



## **Electronic Roster Access & Grade Posting Using myJSCC**

It is very important that all instructors check their rosters periodically each term to avoid problems at the end of the term during the submission of final grades. It is very important to print a roster 24 hours prior to the final exam and bring it to class. If a student does not appear on this roster, they should not be allowed to take the exam.

To access rosters:

Go to [www.jeffersonstate.edu](http://www.jeffersonstate.edu) and click on **myJSCC**. (Single click only)

A screenshot of the myJSCC login page. The header is purple with the Jefferson State Community College logo and the text "myJSCC". Below the header, there is a warning: "Do not log in here using your initial password, and accounts from the 'old' myJSCC (Pipeline) do not work." followed by a right-pointing arrow. Then, it says "If you cannot log in to the new myJSCC, then you probably need to complete the first-time user setup." Below this is a login form with two input fields: "User Name" and "Password", and a "Sign In" button. At the bottom, there is a link "Help and First-time users, click here" and a note "Do not bookmark this page, you should only bookmark pages once you have logged in."

Enter your login and password and click on Login button. If you do not know your username and/or password, use “Help and First Time Users” link.

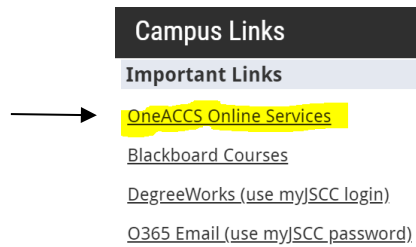
- If you cannot log into the new myJSCC portal, then you probably need to complete the **“First-time user setup.”**
- If you continue to have trouble logging in, please contact one of the Enrollment Services personnel listed below prior to the beginning of final exams:

**Rodney Thompson**  
**Cindy Bobo**

**856-7914**  
**983-5915**

Once logged in:

- Click on **OneACCS Online Services**.



- On the OneACCS Online Services page, select **OneACCS Online Services**.

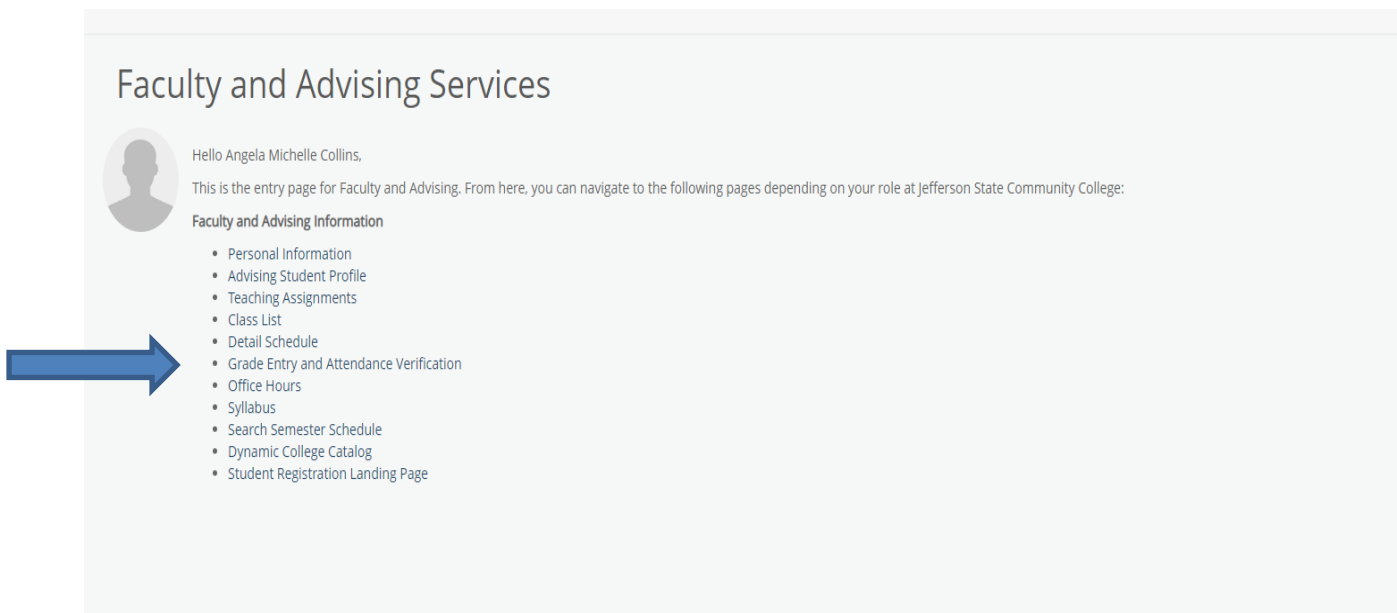
To log in to OneACCS, you should use your myJSCC email address (@jeffersonstate.edu) and myJSCC password to access the following systems below:

- - **OneACCS Online Services** - Access registration, grades and much more through Online Services or Self-Service Banner (SSB)
  - [OneACCS Online Payments](#) - Pay tuition and fees online through the OneACCS/Touchnet payment portal
  - [OneACCS Degree Works](#) - Access degree planning and get help figuring out what classes you still need to take

- Click on the **Faculty Services Tab**

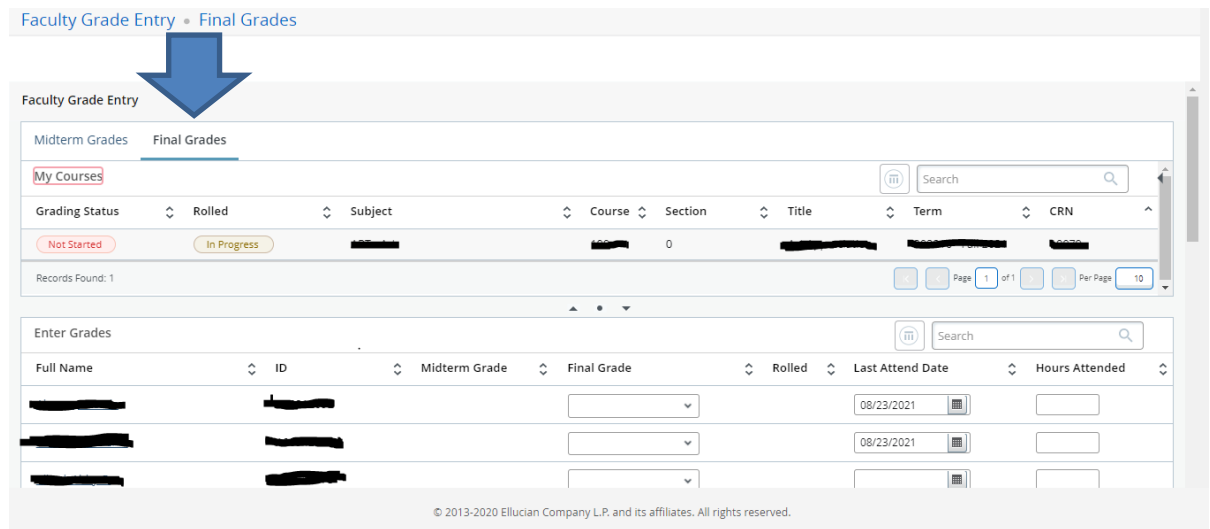


- Click on **Faculty and Advisor Landing Page**.
- Click on **Grade Entry and Attendance Verification**.



- Make sure **Final Grades** is selected.

Faculty Grade Entry • Final Grades



- Please remember to call roll and keep track of students' attendance. No student should be allowed to take a final if he/she is not on your final roster.
- Choose a grade from the dropdown box.
- You will have one hour (for each course) to enter your grades. If you are unable to enter them in this time period, you will be logged out automatically. It is suggested that you have all your grades ready before you click on the "Final Grades" button to avoid being logged off and losing information already entered. If needed, you may enter a partial listing of grades and leave some students not graded. You will be able to enter missing grades up until the deadline.
- Enrollment Services has automated the rolling of grades and GPA calculation during the final exam period. Grades are scheduled to roll at 7:00 am, 11:00 am, and 4:00 pm. The process takes about 10 minutes. Faculty are encouraged to not load grades during these times, as they will be unable to change a grade after it has been rolled. Faculty should email [records@jeffersonstate.edu](mailto:records@jeffersonstate.edu) if they have problems.
- Double-check your roster to make sure that you have entered a grade for every student.
- Once all grades are entered, click on the Submit button at the bottom of the page. You should receive a message above the roster saying, "The changes you made were saved successfully." This will let you know your grades were saved.
- If you need to enter in grades for another course, click on "CRN Selection" at the bottom of the page, choose the next class you would like to grade from the dropdown box and click on "Final Grades" again from the Main Page.

### **Attendance Verification Requirements**

- If the student **attended and received a grade of F** the Last Attend Date (LAD) should be changed to the **actual last date of attendance**.
- When a grade of F is selected from the dropdown box for a student the "**Last Attend Date**" **MUST** be entered for the grade to be submitted successfully. Also, if the Last Attend Date is not entered in the correct format (MM/DD/YYYY) the grade will not be submitted successfully.
- Attendance in Internet and/or Hybrid courses goes beyond course login and is based on documentable participation in class activities. The **Last Attend Date** for a student receiving an F in an internet course should be the last date that the student participated or submitted coursework for the course (i.e. submitted a paper or homework or wrote on a discussion board).
- **Attendance/participation may include the following academically related activities, but is not limited to:**
  - Participating in an on-campus class activity.
  - Turning in class assignment.
  - Taking an exam, tutorial, or computer-assisted instruction.
  - Attending a study group that is assigned by the College.
  - Participating in an online discussion about the course.
  - Initiating contact with a faculty member regarding the course material.
- If the student has **never attended and is assigned an F** grade, contact Brett Reach ([breach@jeffersonstate.edu](mailto:breach@jeffersonstate.edu)) in the Financial Aid Office for guidance.
- If the student **attended and a grade of A, B, C, or D** is entered, you **do not have to change** the initial LAD.

### **\*\* Important Notice for Fall 2022 \*\***

**ALL GRADES ARE DUE NO LATER THAN 3:00 PM ON THURSDAY,  
DECEMBER 15TH**

#### **Other important reminders for all faculty members:**

- The faculty member is responsible for the accuracy of the grades submitted.
- All students that appear on your roster must have a grade submitted by you.

- A grade cannot be changed (in Self-Service Banner) after it has been rolled. If you have entered a grade in error, please attempt to make the correction. If you are unable to correct the grade, you may complete the digital grade change form online located on the JeffNet page with the following information:
  - **Student's name**
  - **Student's Banner ID or SSN**
  - **CRN of the course**
  - **Correct grade**
- Do not enter a grade of "I" for a student whose final grade will be submitted by the grade deadline.
- Do not enter a grade of "I" for any student who has not made prior arrangements to complete any missing coursework.
- To enter a grade of "I" for a student, choose "I" from the dropdown menu and click submit at the bottom of the roster. You will then be taken to another page which will list all of the students with a grade of "I". The instructor will then need to select "F" as the Incomplete Final Grade and click submit.
- If a grade of "I" is entered the instructor will need to enter the last day of attendance.
- Once web grade submission for faculty has been disabled for the term, all grades' changes must be submitted by the online grade change form. You may contact Angela Collins (856-6072) or Barry Graves (856-7757) should you need assistance.

## **Withdrawals**

- Any student who wishes to withdraw from a course during final exam week must complete the following steps:
  1. The student can complete the digital WP form online at [www.jeffersonstate.edu/forms](http://www.jeffersonstate.edu/forms) and sign electronically.
  2. The WP option is no longer available when entering grades.
  3. The instructor can either approve or deny the form and sign electronically. If the instructor approves the request the records department will process the WP. If the instructor denies the request the instructor must enter the final grade when entering grades.
  4. Last Date of Attendance must be entered by an instructor completing an online WP form.