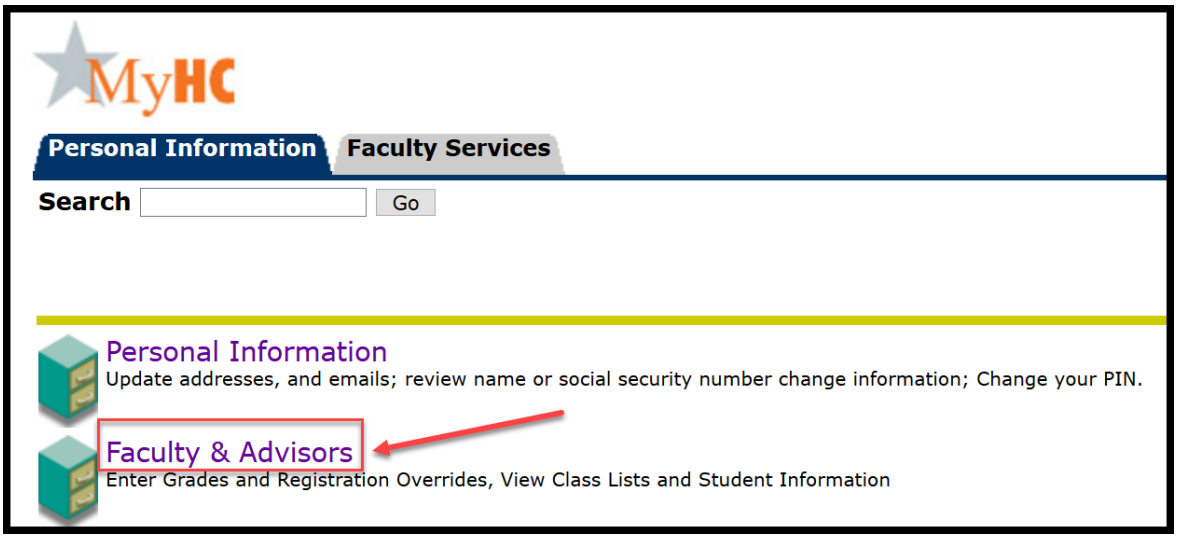
How to Enter Final Grades on MyHC

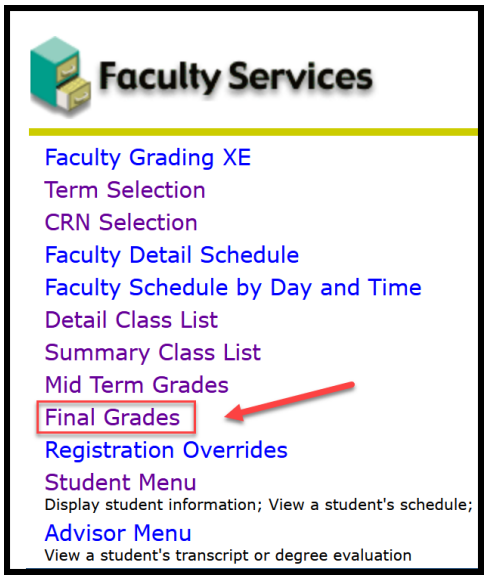
(1) On the Employee Portal of the college's website, click on the **MyHC** button:

(2) Sign into your MyHC account using your NetID and Password:

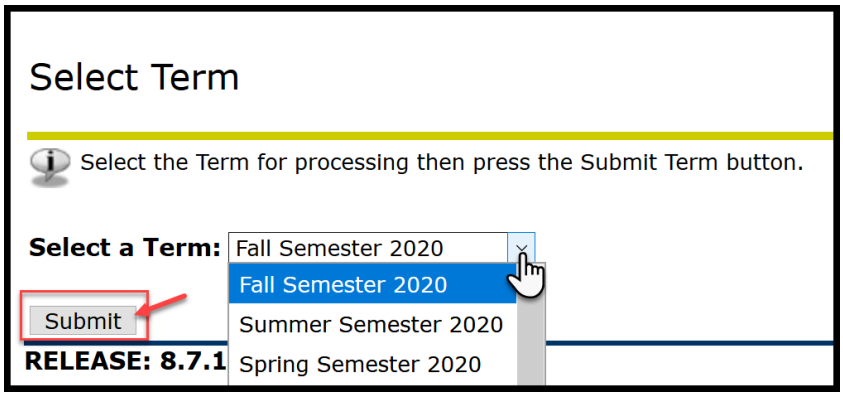
(3) Choose "**Faculty & Advisors**":



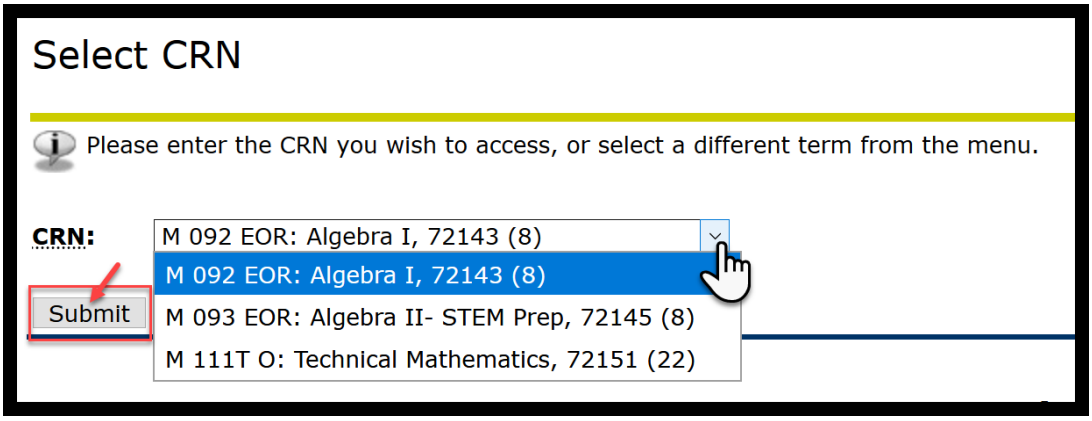
(4) Choose "**Final Grades**":



(5) Select the term and then hit the "**Submit**" button:



(6) Select the **CRN** if you teach multiple courses, then hit the "**Submit**" button:



(7) Enter grades and then hit "**Submit**".

The following information is from the Registrar's Office regarding to turning in grades:

Please read the information below before you turn in your grades:

1. **Please do not leave a grade blank.** If you are unsure what to select after looking through the options contact the Registrar's Office or your division chair to make a determination.

2. **If a student earned a grade of "F", through coursework or by not attending, you must include the last date of attendance**. The system is picky about the format of the last date. It must be entered as MM/DD/YYYY for the system to recognize it. Your grades will not be saved if you put in an F without the last date of attendance. Financial Aid uses this date to determine if the student needs to pay back some of their financial aid. Veterans Benefits also needs this date for their reporting.

3. **If a student never attended the class a grade of "NF" should be assigned**. If the student has ever been to class, even just the first day, please use option 2.

4. **If somebody is not on your roster, but they have attended class, please send an email with their grade to the Registrar's Office** which will contact the student and let the student know what they need to do to earn credit for the course.

5. **If you are assigning an incomplete, the Incomplete Form must be signed and submitted to the Registrar's Office.**

Grades are submitted through MyHC. If you have any questions about how to turn in grades please contact the Registrar's Office, 447-6908. If you have questions about how to logon you will need to contact IT, 447-6960. **Please try to log on before the end of the semester to make sure you are able to do so.**

If you have technical issues with your MyHC account, please contact

IT Department

447-6960

IT@helenacollege.edu

If you don't see your courses in MyHC account, please contact

Registrar and Admission Office

447-6909
HCRegistrar@helenacollege.edu

If you have questions related to Dual Credits courses and enrollment, please contact

Stephanie Hunthausen

Director of K-12 Partnerships

447- 6993

Stephanie.hunthausen@helenacollege.edu