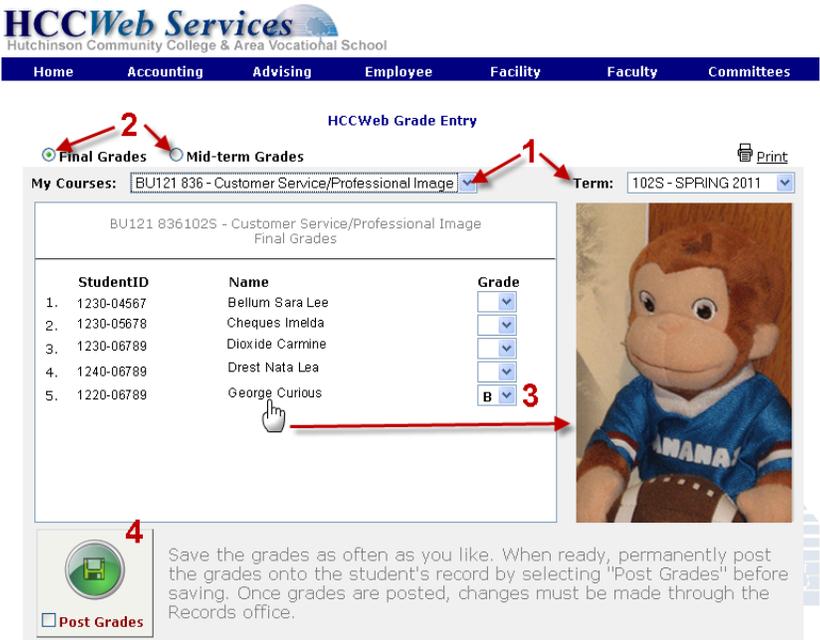


You made it through the semester, and your students have all of their work turned in. You have it all graded, and you are stick-a-fork-in-you DONE!!! YAY!!!

**But wait! There's more!!**

You must post your final grades to Web Services. How do you do that?

**NOTE: There are a couple of times during the semester when students need to officially know how they are doing in your course - Midterm and Final. In addition to posting grades in LearningZone, you should also post them to Web Services.**

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Step 1</b></p>	<ul style="list-style-type: none"> <li>Go to <b>Web Services</b> and hover over the <b>Faculty</b> drop down menu</li> <li>Select <b>Grade Entry</b> from the list</li> </ul>	 <p>The screenshot shows the HCCWeb Services homepage. The 'Faculty' menu is open, and 'Grade Entry' is highlighted with a red circle. Other menu items include Home, Accounting, Advising, Employee, Facility, Committees, and Statistics. A search bar and several radio button options are visible below the menu.</p>																		
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Step 2</b></p>	<p><b>This displays your available courses</b></p> <ol style="list-style-type: none"> <li>You may select the <b>Term</b> and the individual course (<b>My Courses</b>)</li> <li>Choose whether this is a <b>Final Grade</b> or <b>Mid-term Grade</b> posting</li> <li>Select a <b>Grade</b> value for each student</li> </ol> <p><b>NOTE: When you hover over a student name, their picture will display in the screen at the right if there is a photo on file.</b></p> <ol style="list-style-type: none"> <li>click the <b>Post Grades</b> button at the lower left side of the screen when you are ready to record the grades</li> </ol> <p><b>NOTE: ONLY click the box in front of <b>Post Grades</b> when you are finished and ready to submit your grades as FINAL grades for the semester</b></p>	 <p>The screenshot shows the 'HCCWeb Grade Entry' page. Red arrows and numbers 1-4 point to: 1. The 'Term' dropdown menu (set to '102S - SPRING 2011'); 2. The 'Final Grades' radio button; 3. The grade dropdown menu for 'George Curious' (set to 'B'); 4. The 'Post Grades' button at the bottom left. A table of student records is shown in the center, and a photo of a monkey (George Curious) is displayed on the right.</p> <table border="1" data-bbox="747 1365 1266 1627"> <thead> <tr> <th>StudentID</th> <th>Name</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>1. 1230-04567</td> <td>Bellum Sara Lee</td> <td>[v]</td> </tr> <tr> <td>2. 1230-05678</td> <td>Cheques Imelda</td> <td>[v]</td> </tr> <tr> <td>3. 1230-06789</td> <td>Dioxide Carmine</td> <td>[v]</td> </tr> <tr> <td>4. 1240-06789</td> <td>Drest Nata Lea</td> <td>[v]</td> </tr> <tr> <td>5. 1220-06789</td> <td>George Curious</td> <td>B [v]</td> </tr> </tbody> </table>	StudentID	Name	Grade	1. 1230-04567	Bellum Sara Lee	[v]	2. 1230-05678	Cheques Imelda	[v]	3. 1230-06789	Dioxide Carmine	[v]	4. 1240-06789	Drest Nata Lea	[v]	5. 1220-06789	George Curious	B [v]
StudentID	Name	Grade																		
1. 1230-04567	Bellum Sara Lee	[v]																		
2. 1230-05678	Cheques Imelda	[v]																		
3. 1230-06789	Dioxide Carmine	[v]																		
4. 1240-06789	Drest Nata Lea	[v]																		
5. 1220-06789	George Curious	B [v]																		

**Side note: You may notice Curious George only managed a "B" for his Final grade. He's actually really happy with that grade because he's Bananas!**