
GRADING

Self Service

1. Log into your Self Service account at www.montgomery.edu/self-service.
2. Go to the Faculty section on the homepage. Your courses are listed by term.
3. Select the course title and section of your course.

Section	Times	Locations	Books	Census Dates
GSM-235-01: Current Gunsmithing Tech	M/T/W/Th 8:00 AM - 8:50 AM 05-17-2021 - 07-19-2021 M/T/W/Th 9:00 AM - 11:30 AM 05-17-2021 - 07-19-2021 M/T/W/Th 11:40 AM - 2:10 PM 05-17-2021 - 07-19-2021	Blair Hall (100), 169A Classroom Hours Blair Hall (100), 169A Lab/Shop Hours Blair Hall (100), 169A Lab/Shop Hours		
PSY-150-W1: General Psychology	M/T/W/Th/F/Sa/Su - 05-17-2021 - 07-19-2021	Online Via Blackboard, WEB1 Classroom Hours		

4. Select the Grading tab.

PSY-150-W1: General Psychology

Summer 2021
Main Campus

M/T/W/Th/F/Sa/Su -
05-17-2021 - 07-19-2021
Online Via Blackboard, WEB1 Classroom Hours

Seats Available 9 of 24

[Deadline Dates](#)

Roster Attendance Census **Grading** Permissions

5. Select Final Grade tab.
6. Enter final grades. Select the appropriate grade using the drop down beside each student's name.

Roster Attendance **Grading** Books Permissions Waitlist

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Select Grad	M/d/yyyy
[REDACTED]	[REDACTED]	<input type="checkbox"/>	M/d/yyyy	Select Grad	M/d/yyyy

- For an Incomplete grade, enter the expiration date.
- Last date of attendance is only entered for students with W or FA grades.
- No submit required: Final grades automatically update students' record in Colleague.
- The Enrollment Office will verify all final grades.
- Students can view verified grades through their Self Service accounts.
- Once verified, any grade changes are submitted to the Enrollment Office.