Using the Faculty Portal

Find yourself @ Allen
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Logging In/Faculty Tab

1. Go to http://my.allencc.edu to log on to the portal.
2. Enter your username and password. Your username is either your first initial and the first seven letters of your last name or your employee ID number. Your password is the standard 4x4 password (first four letters of your last name, in lower case, plus last four of your SSN).

If you have any trouble logging in to the portal, please contact Doug Dunlap at the Iola Campus at 620-365-5116 x 261 or by email at d dunlap@allencc.edu.

1. Click on the Faculty-Advisor tab.
View/Print Rosters

1. From the ESP-Roster Section, select your course.
2. Select View Roster.
3. Select Show Sign-in Sheet to display a printable a Sign-in Roster
3. Select the **Printer Friendly** link to print a Sign-in Attendance Roster for your class.
Send ESP’s

1. Choose your course from the ESP-Roster box.
2. Click Send ESP.
3. Select one or more students by clicking the button next to their ID# and Name
4. Choose your options from the Negative Comments and/or Positive selections. You can select up to three comments. You can also add your own comments.
5. Click Send ESP.
Record Attendance (Rosters)

1. Choose your course from the **ESP-Roster** box.
2. Select the **Attendance Roster** button. The first student’s information will display.
3. Check **Did not ever attend** if a student has not submitted any assignments.
4. **Date of Last Attendance** – the last date a student completed an assignment (only required on the final roster)
5. Check **Yes** or **No** for the student’s academic progress in your course.

Move through the students individually by selecting the **<<Prev** or **Next>>** buttons.

6. Select the **Attendance Review**. A screen displays with all students and information to be recorded.
7. Select **Submit Attendance Roster** to submit your roster.

After submitting your roster, the word “Sent!” will display next to the submit button.

You will also receive an email in your Allen email account that includes the summary as shown below.
Enter Grades

1. Choose your course from the Grade Entry box.

2. Select Go to Grade Entry to enter grades.

When you select “Go to Grade Entry”, your first student’s information will display.

3. Enter the student’s grade. **If the student received an “F”, enter a Last Attend Date.**
   ****For online classes, the Last Attend Date would be the date the student last submitted an assignment.

4. To move to the next student you select the “Next>>” button. If you need to move backwards to correct a score, you select the “<<Prev” button.
5. “Go To Grade Review” will show all the grades you have assigned.

6. The “Go To Grade Entry” will return you to the individual student screens to make changes.

   When finished entering grades, choose the “Go to Grade Review” button, which displays a list of all grades entered.

7. A grade **must** be recorded for every student and a last date of attendance for every student with an “F”, only then will a “Submit Grades” button display. Select the “Submit Grades” button.
Request a Grade Change

1. Click on Request to Change Grade form

   Complete the required information

2. Select Send request. The request will be sent to the Registrar’s office.

Allen County Community College Request to Change Grade

```
Date: 01 21 2010
Student Name: 
Student ID: 
Course Number: 
Course Name: 
Semester Taken: Spring
Year Taken: 2010
Grade Currently Assigned: A
New Grade Assumed: A
Reason for Grade Change: 
Instructor Name: 
Instructor ID (CABS) number: 
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Send request
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