

## TCONNECT GRADING

1. Open an Internet browser. (Internet Explorer, Netscape, AOL, ect.)
2. Type the web address: [www.templejc.edu](http://www.templejc.edu) in the browser's address bar and press "Enter".



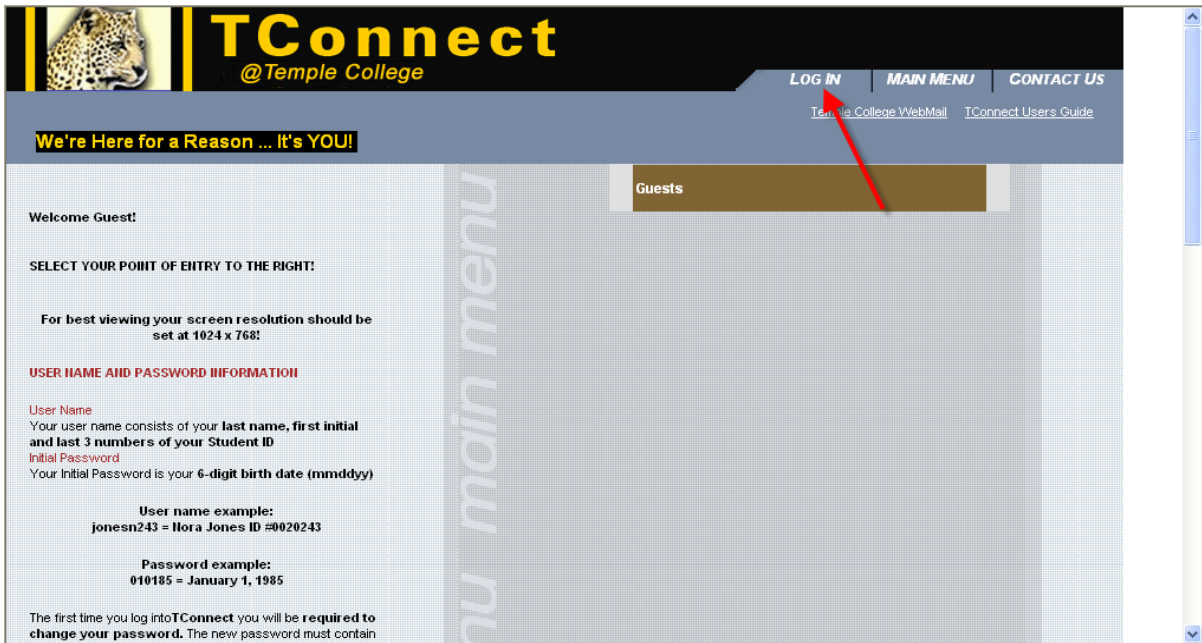
The screenshot shows the Temple College homepage. At the top, the logo "TC TEMPLE COLLEGE" is displayed with the address "2600 South First Street, Temple, Texas, 76504" and phone numbers "(254) 298-8282" and "(800) 460-4636". Below the logo is the slogan "We're Here For A Reason . . . IT'S YOU!". The navigation menu includes "Cameron Center", "Downtown Center", "Taylor Center", and a vertical list of services: "Academics", "Administration", "Admissions & Records", "Class Schedule", "Community Education", "Distance Education", "Faculty & Staff", "News & Events", "Sports", "Student Services", "TC Foundation", "TConnect", and "University Courtyard Apartments". A central banner features a photo of a woman and a child, with text: "Questions About College? Get the Answers! Student and Family Information Sessions TEMPLE Thursday, July 19 5 - 7 p.m. One College Centre TAYLOR Tuesday, July 24 5-7 p.m. Taylor Center". Below the banner are links for "Library", "Financial Aid", "HR", "Campus Tour", "Alumni", "Web Mail", "Catalog", and "Community". At the bottom, a yellow box states: "Temple College will be observing summer hours through August 19. Visit [Summer Hours Schedule for Additional Information](#)".

3. Click on "TConnect".

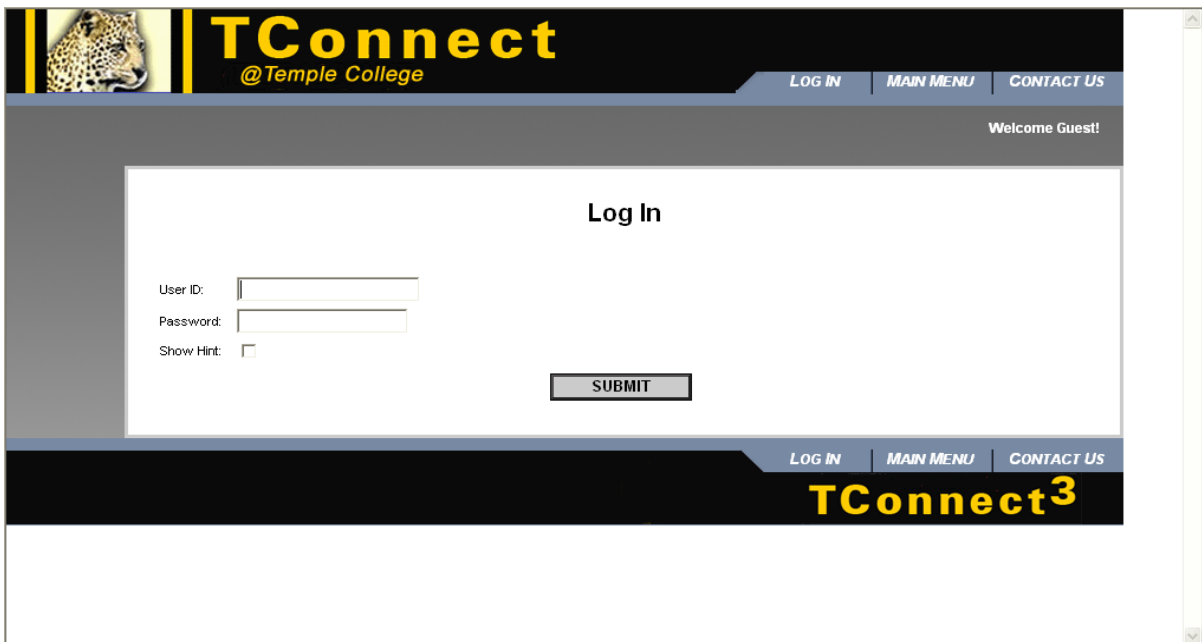


This screenshot is identical to the previous one, but with a red arrow pointing to the "TConnect" link in the vertical navigation menu on the right side of the page.

4. Click on "Log In".



5. Log in using your assigned TConnect username and password then click “Submit” button **once** to continue.



6. Click on “Faculty”.

**TConnect**  
@ Temple College

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

Temple College WebMail | TConnect Users Guide

**We're Here for a Reason ... It's YOU!**

Welcome Carey Rose!

SELECT YOUR POINT OF ENTRY TO THE RIGHT!

For best viewing your screen resolution should be set at 1024 x 768!

**USER NAME AND PASSWORD INFORMATION**

**User Name**  
Your user name consists of your **last name, first initial and last 3 numbers of your Student ID**

**Initial Password**  
Your Initial Password is your **6-digit birth date (mmddyy)**

**User name example:**  
jonesn243 = Nora Jones ID #0020243

**Password example:**  
010185 = January 1, 1985

The first time you log into TConnect you will be **required to change your password**. The new password must contain

Community and Business Education Students

Students

**Faculty**

Employees

Guests

7. Click on “Temple College Final Grade Entry”

**TConnect**  
@ Temple College

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | CONTACT US

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**FACULTY - TCONNECT FOR FACULTY MENU**

Welcome Carey Rose!

**User Account**

[I'm New to WebAdvisor](#)  
[What's my User ID?](#)  
[What's my password](#)  
[Change Password](#)

**Communication**

[My Documents](#)

**Employee Information**

[Position Summary](#)  
[Leave Plan Summary](#)  
[My Stipends](#)

**Faculty Information**

[Temple College Class Roster and Student Information](#)  
[Access Desire 2 Learn System](#)  
[Temple College Final Grade Entry](#)  
[My Class Schedule](#)

**Class Schedules**

[Search for Credit Classes](#)  
[Search for Community and Business Education classes](#)  
[Preview Class Schedule before Release](#)

**Financial Information**

[Budget selection](#)  
[Budget summary](#)

8. Select the current grading term from the “drop-down box” by clicking the arrow located on the right side of the “Term Box”. Click the “submit” button once to continue.

9. Click under “**Choose One**”. Then click submit once.

Choose One	Sections Available for Grading	Term	Bldg	Room	Meeting Times	Days of Week
<input checked="" type="checkbox"/>	BMGT-1305-1001 Communications in Management Stds: 18 Graded: 1	SU2008			***	
Sections Not Available or Already Graded						

10. Please see Stds: = Students

Graded: = how many student you have graded. **Withdraws will show as Graded.**

**This can be used to verify that you have entered all grades for your class section.**

NOTE: TConnect allows twenty minutes of “idle” time between each click of the “Submit” button. You can submit your grade roster in multiple parts if you need more than 20 minutes!

11. Enter a grade in the field next to each “Student ID”. Advance to the next student’s grade field by pressing the “Tab” key or by clicking in the next “Grade” field with your mouse. (Incomplete grades are automatically assigned with an “Expire Date”- see below this example below.)

### Temple College Final Grade Entry

You have a limited time to enter grades and press the submit button, approximately 20 minutes. If you can not complete the entry of all the before time runs out, you may enter some students, submit them and re-access this section to complete your entry. You can not change your verified grades. You may change already entered grades until they are verified by Admission. Incomplete grades (I) will be converted to Failing grades (F) on the date in the message between the section heading and

As of: 07/10/08	SU2008 Web Grade Entry	Census: 06/10/08
BMGT-1305-1001	Communications in Management	Rose, Carey
Code: 2181	Start/End: 06/02/08-07/24/08	Location: INT
Bld:	INET	Wks: 8
Bld:		Sem Hr: 3.00

Incomplete Grades will be converted to Failing Grades on 09/26/08

Student	ID	Grade	Student Status
Barnes, Marvin	0096634	<input type="text"/>	
Barnes, Ramona	0101215	<input type="text"/>	
Bridges, Shakena	0088443	<input type="text"/>	
Brown, Etta	0111016	<input type="text"/>	
Cole, Evelyn	0062653	<input type="text"/>	

12. Verify that a grade is posted for each student and that each grade has been entered correctly! Print a verification of grades for your records by using your internet browser's print feature. (On most browsers printing is done by accessing "Print..." from the "File" menu.)

13. Click the "Submit" button once when all grades for the selected course have been entered. (You may have to scroll down if the "Submit" button is not visible.)

**NOTE: After successfully submitting your grades you will be taken back to Temple College Grading Sections – Here is where you can verify all your grades have been submitted.**

### Temple College Grading Sects

Choose One	Sections Available for Grading	Term	Bldg	Room	Meeting Time
<input type="checkbox"/>	BMGT-1305-1001 Communications in Management Stds: 18 Graded: 1	SU2008			***

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Sections Not Available or Already Graded	Term	Bldg	Room	Meeting Times	Days of W
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**SUBMIT**

14. Repeat steps 9-13 for multiple sections for grading.