

1. Log in to *my*HSC at https://my.tamhsc.edu/cp/home/loginf, using the same log in credentials that you use to log into your e-mail account. Please use Mozilla Firefox as the browser for this process. Using other browsers may cause unintended results. You may download the Firefox browser at http://www.mozilla.com/.

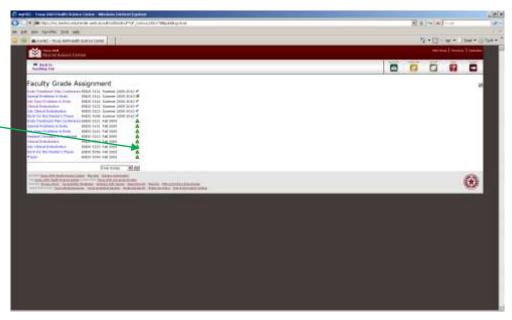


- 2. Click on the Teaching Tab.
- 3. Then, click "more." (Please note that if you are teaching fewer than four sections, a "more" button may not appear.)





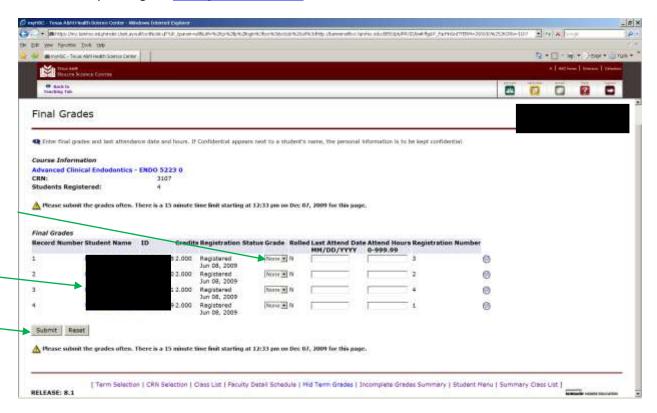
4. The courses that are available for grading for the semester will appear. Click on the green triangle of the course that you wish to grade.



Please note that if you have utilized mid-term grading, the triangles for those sections will be yellow. You will need to post final grades using the green triangle.



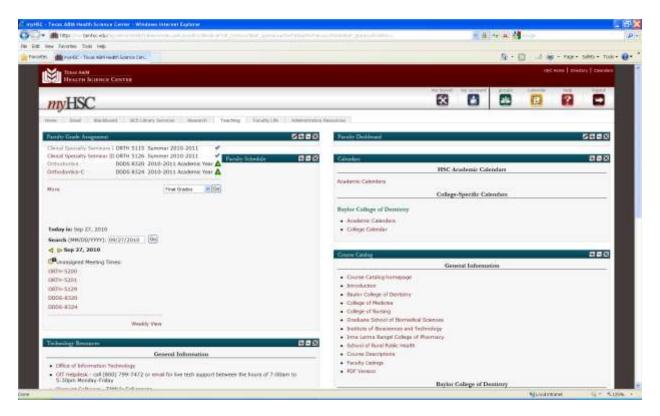
5. The list of students in your course will appear. Proceed to click on the drop down list under the "Grade" column. Choose from the options available. If your class is graded with an S/U grade mode, and your grade mode appears as the typical letter grade, please immediately contact Penny Borrego at borrego@tamhsc.edu.



- 6. Once you have entered all grades, click on the "Submit" button. Your grades are now entered. Of importance is the fact that you must press the submit button every 15 minutes. If you do not save/submit the grades, you will lose the grades that you have input.
 - Disregard the columns entitled "Last Attend Date" and "Attend Hour."



7. There is not a confirmation message that your grades have been submitted. However, if you return to the teaching tab, a blue check will appear indicating that your grades have been submitted.





Please Note:

- <u>DDS and MD program courses</u> Numeric grades required for the DDS programs will continue to be collected via paper until such time an electronic interface is developed to collect numeric grades.
- Please feel free to explore the other options available to you on the faculty services tab in Banner, such as "Summary Class List," which gives you a summarized class roster.

If you experience any issues with being able to save your grades, access the teaching tab or if you experience broken channels, please contact the HSC helpdesk at helpdesk@tamhsc.edu or 1-800-799-7HSC (7472).

If you have any questions about entering grades via the web, please contact the Office of the Registrar at registrar@tamhsc.edu or 979.436.0191.