

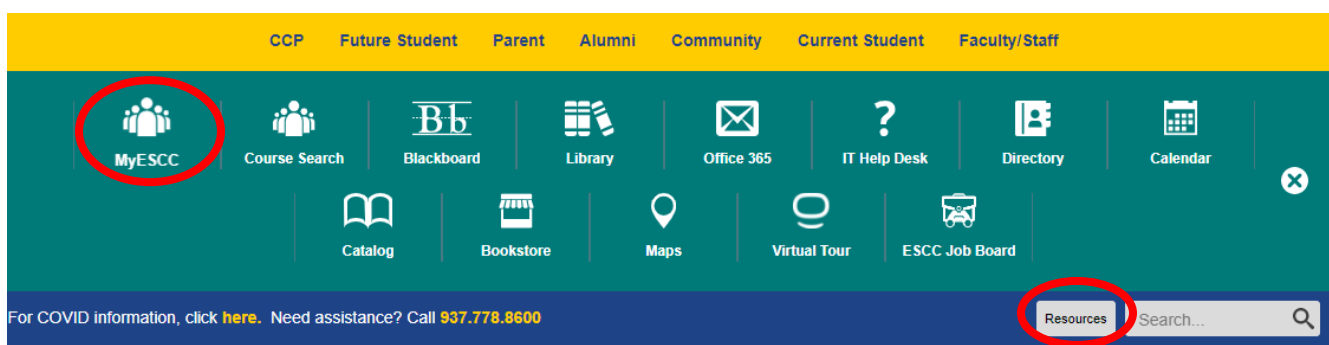
Final Grading Instructions in MyESCC

Notes about grading before you begin:

- The following are the valid grades that can be assigned: A – B – C – D – F*
 - *Grades of “F” require the Last Date of Attendance (LDA).
- **Incomplete “I” requires an [Incomplete Grade Request](#) contract submitted to Registration and Records and an expiration date not more than 100 days after the semester ends. The “I” grade will convert to an “F” if a grade change is not processed by the expiration date.**
- **FACULTY MAY NOT ASSIGN A GRADE OF A “W” or “UW” at final grading.** If a student appears on your grading screen but did not finish the class, they have **not** officially withdrawn. The student should be awarded an appropriate letter grade, such as an “F”.

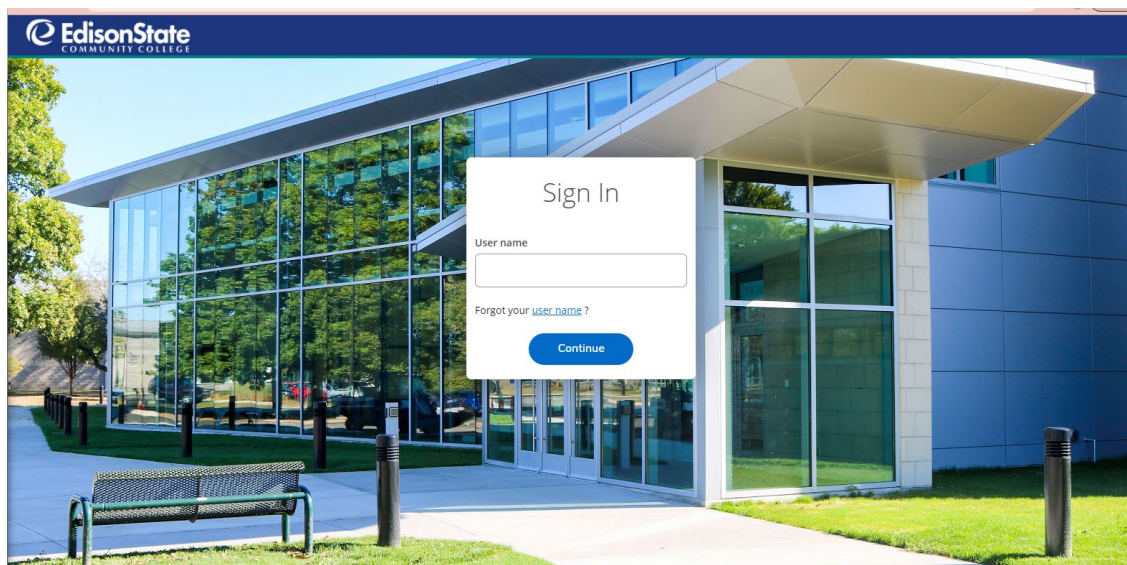
Begin Grading

1. Open **Resources** and select **MyESCC** <https://selfservice.edisonohio.edu:8173/Student/Account/Login>



[Academic Programs](#) [Workforce Development](#) [Paying for College](#) [Admissions](#) [Student Life](#) [Campus Services](#) [About](#)

2. Log in with your Edison State username and password.



3. Select the **Faculty** menu option.

Hello, Welcome to Colleague Self-Servi...
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Search**
Here you can view and search in course catalog
- Grades**
Here you can view your grades by term.
- Enrollment Verifications**
Here you can view and request an enrollment verification.
- Transcript Requests**
Here you can view and request a transcript.
- Academic Attendance**
Here you can view your attendances by term.
- Advising**
Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty**
Here you can view your active classes and submit grades and waivers for students.
- Finance Administration**
Here you can view the Student Finance information as a student would so you can help the student with any questions.

4. Select the class section you want to grade. Be sure you are selecting the course in the correct semester.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Spring 22/23 Semester

Section	Times	Locations	Availability	Books	Census Dates
CIS-101S-851SE: Intro to Word Process	1/23/2023 - 3/18/2023	On-Line	30 / 38 / 0		
CIS-110S-403SS: Computer Concepts & App	T 12:00 PM - 1:15 PM 1/23/2023 - 5/20/2023	South Hall, 321 Web-Flex	4 / 18 / 0		

Fall 22/23 Semester

Section	Times	Locations	Availability	Books	Census Dates
CIS-110S-402FS: Computer Concepts & App	T/Th 12:00 PM - 1:15 PM 8/29/2022 - 12/17/2022	South Hall, 339 Web-Flex	2 / 18 / 2		

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9:23 AM 12/2/2022

5. The roster will display. Select **Grading** and then **Final Grade**.

T/Th 12:00 PM - 1:15 PM
8/29/2022 - 12/17/2022
South Hall, 339 Web-Flex

Seats Available ⓘ 2 / 18 / 2

[Deadline Dates](#)

Waitlisted 2

Roster Attendance Census **Grading** Books Permissions Waitlist

Overview **Final Grade** Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
	[REDACTED]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	<input type="text" value="M/d/yyyy"/>	Freshman	3
	[REDACTED]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	<input type="text" value="M/d/yyyy"/>	Freshman	3

6. Here you will see the Never Attended, Last Date of Attendance “LDA”, Final Grade, and Expiration Date columns. Select the earned grade for each student from the **Final Grade drop-down menu** (Enter the Last Date of Attendance for students earning grades of ‘F’ formatted as M/D/YYYY).
 - a. For every grade of “I” (Incomplete), fill out an [Incomplete Grade Request](#).
 - b. You should not need to use the “Never Attended” box as those were due the second week of classes.

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mbornhorst Sign out

Daily Work Faculty Faculty Overview

Section Details
[Back to Courses](#)

GEN-299S-001FS: EAGLE Life Skills

Fall 19/20 Semester
Piqua Campus

M/T/W 10:30 AM - 11:45 AM
8/26/2019 - 12/14/2019
West Hall, 228 Lecture

Seats Available 6 of 12

Waitlisted 0

Roster Attendance **Grading** Books Permissions Waitlist

Overview **Final Grade** Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
	[REDACTED]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	<input type="text" value="M/d/yyyy"/>	Freshman	0
	[REDACTED]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade ▾	<input type="text" value="M/d/yyyy"/>	Freshman	5

7. There is no submit button.

1. Go to the **Overview** tab.
2. Review the Final Grade and Last Date of Attendance to confirm that the grades you submitted for each student saved.
3. When you are finished with this class section, select **Back to Courses** to select the next section.
Repeat the process for every section you teach.

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Daily Work · Faculty · Faculty Overview

Section Details

[Back to Courses](#)

GEN-299S-008SS: Internship I

Spring 19/20 Semester
Piqua Campus

TBD
1/13/2020 - 5/9/2020
TBD

Seats Available 9 of 10

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Grading** Books Permissions Waitlist

Overview Final Grade Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Midterm 1	Class Level	Credits
[REDACTED]	[REDACTED]			B		C	Freshman	1

3. When you are finished reviewing this section, select **Back to Courses** to select the next section you teach.

1. Overview in the Grading menu

2. Review the Final Grade and Last Date of Attendance to confirm the grading information you submitted saved.