

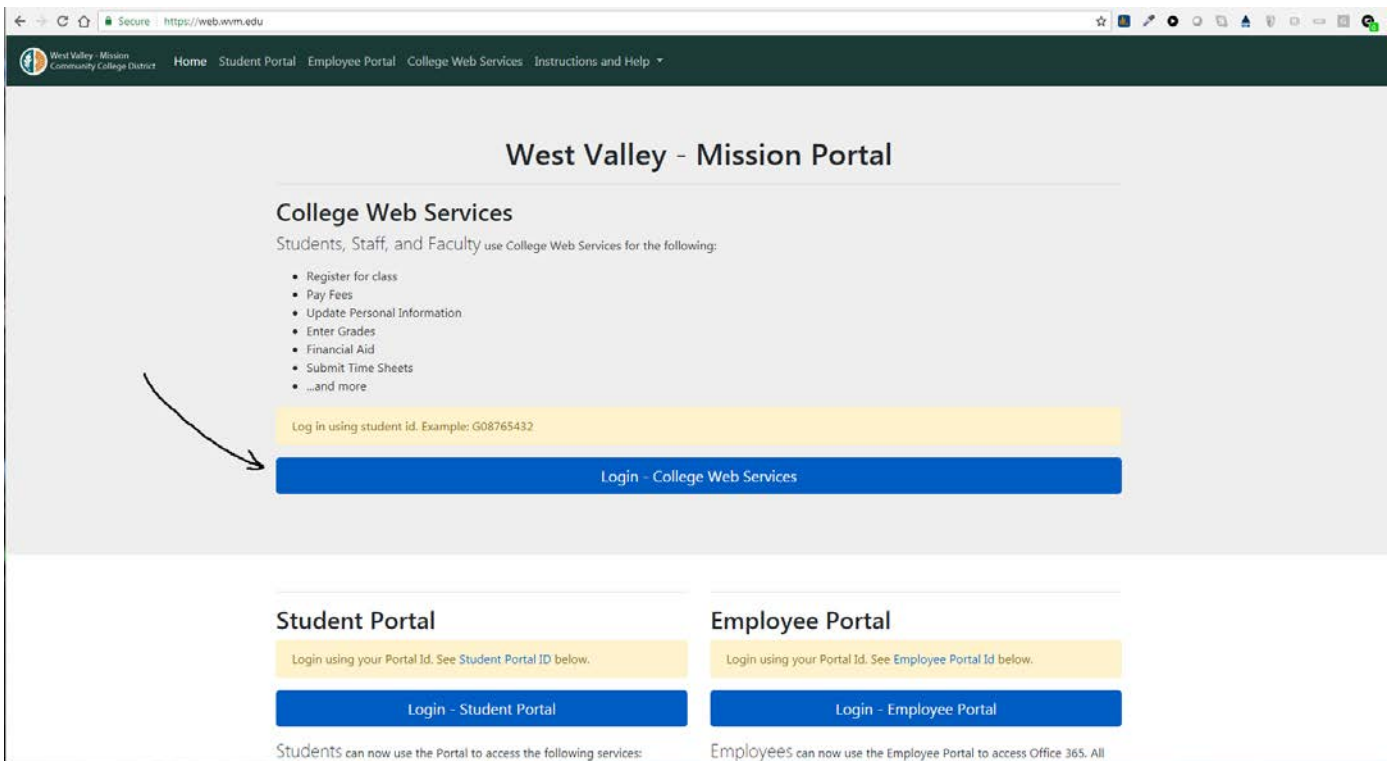
How to Enter Grades

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 the West Valley - Mission Portal website. The browser address bar displays "Secure | https://web.wvm.edu". The navigation menu includes "Home", "Student Portal", "Employee Portal", "College Web Services", and "Instructions and Help". The main heading is "West Valley - Mission Portal". Below this, the "College Web Services" section lists services for Students, Staff, and Faculty, including "Enter Grades". A yellow box contains the text "Log in using student id. Example: G08765432". A blue button labeled "Login - College Web Services" is highlighted with a black arrow. Below the main section are two columns: "Student Portal" and "Employee Portal", each with a yellow login instruction box and a blue "Login" button. At the bottom, text indicates that students can use the portal for various services and employees can use it for Office 365.

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

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

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.