

# How to Enter Grades

Beginning Aug 2018, access to College Web Services will require you to log in through the new portal. Therefore, we encourage you to become familiar with the steps outlined at <https://web.wvm.edu>

Until then, you will still access College Web Services to enter your grades in the same way you have for the past year, using your ID number to log in to College Web Services. Below are the instructions.

The first page shown in these instructions can be found at <https://web.wvm.edu>

## Step 1: Click the Link to College Web Services

The screenshot shows a web browser window with the URL <https://web.wvm.edu>. The navigation menu includes Home, Student Portal Preview, Staff Portal Preview, College Web Services, and Instructions and Help. The main content area is titled "Portal Preview" and contains several sections:

- College Web Services**: A section with a blue header and text explaining that the services contain tools for faculty, staff, and students. Below this is a blue button labeled "Login To College Web Services" with a red arrow pointing to it.
- Prepare for the new Portal**: A section with a blue header and text explaining that the new portal will provide a launching point for all services and that users need to prepare by logging in to the Portal Preview.
- Register for class and Enter Grades Here**: A section with a blue header and text explaining that the link uses the student ID number for login and that the password is not linked to the portal ID password.
- Student Portal**: A section with a blue header and text explaining that various tools are now enabled within the Student Portal Preview, including OneDrive, Word, Excel, OneNote, Outlook Email (Student Only), and OrgSync.
- Staff Portal**: A section with a blue header and text explaining that all items previously in the Old Portal are now available in the Staff Portal Preview.
- OrgSync Users**: A section with a blue header and text explaining that the Portal ID is now required for logging in to OrgSync and that users should log into the Student Portal Preview to use the link to OrgSync.

Continued on next page...

## Step 2: Enter your ID number and password(pin)

### User Login

**New Students:**  
Enter the College ID#(User ID) provided in the email you received from the college after applying.

**Continuing Students:**  
New College ID#(User ID) is "G" + "0" (the number) + your former id number.  
For example: G01234567

**User ID is case-sensitive**

[Find my Id Number](#)

**Password:**  
The Password(Pin) is your birthday *mmdyy* or last 6 digits of College ID#  
*This password will be separate from your password on MyWVM portal.*

**First time logging in:**  
You will be prompted to change your password and create a secret question.

**For problems logging in contact:**  
I.S. Help Desk: 408-741-2696  
WVC AR: 408-741-2001  
MC Welcome Center: 408-855-5007

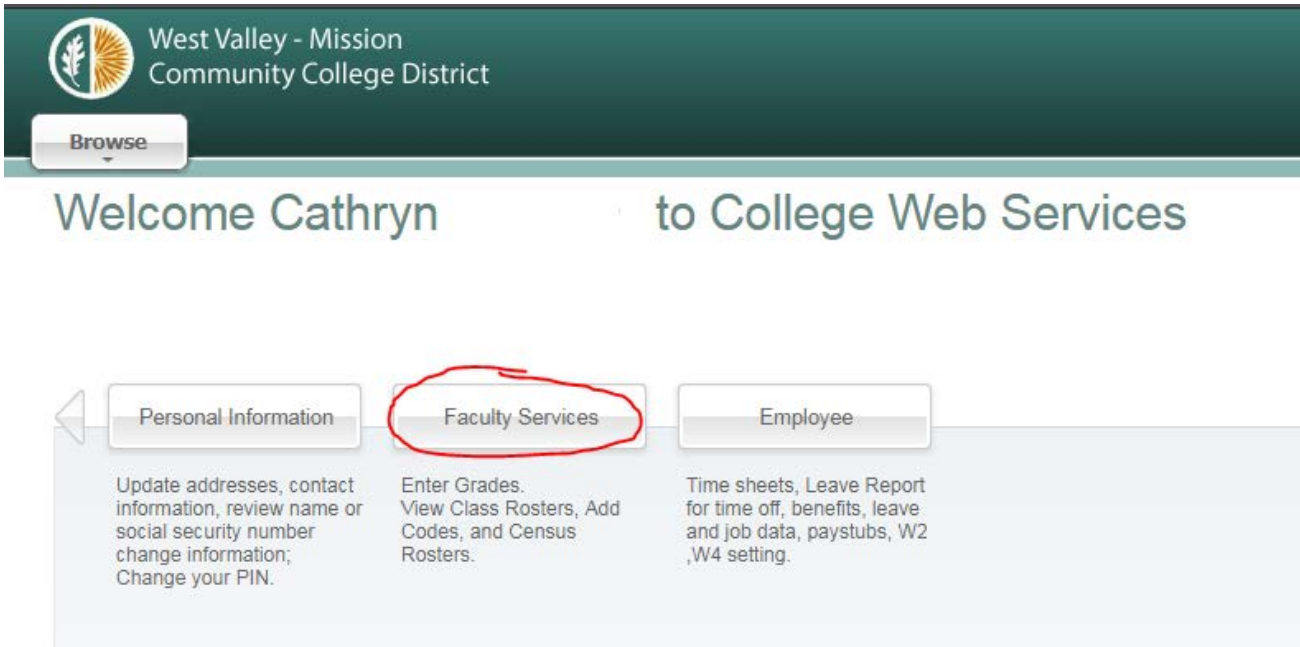
**This site is NOT compatible with the Edge browser**

**User ID:**

**PIN:**

**Note:** This password is not linked with the password for the portal preview. If you need to reset your password, enter your user ID and click "Forgot Pin?".

### Step 3: Click Faculty Services



West Valley - Mission  
Community College District

Browse

## Welcome Cathryn to College Web Services

Personal Information | **Faculty Services** | Employee

**Personal Information:** Update addresses, contact information, review name or social security number change information; Change your PIN.

**Faculty Services:** Enter Grades. View Class Rosters, Add Codes, and Census Rosters.

**Employee:** Time sheets, Leave Report for time off, benefits, leave and job data, paystubs, W2, W4 setting.

### Step 4: Click Final Grades

Home > Faculty and Advisors


Personal Information | **Faculty Services** | Employee

<b>Student Information Menu</b> ▼	<b>Term Selection</b> Select a term to perform other functions on this page.	<b>CRN Selection</b> Select a CRN to perform	<b>Class Roster</b>
<b>Add Codes</b> List of Add Codes	<b>Wait List</b>	<b>Submit Census Roster</b>	<b>Active Instructional Assignments</b>
<b>Week at a Glance</b>	<b>Faculty Detail Schedule</b>	<b>Final Grades</b>	<b>Incomplete Grades Summary</b>
<b>Assignment History</b>	<b>Faculty Grade Summary</b> List of grades from current and previous terms	<b>Search for Classes</b>	<b>Course Catalog - Mission College</b>
<b>Course Catalog - West Valley</b>			

## Step 5: Select the term and click Submit

### Select Term

← | Home > Faculty and Advisors > Term Selection


Select a Term:  

- Fall 2018
- Summer 2018
- Spring 2018











## Step 6: Select your class


### Select a CRN

← | Home > Faculty and Advisors > CRN Selection

CRN:  

## Step 7: Enter grades. Be sure to click Submit when finished.

20	O	G01E	3.000	**Web Registered** Nov 20, 2017	<input type="text" value="None"/>	N	<input type="text"/>	None	11	
21	O	G081	3.000	**Web Registered** Jan 25, 2018	<input type="text" value="None"/>	N	<input type="text"/>	None	47	
22	R	G018	3.000	**Web Registered** Dec 12, 2017	<input type="text" value="None"/>	N	<input type="text"/>	None	1	
23	R	G081	3.000	**Web Registered** Nov 21, 2017	<input type="text" value="C"/>	N	<input type="text"/>	None	15	
24	S	G081	3.000	**Web Registered** Feb 05, 2018	<input type="text" value="D"/>	N	<input type="text"/>	None	49	
25	T	G018	3.000	Withdrawal w/W Mar 20, 2018	<input type="text" value="I"/>	able Y	<input type="text" value="None"/>	None	3	
26	V	G081	3.000	**Web Registered** Nov 20, 2017	<input type="text" value="A"/>	N	<input type="text"/>	None	13	
27	Win	G081	3.000	**Web Registered** Feb 01, 2018	<input type="text" value="B"/>	N	<input type="text"/>	None	54	
28	Za:	G015	3.000	**Web Registered** Dec 03, 2017	<input type="text" value="C"/>	N	<input type="text"/>	None	36	
29	Zha	G018	3.000	**Web Registered** Dec 01, 2017	<input type="text" value="F"/>	N	<input type="text"/>	None	34	

 Please submit the grades often. There is a 60 minute time limit starting at 10:36 am on May 31, 2018 for this page.

Once you click submit, the page will refresh and return you to the top of the page. You are now finished entering grades for this class. To select another course, return to the main faculty menu, and click Final grades.