

Manchester Community College Running Start Web Directions for Faculty Posting Grades



Grades must be posted on-line within 48 hours after your last class.

To post your grades on-line, go to <https://sis.ccsnh.edu/>, then click on “Enter SIS Secure Area”.

1. Enter your User ID.

Your user ID is the 9-digit ID number (including the A) we generated for you.

2. Enter your Personal Identification Number (PIN).

If you have used the Student Information System (SIS), enter your PIN #. Hit Login. If you **have not** used the SIS before, enter the last six (6) digits of your user ID or your 6 digit date of birth. Upon login, you will be required to reset your PIN and set up a security question.

3. Click on “Faculty Services”

4. Click on “Term Selection” using the drop down menu and select current term. Then click on submit. Note: Select FALL for yearlong & fall courses; select SPRING for spring courses.

5. Click on the down arrow next to “CRN” and select the CRN # of the course for which you wish to enter grades. As a double check, the title of the course is listed next to the CRN. Then click on submit.

6. Click on “Final Grades”

7. Class roster will display. Using the drop down menu under the “**GRADE**” column, select the grade the student earned. When you click on that grade it will automatically appear and you can go on to the next student.

Please Note: Grade roster will time out after 15 minutes of non-activity. Therefore, hit submit in the lower left corner of the screen, to save grades frequently.

NOTE: For classes over 25 students, you will need to select the second page of your roster. This is noted at the bottom of the screen in the “Record Sets” area.

8. When you are finished selecting all grades for your roster, hit “Submit” at the bottom left part of your screen. Upon completion of entering grades, please print screen, for your records.

Questions regarding Grade Policy & Procedure should be directed to the Registrar’s Office at eperron@ccsnh.edu or 603-206-8120. Please leave a message if necessary.

Instructor: (First Name) (Last Name)

User ID Number: (ID Number)

PIN: **See Step 2**

CRN: (CRN)

Course: (Course Name)