View Class Roster/Record Grades

Overview
This document provides you with instructions on how to view the class roster and record grades at the end of the term. You will be notified when the grade rosters are available. Prior to that time, you will be unable to view your grade rosters for grade entry.

Sign on/Sign out using myTyler Portal

Step 1 – Sign on
To sign on to myTyler, you need to go to the myTyler portal, which is accessible from the John Tyler website (www.jtcc.edu) or (jt.my.vccs.edu). Please note that you will need to enter your username, which is the same as your VCCS ID, and password to access this system.

If you do not know your username, you may click on the link found on this page to access your username.

Enter the appropriate information to access your username.
Step 2

Once you have accessed the myTyler portal, click onto the VCCS SIS89:Student Information System link to access PeopleSoft.

Step 3 – Sign out

When your work is completed in PeopleSoft, you may sign out of the system by clicking the sign out link found in the top, far-right corner of the page. Please note that when you sign out, your EMPLID or sign on ID is retained.

Be sure to close the PeopleSoft window and click the LOGOUT link from myTyler to completely sign out of the system.
Accessing Class Rosters and Record Grades

Now, that you have accessed PeopleSoft, use the following navigation to access your information.

Navigation:
Self Service>Faculty Center

Step 1

Verify that the correct term is displayed. If you need to select a different term, click the change term button and select the appropriate term from the list.
Step 2

Once the correct term and classes listed are confirmed, you may view the **Class Roster**, by clicking on the appropriate icon.
Faculty Center

Class Roster

42806 - ITE 100 - Intro to Information Systems

Course: ITE 100
Title: Intro to Information Systems
Class Number: 42806
Component: Lecture

Day: Mon, Wed, Fri
Time: 10:00AM - 10:50AM
Room: Bird Hall B142

Instructor: Tooke, La Tonia Hunt

Enrollment Status: Enrolled

Total Students: 17
Enrollment Capacity: 20

Enrolled Students

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Main Phone</th>
<th>Business Phone</th>
<th>Home Phone</th>
<th>Email Address</th>
<th>Grade Points</th>
<th>Program and Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Graded 2.00</td>
<td>Degree, Science</td>
</tr>
<tr>
<td>2</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Graded 2.00</td>
<td>Certificate, CSC</td>
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<tr>
<td>3</td>
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<td></td>
<td>Graded 3.00</td>
<td>Degree, Science</td>
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<tr>
<td>4</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Enrolled 3.00</td>
<td>Non Degree, Science</td>
</tr>
</tbody>
</table>

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Step 3
To record grades, you may select the **Grade Roster** icon from the Faculty Center page.
Step 4

You should now be able to view your grade roster for any one class.

**Grade Roster**

![Grade Roster Image]

Step 5

Click in the **Roster Grade** field for each student and enter the appropriate grade. You may also click the **Lookup button** (magnifying glass) to select from the valid grade values for a given student. Continue entering the grades until complete by tabbing or clicking the next field. Be sure to enter the last date of attendance for any “F” grades to be received by the student.
**Step 6**

Once completed, change the Approval Status to **Ready for Review**.

Verify all entries and click **Save**.

Change the Approval Status to **Approved** and **Save**.

If a grade needs to be changed after you have changed the status to approved, change the status back to **Not Reviewed** and make the appropriate changes. You must then resave the transactions and change the status back to **Approved** to ensure that the grades will be posted by the college registrar.