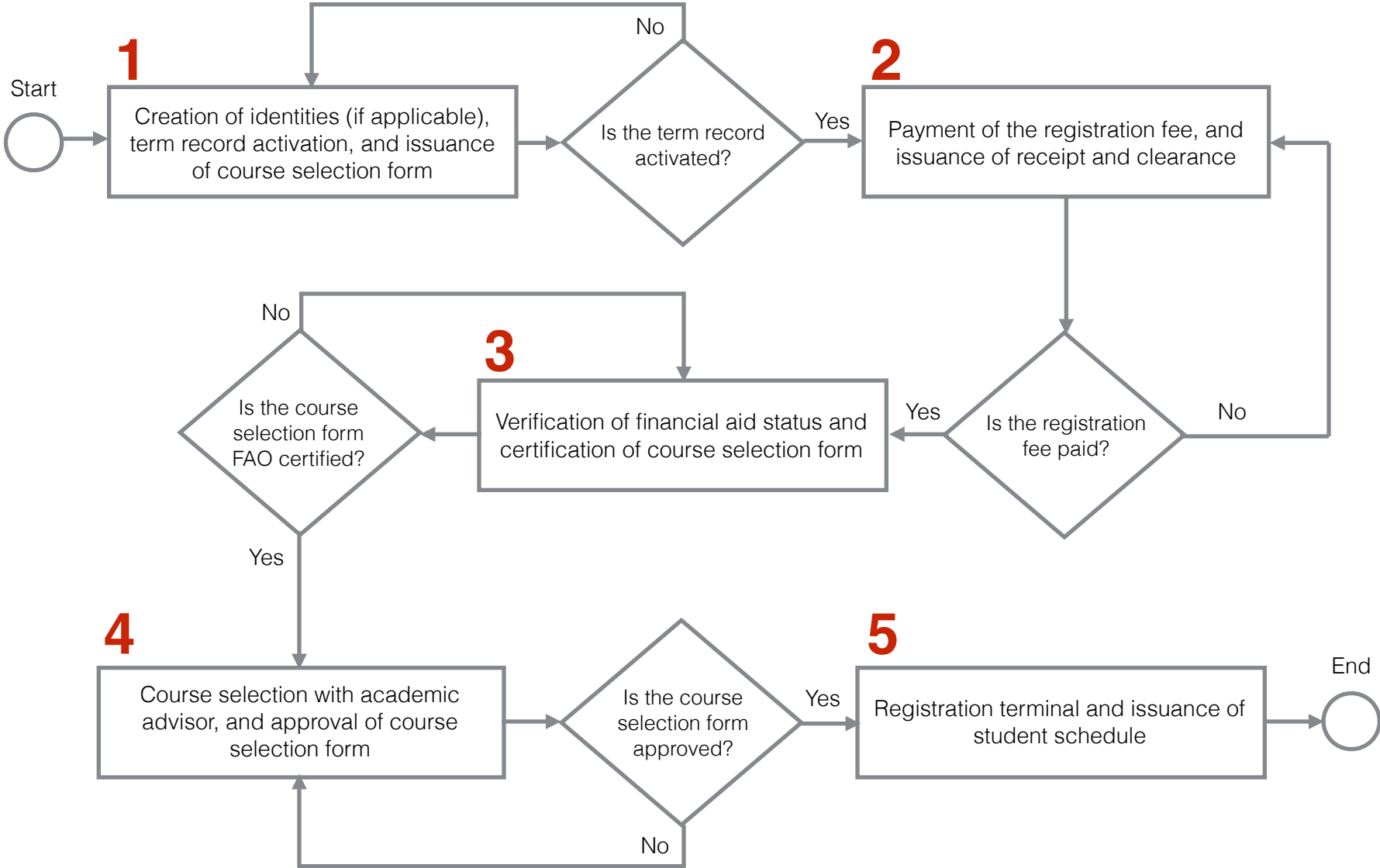


Traditional, Online, **Mixed Registrations**

For Academic Advisors and Students

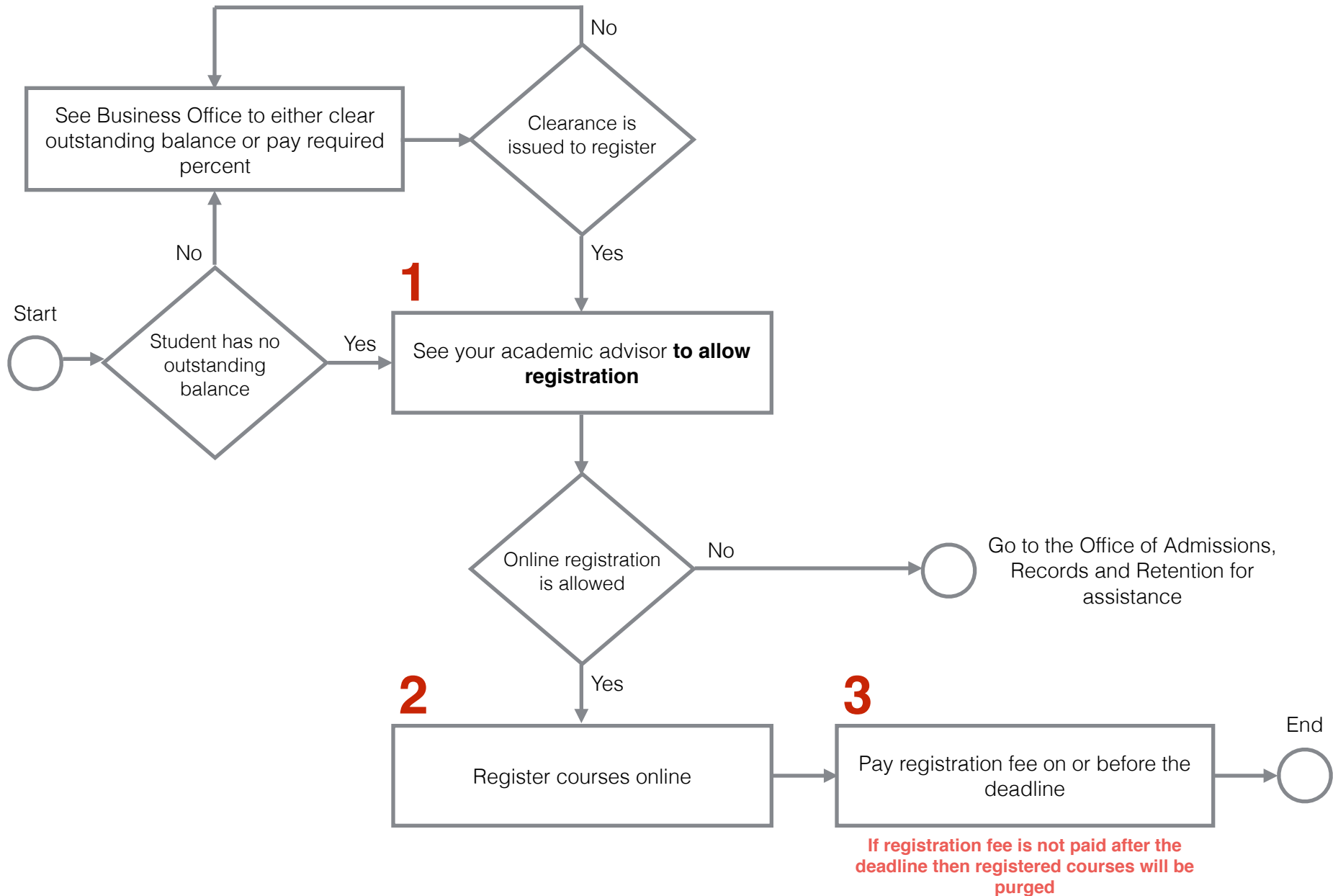
The Traditional Mode of Registration

Face-to-Face and Assisted Registration



The Online Mode of Registration

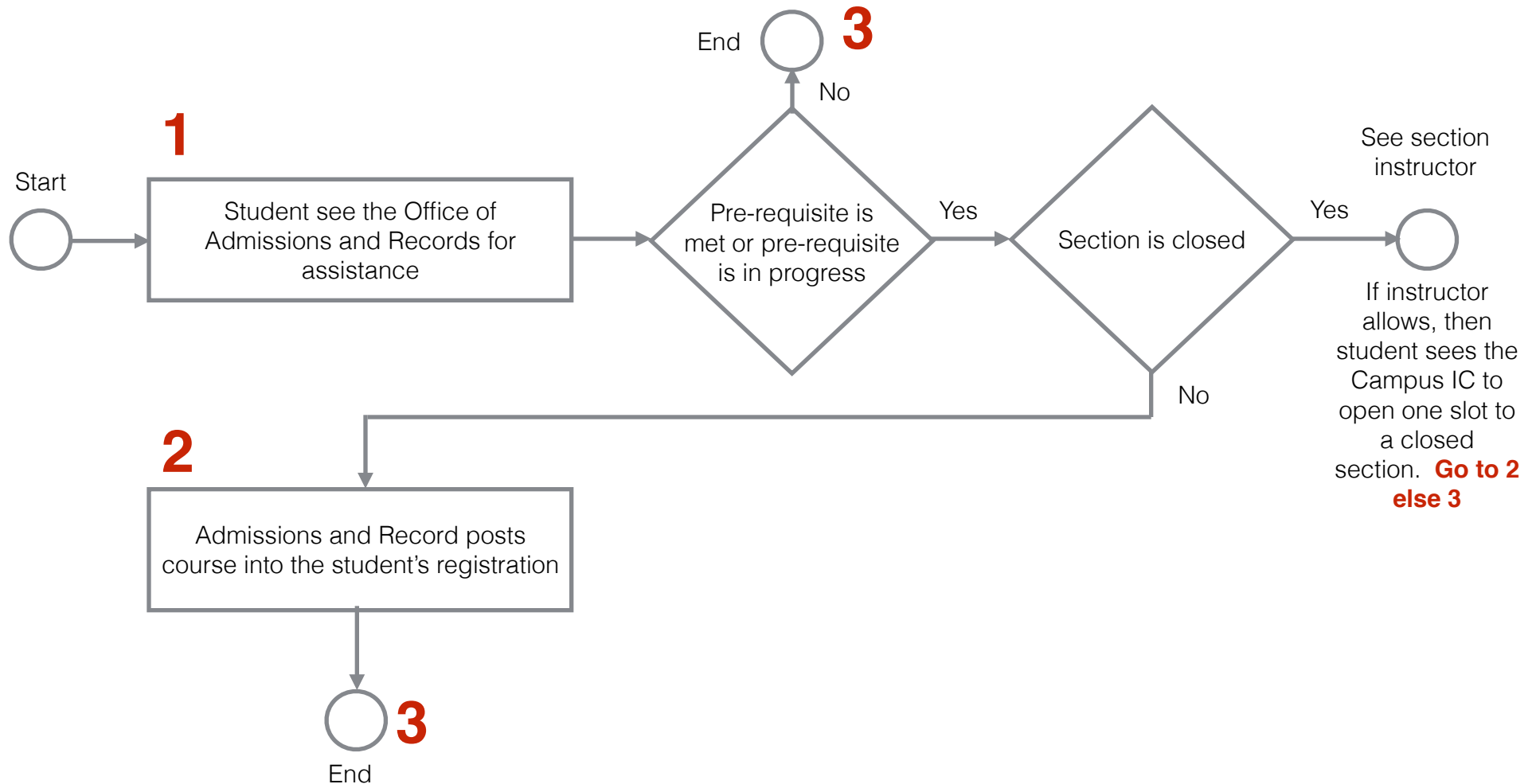
Pilot-Tested during Early Registration for Spring 2014 at the National and Pohnpei Campuses



The Mix Face-to-Face and Online Mode of Registration

Scenario 1. Online registration is allowed and student is able to register online some courses but could not register online a course or courses.

Possible Causes: Unmet pre-requisite, pre-requisite of a course is in progress, section is closed



Quick Guide to Online Registration

For Academic Advisors and Students

Names of students and education records used as samples on this presentations are basically dummy data

Academic Advisor

The Online Mode of Registration

How to allow registration

The screenshot shows the myShark portal interface. On the left, there is a login section with the text "Welcome: Please sign on" and a "Sign On" button. The login fields are labeled "Login name:" and "Password:". Three yellow callout boxes with arrows point to these elements: "Type in your Login Name" points to the login name field, "Type in your Password" points to the password field, and "Click on the Sign On button" points to the "Sign On" button. The main content area on the right is titled "Shark Feed (Hide)" and contains a list of news items. At the bottom of the page, there is a footer with copyright information and accreditation details.

myShark 11/13/2013 1:35PM

Welcome: Please sign on

Login name:

Password:

Sign On

Welcome

Login to access your CDM-PSM portal. Your login name and password are identical to your webmail username and password. Access is granted to currently enrolled students, and faculty with active contracts.

This portal is best viewed with [Firefox](#).

For assistance, contact your I.T. department, or email us at techsupport@comfsm.fm.

Shark Feed (Hide)

News and Information from the College of Micronesia-PSM

- + National Campus Students Walk Tapes for Pacific Island Youth
- + Dining Hall Weekly Menu Nov. 11-17, 2013
- + [National] World Diabetes Day
- + Spirit Year
- + [Koror] Early Registration for Spring 2014
- + [Pohnpei] Spring 2014 Early Registration for Continuing Students
- + Pohnpei Campus Hosts Trainers Workshop on Best Practice Education and Training in Refrigeration & Air Conditioning
- + Social Studies Methods Class Commemorates Fallen Heroic
- + Yap Campus Celebrates Completion of Two New Buildings

Topics - News from world-wide sources (Hide)

Micronesia News

- + MTCU donates vehicle, cameras, computers to DPS
- + Haiyan: Flash update from DCHA on FSM and Pohnpei
- + MAFI website now covers Tubbataha Marine National Monument

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To CDM-PSM Home

Academic Advisor

The Online Mode of Registration

How to allow registration

myShark 11/14/2013 1:47PM
Welcome, Joseph, Jr.

Menu

- Instructor Records**
 - Advises
 - [Advises List](#)
 - [Class Schedule](#)
 - [Online Transcript](#)
 - [Degree Completion](#)
 - [Online Registration](#)
 - Instruction
 - [Class Lists](#)
 - [Record Grades](#)
- Student Records**
 - Academic
 - [Available Sections](#)
- Personal Information**
 - [Addresses](#)
 - [Directory Info](#)
 - [Change Password](#)
- [Sign Off](#)

Schedules and Alerts

Teaching Schedules (wide)

National Campus: Fall 2013

Course	Enr	Days	Time	Room
CA 100/1 Computer Literacy	1	MWF	8:00AM-9:00AM	1001

Shark Feed (Wide)

News and Information from the College of Micronesia-PSM

- [National Campus Hosts UNESCO's World Science Day for Peace and Development](#)
- [Yap Campus and PSM-FMI Celebrate Halloween](#)
- [National Campus Students Visit Japan for Pacific-Japan Youth Exchange](#)
- [Dining Hall Weekly Menu Nov. 11-17, 2013](#)
- [\[National\] World Diabetes Day](#)
- [Counseling Office Leads Career Week Workshop](#)
- [Spirit Week Observed at Kosrae Campus](#)
- [\[Koror\] Early Registration for Spring 2014](#)
- [\[Pohnpei\] Spring 2014 Early Registration for Continuing Students](#)
- [Pohnpei Campus Hosts Trainers Workshop on Best Practice Education and Training in Refrigeration & Air Conditioning](#)

E-Mail

Unable to check e-mail: Can't connect to kdb.paliki.993: Connection refused

[Webmail](#)

Click on the Online Registration Link

Academic Advisor

The Online Mode of Registration

Click on the hyperlinked ID of an advisee

myShark 11/14/2013 1:45PM
Welcome, Joseph, Jr.

Menu Close

Instructor Records

- Advisees
 - Advisee List
 - Class Schedule
 - Online Transcript
 - Degree Completion
 - Online Registration
- Instruction
 - Class Lists
 - Record Grades

Student Records

- Academic
 - Available Sections

Personal Information

- Addresses
- Directory Info
- Change Password

Sign Off

Online Registration

Advisee summary for: Spring 2014, Early Registration (ends November 15, 2013 4:00PM)

You have 72 advisees currently assigned to you

ID	Name	Degree and Major	Last Enrolled	Class / Standing	Spring 2014	
					Eligible	Approved
3005521	Abraham, Janet	AS Computer Information Systems	Spring 2014	Sophomore Good Standing	Yes	Yes
4509279	Albert, Hudson	AS Computer Information Systems	Spring 2013	Sophomore Good Standing	No	No
6744244	Aids, Gino Santangel	AS Computer Information Systems	Spring 2013	Sophomore Good Standing	No	No
8475284	Aik, Katar	AS Computer Information Systems	Spring 2013	Sophomore Good Standing	Yes	Yes
1746881	Anson, Pensalyn	AS Computer Information Systems	Spring 2013	Freshman Good Standing	Yes	Yes
4357481	Aties, Amc	AS Business Administration	Spring 2013	Sophomore Good Standing	No	No
1468271	Benjamin, Alphaeta	AS Business Administration	Spring 2013	Sophomore Good Standing	Yes	No
9354267	Bisalen, A.J.A	AS Business Administration	Spring 2013	Sophomore Good Standing	Yes	No
8836290	Bossey, Erika	AS Computer Information Systems	Fall 2012	Sophomore Good Standing	No	Yes
2681008	Brookins, Karl	AS Computer Information Systems	Summer 2013	Sophomore	Yes	No

“Yes”, if advisor approved online registration

“No”, if advisor is yet to approve online registration

“Yes”, if student is continuing, in good academic standing, and has no outstanding financial obligations with the College

Academic Advisor

The Online Mode of Registration

How to allow registration

myShark 11/14/2013 2:19PM
Welcome, Joseph, J.

Menu

- Instructor Records**
 - Advises
 - Advisee List
 - Class Schedule
 - Online Transcript
 - Degree Completion
 - Online Registration
 - Instruction
 - Class Lists
 - Record Grades
- Student Records**
 - Academic
 - Available Sections
- Personal Information**
 - Addresses
 - Directory Info
 - Change Password
- Sign Off

Online Registration Close

Student Summary for Spring 2014

ID	1468211	Name	Benjamin, Alpheta		
Campus	N	National	Admitted	2011.2	Spring 2014
Degree	AS	Associate of Science	Student Type	CU	Continuing
Major	BU	Business Administration	Standing	GS	Good Standing
Program	AS in Business Administration				
Program Term	2011.2	Summer 2011	Level	AS	Associate
			Class	SO	Sophomore

Registration fee is UNPAID and DUE BY January 7, 2014

Approve for Registration

Return to Advisee Summary

Click on Approve Registration button

Student

The Online Mode of Registration

The screenshot shows the 'myShark' student portal interface. At the top right, the date and time are 11/13/2013 1:35PM. The main content area is divided into three columns. The left column contains a login form with the following text: 'Welcome: Please sign on', 'Login name: [input field]', 'Password: [input field]', and a blue 'Sign On' button. Below the login form is a 'Welcome' section with instructions: 'Login to access your CDM-FSM portal. Your login name and password are identical to your webmail username and password. Access is granted to currently enrolled students, and faculty with active contracts. This portal is best viewed with Firefox. For assistance, contact your I.T. department, or email us at techsupport@comfsm.fm.' The middle column is titled 'Shark Feed (Hide)' and contains a list of news items with blue plus icons, such as 'National Campus Students Walk Tapes for Pacific Island Youth', 'Dining Hall Weekly Menu Nov. 11-17, 2013', and 'National World Diabetes Day'. The right column is partially obscured by a large, faint watermark of the College of Micronesia-FSM seal. Three yellow callout boxes with black arrows point to the login fields and button: 'Type in your Login Name' points to the login name field, 'Type in your Password' points to the password field, and 'Click on the Sign On button' points to the 'Sign On' button. At the bottom of the page, there is a logo for 'To CDM-FSM Home' on the left, and copyright information: '© Copyright 2013 College Of Micronesia-FSM', 'P. O. Box 198, Kolonia, Pohnpei, 96941 - (681) 330-2480', and 'Accredited by the Western Association of Schools and Colleges' on the right.

myShark

11/13/2013 1:35PM

Welcome: Please sign on

Login name:

Password:

Sign On

Welcome

Login to access your CDM-FSM portal. Your login name and password are identical to your webmail username and password. Access is granted to currently enrolled students, and faculty with active contracts.

This portal is best viewed with [Firefox](#).

For assistance, contact your I.T. department, or email us at techsupport@comfsm.fm.

Shark Feed (Hide)

News and Information from the College of Micronesia-FSM

- + National Campus Students Walk Tapes for Pacific Island Youth
- + Dining Hall Weekly Menu Nov. 11-17, 2013
- + [National] World Diabetes Day
- + Spirit Year
- + [Koror] Early Registration for Spring 2014
- + [Pohnpei] Spring 2014 Early Registration for Continuing Students
- + Pohnpei Campus Hosts Trainers Workshop on Best Practice Education and Training in Refrigeration & Air Conditioning
- + Social Studies Methods Class Commemorates Fallen Heroic
- + Top Campus Celebrates Completion of Two New Buildings

Topics - News from world-wide sources (Hide)

Micronesia News

- + MTCU donates vehicle, cameras, computers to DPS
- + Haiyan: Flash update from DCHA on FSM and Papea
- + MAFI website now covers Tubbataha Marine National Monument

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To CDM-FSM Home

Student The Online Mode of Registration

Click on Available Section link to view courses/sections offered at your campus

Click on Degree Completion link to view your electronic IDP and identify your program's prescribed courses that you still need to take

myShark

Menu

Student Records

- Academic
 - [Available Sections](#)
 - [Online Registration](#)
 - [Class Schedule](#)
 - [Grades](#)
 - [Degree Completion](#)
 - [Online Transcript](#)
- Financial
 - [Receivable Account](#)

Personal Information

- [Addresses](#)
- [Change Password](#)

Sign Off

Schedules and Alerts

Shark Feed (Wide)

News and Information from the College of Micronesia-PSM

- [National Campus Hosts UNESCO's World Science Day for Peace and Development](#)
- [Yas Campus and FSM-FMI Celebrate Halloween](#)
- [National Campus Students Visit Japan for Pacific-Japan Youth Exchange](#)
- [Dining Hall Weekly Menu Nov. 18-17, 2013](#)
- [\[National\] World Diabetes Day](#)
- [Counseling Office Leads Career Week Workshop](#)
- [Spirit Week Observed at Kosrae Campus](#)
- [\[Kosrae\] Early Registration for Spring 2014](#)
- [\[Pohnpei\] Spring 2014 Early Registration for Continuing Students](#)
- [Pohnpei Campus Hosts Trainers Workshop on Best Practice Education and Training in Refrigeration & Air Conditioning](#)

Community Relations (Nafe)

CDM-PSM Development Office Calendar

- [\[Chuuk\] Early Registration](#)
- [\[Finance Committee\] Meeting](#)
- [\[Majuro\] Entrance Test](#)

E-Mail

Unable to check e-mail: Can't connect to idb.paliki:993; Connection refused

Webmail

Student The Online Mode of Registration

Two options to register courses online

The screenshot shows the myShark web application interface. The top navigation bar includes the myShark logo, the date and time (11/14/2013 2:51PM), and a welcome message (Welcome, Janet). A left-hand menu lists various student services under categories like Student Records, Financial, and Personal Information. The main content area is titled 'Online Registration' and displays a registration summary for Spring 2014. It indicates that the student is currently not enrolled and shows a total credit hour of 0.0. A prominent message states that the registration fee is unpaid and due by January 7, 2014. At the bottom of the registration summary, there are three buttons: 'Register for a section by subject and course number', 'Register for a section by title', and 'Print'. Two yellow callout boxes with black arrows point to these buttons. The first callout box points to the 'Register for a section by subject and course number' button and contains the text: 'Option 1. Click on this button to register a section by subject and course number'. The second callout box points to the 'Register for a section by title' button and contains the text: 'Option 2. Click on this button to register a section by title'. The footer of the page includes the College of Micronesia-PSM logo, copyright information (© Copyright 2013 College of Micronesia-PSM), contact information (P. O. Box 156, Kolonia, Pohnpei, 96841 - (691) 320-2480), and accreditation information (Accredited by the Western Association of Schools and Colleges).

myShark 11/14/2013 2:51PM
Welcome, Janet

Menu

Student Records

- Academic
 - Available Sections
 - Online Registration
 - Class Schedule
 - Grades
 - Degree Completion
 - Online Transcript
- Financial
 - Receivable Account

Personal Information

- Addresses
- Change Password

Sign Off

Online Registration Close X

Registration summary for: Spring 2014, Early Registration (ends November 15, 2013 4:00PM)

For Spring 2014 you are currently registered for:

Not enrolled

Total Credit Hours	0.0
--------------------	-----

Registration fee is UNPAID and DUE BY January 7, 2014

Register for a section by subject and course number

Register for a section by title

Print

Option 1. Click on this button to register a section by subject and course number

Option 2. Click on this button to register a section by title

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To COM-PSM Home

Student

The Online Mode of Registration

Option 1. Register subject and course number

The screenshot displays the 'myShark' online registration system. The top navigation bar includes the 'myShark' logo on the left and the date '11/14/2013 2:25PM' and user name 'Welcome, Janet' on the right. A 'Menu' sidebar on the left lists categories like 'Student Records', 'Financial', and 'Personal Information'. The main content area is titled 'Online Registration' and features a search form for 'Spring 2014'. The form includes a 'Show:' section with radio buttons for 'Only open sections' (selected) and 'All sections'. Below this are two dropdown menus: 'Subject' and 'Course Number'. A 'Cancel and return to Registration Summary' button is positioned below the dropdowns. Two yellow callout boxes with black arrows point to the dropdown menus. The first callout, pointing to the 'Subject' dropdown, contains the text: 'Click on the drop down box to select a subject, e.g., EN for English, AC for Accounting, etc.'. The second callout, pointing to the 'Course Number' dropdown, contains the text: 'Click on the drop down box to select a course number and title, e.g., 101, 112'.

Student The Online Mode of Registration

The image displays two screenshots of the myShark online registration interface. The top screenshot shows the 'Subject' dropdown menu with 'Computing' selected. The bottom screenshot shows the 'Course Number' dropdown menu with '150 World of Work' selected. Yellow callout boxes with arrows point to these selections.

myShark 11/14/2013 3:02PM
Welcome, Janet

Menu

Student Records

- Academic
 - Available Sections
 - Online Registration
 - Class Schedule
 - Grades
 - Degree Completion
 - Online Transcript
- Financial
 - Receivable Account

Personal Information

- Addresses
- Change Password

Sign Off

Online Registration Close

Section Search for Spring 2014

Show: Only open sections All sections

Subject: [Dropdown]

Course Number: [Dropdown]

Cancel and return to Registration Summary

Subject

myShark 11/14/2013 3:03PM
Welcome, Janet

Menu

Student Records

- Academic
 - Available Sections
 - Online Registration
 - Class Schedule
 - Grades
 - Degree Completion
 - Online Transcript
- Financial
 - Receivable Account

Personal Information

- Addresses
- Change Password

Sign Off

Online Registration Close

Section Search for Spring 2014

Show: Only open sections All sections

Subject: SS Social Science

Course Number: [Dropdown]

Cancel and return to Registration Summary

Course Number

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Student The Online Mode of Registration

Option 1. Register subject and course number

myShark 11/14/2013 3:09PM
Welcome, Janet

Menu

Student Records

- Academic
 - Available Sections
 - Online Registration
 - Class Schedule
 - Grades
 - Degree Completion
 - Online Transcript
- Financial
 - Receivable Account
- Personal Information
 - Addresses
 - Change Password

Sign Off

Online Registration Done

Section Search for Spring 2014

Show: Only open sections (selected) All sections

Subject: SS Social Science
Course Number: 100 World of Work

Action	Section	Section Title	Credit Hours	Room	Days	Time	Instructor	Open Seats
Add	SS 100P1	World of Work	3.0	RM5	TTTh	11:00AM-12:00PM	Abraham/J	20

Cancel and return to Registration Summary

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To COM-PSM Home

Selected subject=SS

Selected subject=100

Available section

Click Add button to register this section

Else, click on this button to cancel and return to Registration Summary

Student The Online Mode of Registration

Option 1. Register subject and course number

The screenshot shows the myShark web application interface. At the top left is the 'myShark' logo. The top right corner displays the date '11/14/2013 3:23PM' and a welcome message 'Welcome, Janet'. A blue navigation menu on the left lists categories: 'Student Records' (with sub-items: Academic, Available Sections, Online Registration, Class Schedule, Grades, Degree Completion, Online Transcript, Financial, Receivable Account), 'Personal Information' (with sub-items: Addresses, Change Password), and 'Sign Off'. The main content area is titled 'Online Registration' and contains a 'Registration summary for: Spring 2014, Early Registration (ends November 15, 2013 4:00PM)'. Below this, it states 'For Spring 2014 you are currently registered for:' and 'Campus: Pohnpei'. A table lists the current registration:

Course	Course Name	Hours	Room	Days	Time	Instructor
SS 100(P)	World of Work	3.0	FMS	TTh	11:00AM-12:00PM	Abraham/J

Below the table, it shows 'Total Credit Hours: 3.0'. A red warning message states: 'Registration fee is UNPAID and DUE BY January 7, 2014'. A yellow callout box with an arrow points to this message, containing the text: 'Deadline for payment of the registration fee'. At the bottom of the main area are four buttons: 'Register for a section by subject and course number', 'Register for a section by title', 'Drop a section you're currently enrolled in', and 'Print'.

Student The Online Mode of Registration

Two options to register courses online

myShark 11/14/2013 2:51PM
Welcome, Janet

Menu

- Student Records
 - Academic
 - Available Sections
 - Online Registration
 - Class Schedule
 - Grades
 - Degree Completion
 - Online Transcript
 - Financial
 - Receivable Account
- Personal Information
 - Addresses
 - Change Password
- Sign Off

Online Registration Close X

Registration summary for: Spring 2014, Early Registration (ends November 15, 2013 4:00PM)

For Spring 2014 you are currently registered for:

Not enrolled

Total Credit Hours	0.0
--------------------	-----

Registration fee is UNPAID and DUE BY January 7, 2014

Register for a section by subject and course number

Register for a section by title

Print

Option 1. Click on this button to register a section by subject and course number

Option 2. Click on this button to register a section by title

Student The Online Mode of Registration

Option 2. Register a section by title

myShark 11/14/2013 4:09PM
Welcome, Janet

Menu

Student Records

- Academic
 - Available Sections
 - Online Registration
 - Class Schedule
 - Grades
 - Degree Completion
 - Online Transcript
- Financial
 - Receivable Account

Personal Information

- Addresses
- Change Password

Sign Off

Online Registration Close

Section Search for Spring 2014

Show: Only open sections (+) All sections (-)

Section title: P1 Search

Type in Section Title, e.g., P1, K1

Action	Section	Section Title	Credit Hours	Room	Days	Time	Instructor	Open Seats
Add	AG 101/P1	Intro. To Agriculture	4.0	RM1	TTh	4:00PM-5:00PM	Cholyman,Y	20
Add	CA 100/P1	Computer Literacy	3.0	BPC	MWF	9:00AM-10:00AM	Salles,S	20
Add	EN 110/P1	Advanced Reading	3.0	RM12	MWF	9:00AM-10:00AM	Dekamas,E	99
Add	MS 099/P1	Intermediate Algebra	5.0	RM9	TTh	1:00PM-2:00PM	Falmed,G	20
Add	SE 100/P1	World of Work	3.0	RM5	TTh	11:00AM-12:00PM	Abraham,J	20

Cancel and return to Registration Summary

List of available sections displayed by Section Title

Click on the Add Button to register for a section

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To COM-PSM Home

Student

The Online Mode of Registration

You may change the courses you have registered online within a defined period

The screenshot shows the myShark online registration system. The top navigation bar includes the myShark logo and the user's name and date. A left-hand menu lists various options like Student Records, Financial, and Personal Information. The main content area displays the 'Online Registration' page with a registration summary for Spring 2014. A table lists the current course enrollment, and a yellow callout box points to the 'Drop a section you're currently enrolled in' button.

myShark 11/14/2013 4:34PM
Welcome, Janet

Menu

Student Records

- Academic
 - Available Sections
 - Online Registration
 - Class Schedule
 - Grades
 - Degree Completion
 - Online Transcript
- Financial
 - Receivable Account

Personal Information

- Addresses
- Change Password

Sign Off

Online Registration Close

Registration summary for: Spring 2014, Early Registration (ends November 15, 2013 4:00PM)

For Spring 2014 you are currently registered for:

Campus: Pohnpei

Course	Course Name	Hours	Room	Days	Time	Instructor
AG 101/P1	Intro. To Agriculture	4.0	RM1	TTTh	4:00PM-5:00PM	Chotymay/T
Total Credit Hours		4.0				

Registration fee is UNPAID and DUE BY January 7, 2014

Register for a section by subject and course number

Register for a section by title

Drop a section you're currently enrolled in

Print

Click on this button to drop a section

Student The Online Mode of Registration

You may change the courses you have registered online within a defined period

The screenshot shows the myShark online registration interface. The top navigation bar includes the myShark logo, the date and time (11/14/2013 4:30PM), and a welcome message (Welcome, Janet). A left-hand menu lists various student services under categories like Student Records, Academic, Financial, and Personal Information. The main content area is titled 'Online Registration' and displays 'Current registration for Spring 2014'. A table lists the enrolled sections with columns for Action, Section, Section Title, Credit Hours, Room, Days, Time, and Instructor. The first row shows a section for 'Intro. To Agriculture' with a 'Drop' button in the Action column. A yellow callout box with an arrow points to this button, containing the text: 'Click on this button to drop an enrolled section'. Below the table is a button labeled 'Cancel and return to Registration Summary'.

Action	Section	Section Title	Credit Hours	Room	Days	Time	Instructor
Drop	AG 101/P1	Intro. To Agriculture	4.0	RM1	TTh	4:00PM-5:00PM	Cholymay,T

Student

The Online Mode of Registration

You may change the courses you have registered online within a defined period

Spring 2014 Semester

The screenshot shows a web application window titled "Term Control". It contains several sections for configuring registration settings:

- Term Control:** A dropdown menu for "Term" is set to "2014.1" and "Spring 2014".
- Registration Settings:** Includes a checked "Allow Registration" checkbox, "Instruction: Start Date" (01/10/2014), "End Date" (05/05/2014), and "Full Time Credit Hours" (12.0).
- Online Registration Control:** Contains three sections:
 - General Settings:** "Maximum credit hours" (18.0), "Maximum section count" (7), and "Fee Payment Deadline" (12/09/2013).
 - Period 1: Early Registration:** "Description" (Early Registration), "Start Date" (11/12/2013), "Time" (9:00AM), "End Date" (11/18/2013), and "Time" (4:00PM).
 - Period 2:** "Description", "Start Date", "Time", "End Date", and "Time" fields are present but empty.
 - Period 3:** "Description", "Start Date", "Time", "End Date", and "Time" fields are present but empty.
- Buttons:** "Reset" and "Submit" buttons are located at the bottom left.

Quick Guide to Online Grade Submission

For Instructors

Enterable Grades

Grade Entry Term Control (Admissions Office)

Term & Section | Grade Codes

Term: 2013.3 | Fall 2013

Grade Entry Term Control

Allowed Dates Allowed: Start 11/12/2013 End 12/16/2013 Grade: Midterm Final

Section Grading Overrides

	Subject	Course	Sect	Title	Campus	Enr	Allow	Start Date	End Date	X
1	CA	100	1	Computer Literacy	National	1	<input checked="" type="checkbox"/>			<input type="checkbox"/>
2							<input checked="" type="checkbox"/>			<input type="checkbox"/>

Term & Section | Grade Codes

Term: 2013.3 | Fall 2013

Enterable Grades

GIR	Grade	X
1	A Superior	<input type="checkbox"/>
2	B Above Average	<input type="checkbox"/>
3	D Passing	<input type="checkbox"/>
4	C Average	<input type="checkbox"/>
5	F Failure	<input type="checkbox"/>
6	I Incomplete	<input type="checkbox"/>
7		<input type="checkbox"/>

Grade Entry Form (Instructor's myShark Portal)

myShark

11/15/2013 8:26AM

Welcome Search

Menu

- Instructor Records
 - Advisors
 - Advisors List
 - Class Schedule
 - Online Transcript
 - Degree Completion
 - Online Registration
 - Instruction
 - Class Lists
 - Record Grades
- Student Records
 - Academic
 - Available Sections
- Personal Information
 - Addresses
 - Directory Info
 - Change Password
- Sign Off

Record Grades

Term: 2013.3 | Fall 2013

Section: CA 1001 | Computer Literacy

Campus: N National Credits: 3.0 99 Enrollment: 1 of 20

ID	Name	CR	GM	Grade Mode	RS	Reg. Status	Mid	Fin	Grade	X
1	4306462 Mora, Rickson	3.0	GR	Graded	RE	Registered				<input type="checkbox"/>
2										<input type="checkbox"/>
3										<input type="checkbox"/>
4										<input type="checkbox"/>
5										<input type="checkbox"/>
6										<input type="checkbox"/>
7										<input type="checkbox"/>
8										<input type="checkbox"/>
9										<input type="checkbox"/>
10										<input type="checkbox"/>
11										<input type="checkbox"/>
12										<input type="checkbox"/>

Reset Submit

- Click on the Record Grades Link to Access Section Grade Form (Online)
- Click on the drop box to select an academic term
- Click on the drop box to select a section
- Post final grades, i.e., A, B, C, D, F, and I
- Click on Submit button to submit posted grades online