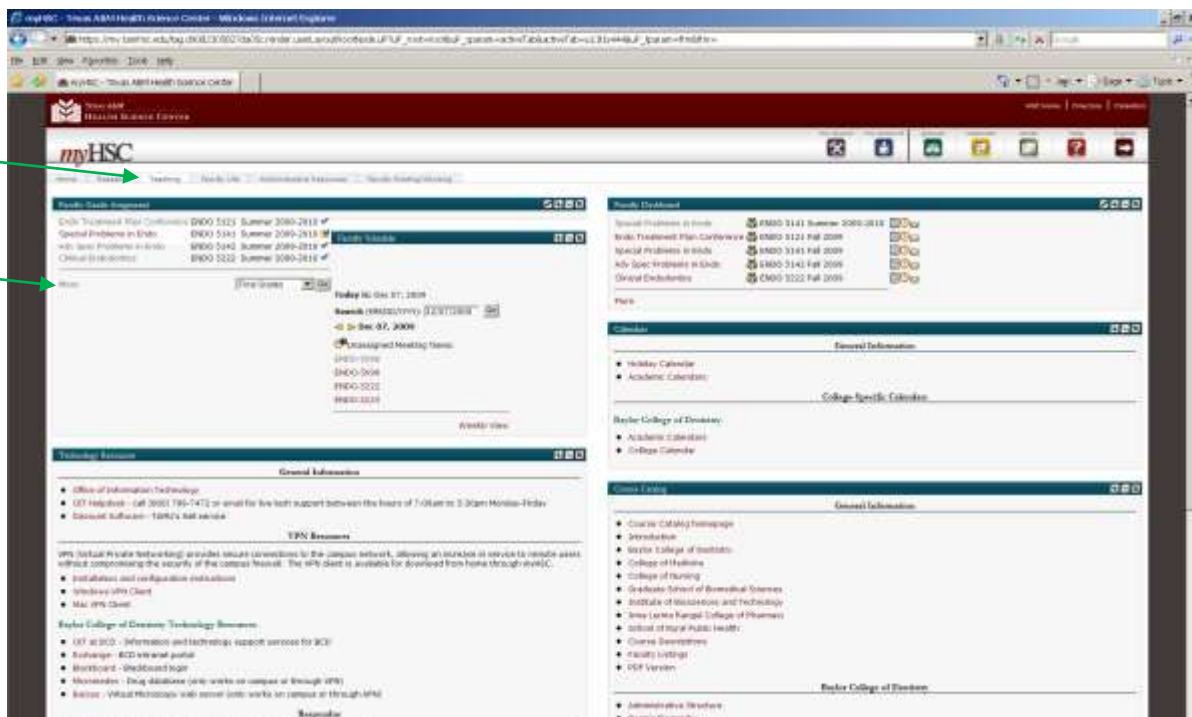


Office of the Registrar Web Grading Instructions

1. Log in to myHSC at <https://my.tamhsc.edu/cp/home/loginf>, using the same log in credentials that you use to log into your e-mail account. Please use **Mozilla Firefox** as the browser for this process. Using other browsers may cause unintended results. You may download the Firefox browser at <http://www.mozilla.com/>.

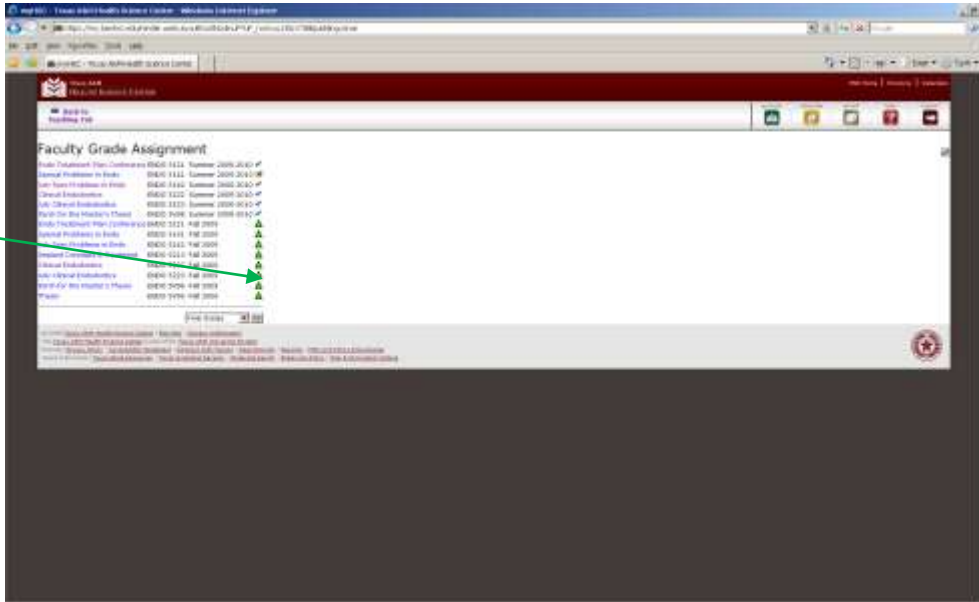


2. Click on the Teaching Tab.
3. Then, click "more." (Please note that if you are teaching fewer than four sections, a "more" button may not appear.)



Office of the Registrar
Web Grading Instructions

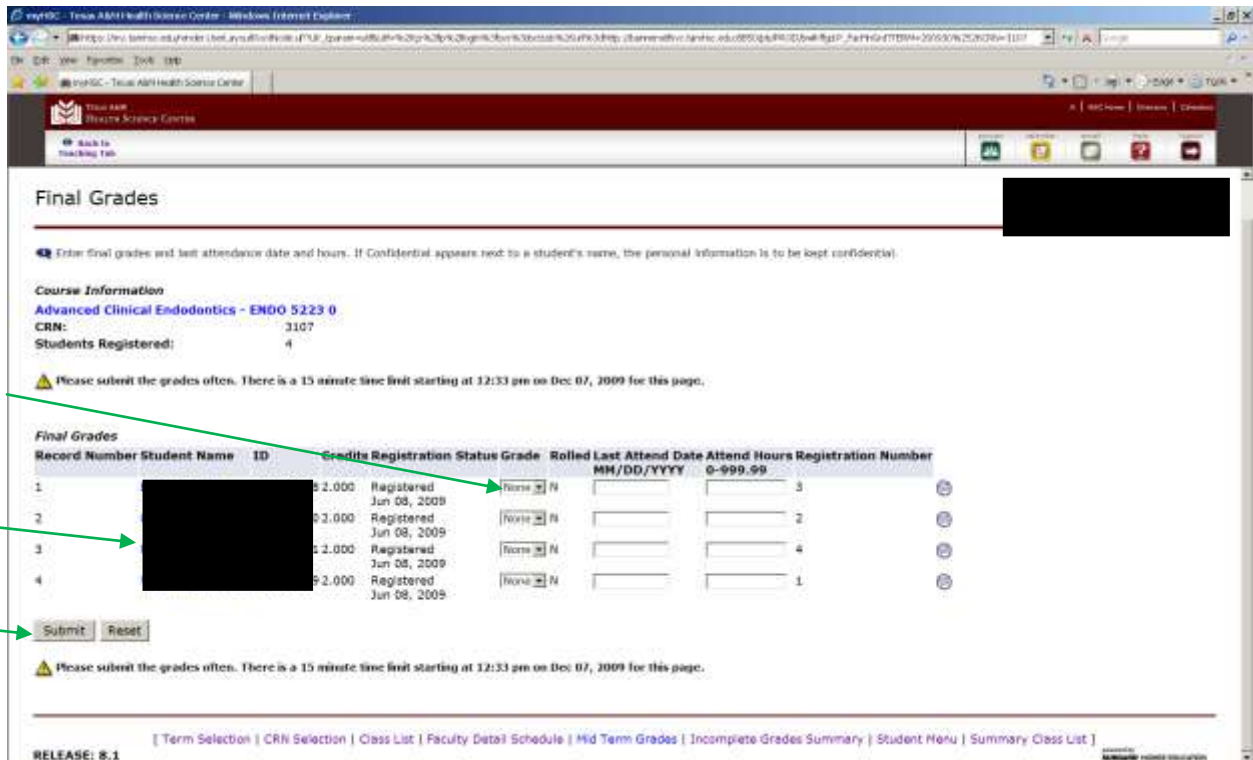
4. The courses that are available for grading for the semester will appear. Click on the green triangle of the course that you wish to grade.



Please note that if you have utilized mid-term grading, the triangles for those sections will be yellow. You will need to post final grades using the green triangle.

Office of the Registrar *Web Grading Instructions*

- The list of students in your course will appear. Proceed to click on the drop down list under the “Grade” column. Choose from the options available. If your class is graded with an S/U grade mode, and your grade mode appears as the typical letter grade, please immediately contact Penny Borrego at borrego@tamhsc.edu.



Final Grades

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
 Advanced Clinical Endodontics - EN00 5223 0
 CRN: 3107
 Students Registered: 4

Please submit the grades often. There is a 15 minute time limit starting at 12:33 pm on Dec 07, 2009 for this page.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled Last Attend Date MM/DD/YYYY	Attend Hours	Registration Number
1	[REDACTED]	[REDACTED]	3.000	Registered	None			3
2	[REDACTED]	[REDACTED]	3.000	Registered	None			2
3	[REDACTED]	[REDACTED]	3.000	Registered	None			4
4	[REDACTED]	[REDACTED]	3.000	Registered	None			1

Please submit the grades often. There is a 15 minute time limit starting at 12:33 pm on Dec 07, 2009 for this page.

[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid Term Grades | Incomplete Grades Summary | Student Menu | Summary Class List]

RELEASE: 8.1

- Once you have entered all grades, click on the “Submit” button. Your grades are now entered. Of importance is the fact that you must press the submit button every 15 minutes. If you do not save/submit the grades, you will lose the grades that you have input.

Disregard the columns entitled “Last Attend Date” and “Attend Hour.”



-
- The screenshot displays the myHSC website interface. At the top, there's a navigation bar with the myHSC logo and links for Home, About, Blackboard, QCD Library Services, Research, Teaching, Faculty Life, and Administrative Resources. Below this, the 'Faculty Grade Assignment' section shows a table of courses and their academic years. The 'Faculty Dashboard' section contains links to the 'Calendar', 'Course Catalog', and 'Technology Resources'. The 'Calendar' section displays the 'FSC Academic Calendar' and 'College-Specific Calendars'. The 'Course Catalog' section lists various programs and courses. The 'Technology Resources' section provides information about the Office of Information Technology and IT support.
- | Course | Academic Year | Status |
|---|-------------------------|--------|
| Clinical Specialty Seminar I DETH 5115 | Summer 2010-2011 | ✓ |
| Clinical Specialty Seminar II DETH 5126 | Summer 2010-2011 | ✓ |
| Orthodontics D005-8320 | 2010-2011 Academic Year | ⚠ |
| Orthodontics-C D005-8324 | 2010-2011 Academic Year | ⚠ |
- More
- Today is: Sep 27, 2010
 Search (MM/DD/YYYY):
 ⏪ **Sep 27, 2010** ⏩
- Assigned Meeting Times:
- 0800-5200
 - 0800-5204
 - 0800-5129
 - D005-8320
 - D005-8324
- [Weekly View](#)
- Technology Resources**
- General Information**
- Office of Information Technology
 - IT helpdesk - call (800) 799-7472 or email for live tech support between the hours of 7:00am to 5:30pm Monday-Friday
- [Connect With Us](#) [TAMU A&C](#) [Contact Us](#)
- Course Catalog**
- General Information**
- Course Catalog Homepage
 - Introduction
 - Baylor College of Dentistry
 - College of Medicine
 - College of Nursing
 - Graduate School of Biomedical Sciences
 - Institute of Biosciences and Technology
 - Irma Lerma Rangel College of Pharmacy
 - School of Rural Public Health
 - Course Descriptions
 - Faculty Listings
 - PDF Version
- Baylor College of Dentistry**



Office of the Registrar
Web Grading Instructions

Please Note:

- DDS and MD program courses - Numeric grades required for the DDS programs will continue to be collected via paper until such time an electronic interface is developed to collect numeric grades.
- Please feel free to explore the other options available to you on the faculty services tab in Banner, such as "Summary Class List," which gives you a summarized class roster.

If you experience any issues with being able to save your grades, access the teaching tab or if you experience broken channels, please contact the HSC helpdesk at helpdesk@tamhsc.edu or 1-800-799-7HSC (7472).

If you have any questions about entering grades via the web, please contact the Office of the Registrar at registrar@tamhsc.edu or 979.436.0191.