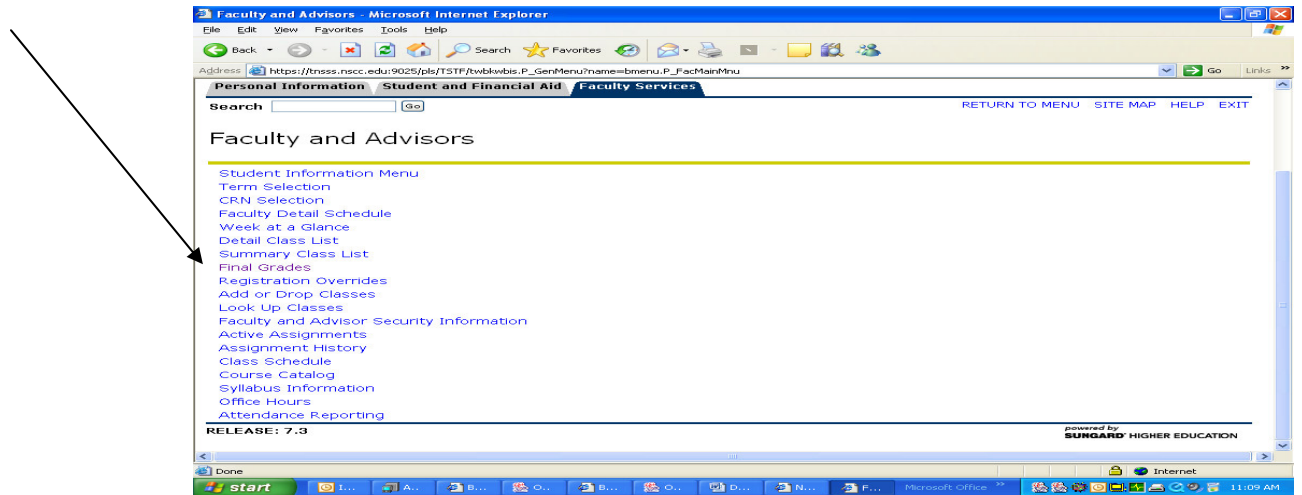
Step # 3: Click on the “My Self Service” tab at the top of the screen.



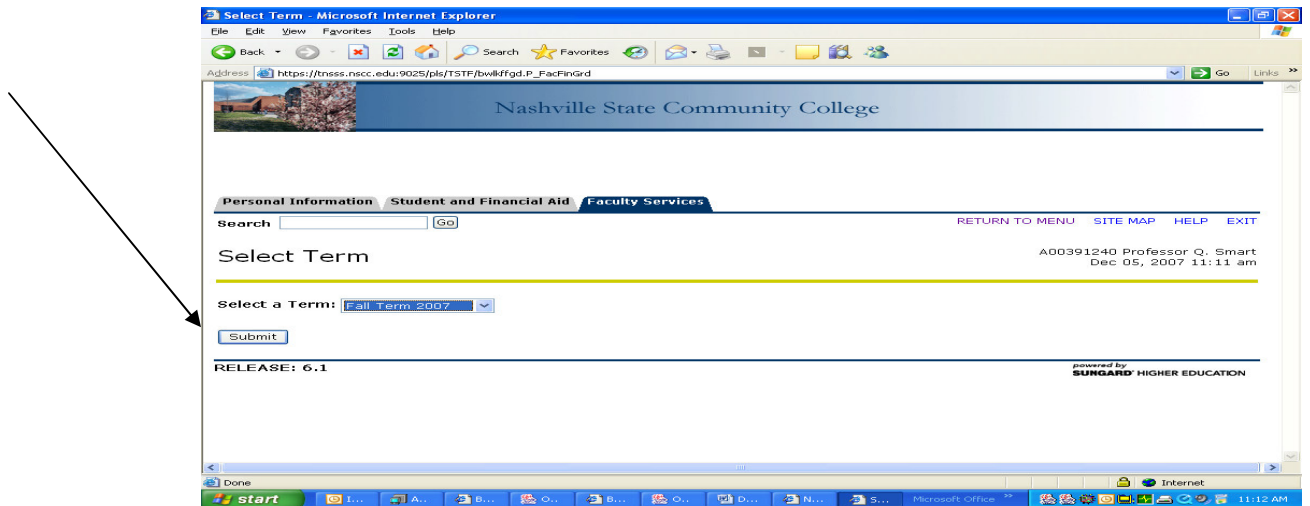
Step # 4 Click on the “Faculty Services” tab.



Step # 5: Click on “Final Grades”.



Step # 6: From the drop down box, choose the term to be graded and click “submit”.



Step # 7: From the drop down box, choose the course to be graded and click “submit”.
You can also enter the CRN directly.

Step # 8: The Final Grades page lists the course information as well as all students who are/were enrolled in the course.

From the drop down box, choose the appropriate grade for each student. Please note, + and – grades are not allowed. Only valid grades for the course will be available via the drop down list.

If a student has withdrawn from the class, a “W” grade will appear in the grade field for that student.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Reported Attend	Last Attend Date	Attend Hours	Registration Number
1			3.000	**Registered via Web** Jan 12, 2010	None	N	Yes			80
2			3.000	**Registered via Web** Dec 28, 2009	A B C D F FN I	N	Yes			62
3			3.000	**Registered via Web** Dec 20, 2009		N	Yes			53
4			3.000	**Registered via Web** Nov 20, 2009	None	N	Yes			18

Step # 9: Click on “submit” once all students have been graded.

Course Information
English Composition I - ENGL 1010 800
 CRN: 81676
 Students Registered: 3

⚠ Please submit the grades often. There is a 20 minute time limit starting at 11:20 am on Dec 05, 2007 for this page.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			3.000	Registered by Campus Personnel Dec 05, 2007					1
2			3.000	Registered by Campus Personnel Dec 05, 2007			09242007		2
3			3.000	Registered by Campus Personnel Dec 05, 2007					3

Submit Reset

⚠ Please submit the grades often. There is a 20 minute time limit starting at 11:20 am on Dec 05, 2007 for this page.

[Return to Previous](#)

*Please note that there is a 20 minute time limit on this screen. After 20 minutes of inactivity, the system will log you off. If this occurs, login and go back to the Final Grade screen to continue grading the course.

User Login - Microsoft Internet Explorer

Address: https://tnsssc.nsc.edu:9025/pls/TSTF/bwlfcdwl.P_FacClatListSum

Nashville State Community College

Please enter your "A" Number (ID) and your Personal Identification Number (PIN). Be sure to use a capital A. When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

⚠ 20 minute inactivity caused web session timeout.

User ID:

PIN:

Login Forgot PIN?

RELEASE: 7.3

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Step # 10: Now that you have submitted your grades for the class, they will be part of the students file. Students will be able to view their grades via **myNSCC** once the Records Office has rolled grades to Academic History. The Records Office will begin the grade rolling process once grading has begun for each part of term of each semester.

***Note:** Once a grade has been rolled to history, you will not be able to change it via MyNSCC. You will need to submit a Change of Grade form to the Records Office for us to make the correction. You can find the Change of Grade form in Public Folders.

Step # 11: You may now click on “Return to Previous” to grade another course.

Please submit the grades often. There is a 20 minute time limit starting at 12:18 pm on Dec 05, 2007 for this page.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			3.000	Registered by Campus Personnel Dec 05, 2007				1
2			3.000	Registered by Campus Personnel Dec 05, 2007		09/24/2007		2
3			3.000	Administrative Withdrawal- WF Dec 05, 2007				3

Submit Reset



Please submit the grades often. There is a 20 minute time limit starting at 12:18 pm on Dec 05, 2007 for this page.

[Return to Previous](#)

[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid Term Grades | Student Menu | Summary Class List]
RELEASE: 7.3 MC:17.0.3

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Please ignore the following messages if received when grading a student with an “FA/FN” grade via MyNSCC:

-  Grade changes you made were saved successfully; however, Last Date of Attendance updates made on this page will not update the Attendance Page at this time.
-  The student has not withdrawn from the class.

Faculty will receive a reminder email from the Records Office concerning grading deadline dates. These email reminders will be sent to your NSCC email address. We ask that you check your NSCC email regularly. Please contact your department secretary for help logging into your NSCC email account.