



A Quick Guide to
ONLINE GRADE SUBMISSION
Using MyShark Faculty Portal

Prepared by

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MyShark (<http://www.comfsm.fm/myShark/>) is your online portal to the student information system at the college. The information to which you have access may be limited by your role regarding a particular student or record. You will need a **Login name** and **password** to access **MyShark**. You will have access to student data for (a) students enrolled in your courses, and (b) students who are your advisees.

1. Navigate to **MyShark** (<http://www.comfsm.fm/myShark/>).
2. Log in using your **Login name** and **Password**, see screen shot below. This is the same log in information you would use to access your COM-FSM email. When accessing **MyShark** your username and password will be the same as your current COM-FSM email username and password.

The screenshot shows the MyShark login interface. At the top right, the date and time are 06/12/2015 11:36AM. The page is divided into three main sections. The left section contains a login form with fields for 'Login name:' and 'Password:', a 'Sign On' button, and a 'Welcome' message. The middle section is titled 'Shark Feed (Hide)' and lists various news items from the College of Micronesia-FSM. The right section features a large, faded watermark of the college's seal. Two red circles with numbers '1' and '2' are placed over the 'Login name:' and 'Password:' fields respectively, with red arrows pointing to them from the right.

myShark 06/12/2015 11:36AM

Welcome: Please sign on

Login name:

Password:

[Sign On](#)

Welcome

Login to access your COM-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.

Your [feedback](#) is appreciated.

Shark Feed (Hide)

News and Information from the College of Micronesia-FSM

- + [Did you also know...](#)
- + [Non-Academic Program Review To Be Completed by June 15, 2015](#)
- + [Dining Hall Menu for the Week of June 8-14, 2015](#)
- + [Shakespeare's Hamlet to be performed at National Campus](#)
- + [\[Accreditation\] C-RAC Competency-Based Education Statement Press Release](#)
- + [Commute Service Summer Schedule](#)
- + [Substance Abuse Prevention Activity](#)
- + [National Campus Holds Annual Fun Run/Walk](#)
- + [Business Division Alumni Survey](#)
- + [Did You Know...](#)

3. Once you have logged on, select (or click on) **Record Grades** to assign grades. See screen shot below:

myShark 06/19/2015 7:40AM
Welcome, Joseph, Jr.

Menu

- Instructor Records**
 - Advisees
 - [Advisee List](#)
 - [Class Schedule](#)
 - [Online Transcript](#)
 - [Degree Completion](#)
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 - Instruction
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- Student Records**
 - Academic
 - [Available Sections](#)
- Personal Information**
 - [Addresses](#)
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[Sign Off](#)

Schedules and Alerts

Teaching Schedules (Hide)

National Campus: Spring 2015

Course	Enr	Days	Time	Room
AC 131/1 Accounting I	5	MWF	9:00AM-10:55AM	B103
CA 100/2 Computer Literacy	15	MWF	3:00PM-3:55PM	B102
CA 105/1 Data Analysis	2	TTh	9:30AM-10:55AM	B102
ESL 092A/1 ACE English II	1	MTWThF	8:00AM-9:00AM	B202
IS 201/1 Comp. Inform. System	3	MWF	10:00AM-10:55AM	B102

National Campus: Summer 2015

Course	Enr	Days	Time	Room
AR 101/1 Intro. To Art	5	MTWThF	8:00AM-9:00AM	B202
BU 101/1 Intro to Business	0	MTWThF	10:00AM-11:00AM	B101

Shark Feed (Hide)

News and Information from the College of Micronesia-FSM

E-Mail

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

[Webmail](#)

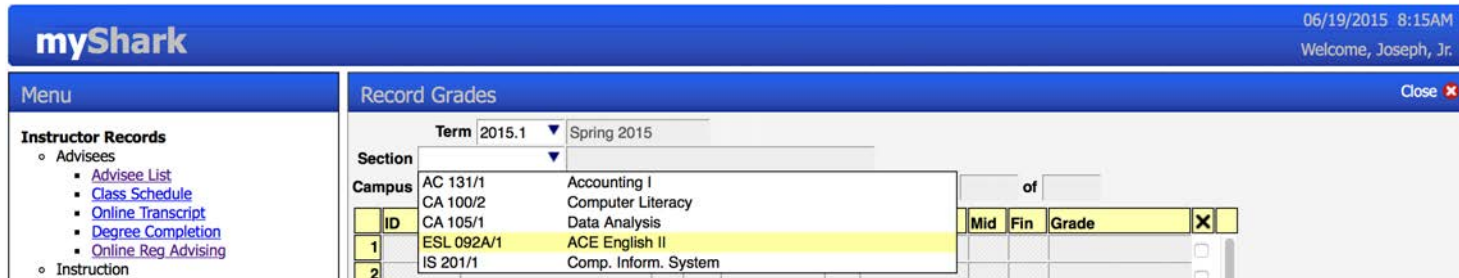
The preferred method for submission of grades is through **Record Grades** via **MyShark**. However, the college's OARR will accept paper grade rosters when necessary. Instructors who select submission of grades using paper grade rosters will have to secure the recommendations from their instructional coordinators (state camp). This will have to be done at the beginning of each term, and a list will be provided to OARR at the end of the term's add/drop period.

Final and mid-term grades must be posted by the grading deadline as published in the college's catalog. For mid-term grades, online grading window opens the first day of the mid-term evaluation, and closes on the date when mid-term grades are due from instructors. For final grades, online grading window opens the first day of the final exams, and closes on the date when final grades are due from the instructors.

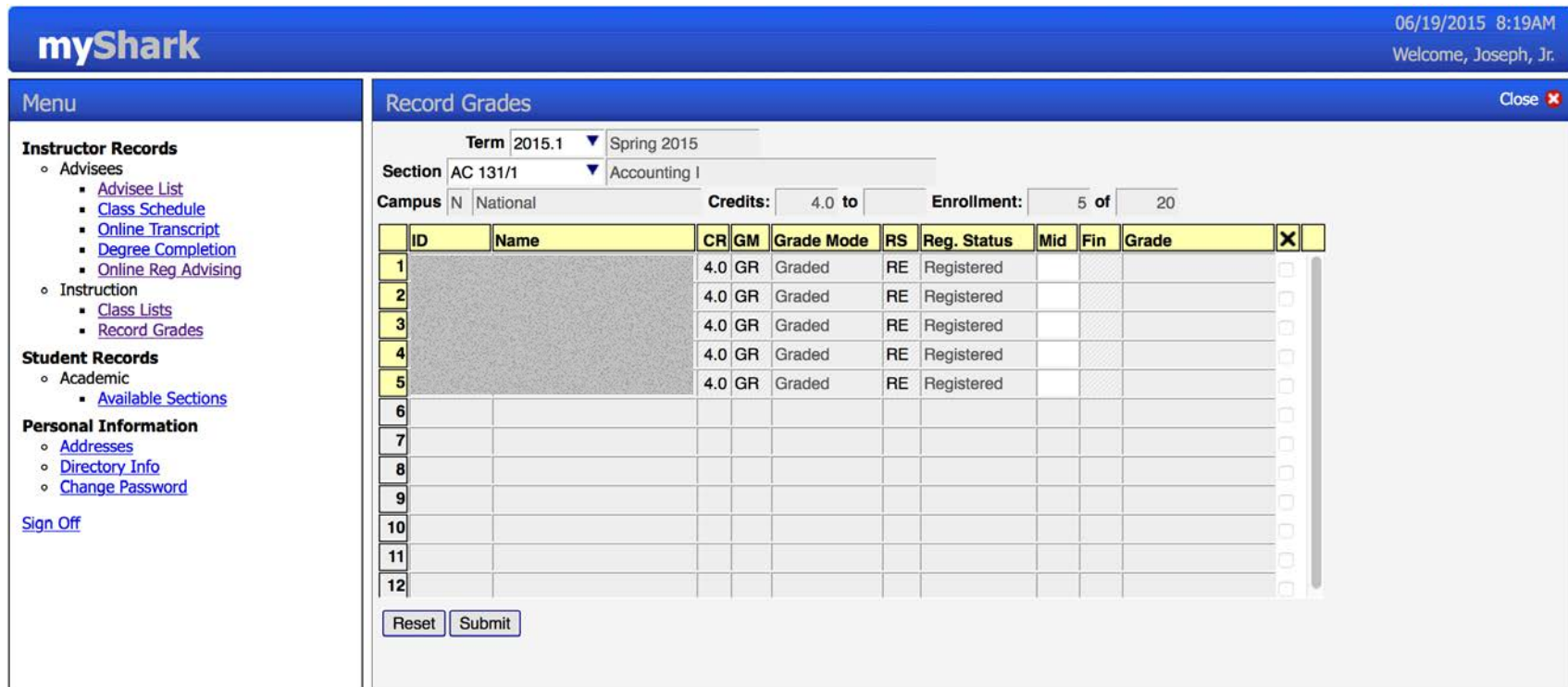
4. Selecting (or clicking on) **Record Grades** will direct you to the screen as shown below.

- A. You will be required to select a term using the drop down box at the end of the field. The Student Information System (SIS) defines to **Term** as either Spring, Summer, and Fall. **Term** in the SIS is expressed in numeric characters, i.e., year and a numeric suffix to designate the specific term: **1**-Spring, **2**-Summer, and **3**-Fall. For example, **2015.1** is Spring 2015 semester, **2015.2** is Summer 2015 session, and **2015.3** is Fall 2015 semester.

- B. Once you have selected the **Term**, you will be required to select a **Section** using the drop down box at the end of the field. See screen shot as shown below:



5. Once you have selected term and section, your section roster will be displayed . In the screen shot below as example, you are allowed to post the mid-term grades of students in the **Section** (AC 131/1) you selected for Spring 2015 **Term**.



Note that **Sections** have pre-defined grade modes that specify which grades are actually enterable. As such, for P/N sections, only the grades P or N will be accepted, and for A-F sections, only A-F grades will be accepted. Screen shot below provides an example:

The screenshot shows the 'Record Grades' page in the myShark system. The top navigation bar includes the myShark logo and the user's name, Joseph, Jr., with a timestamp of 06/19/2015 8:40AM. On the left is a 'Menu' with categories like 'Instructor Records', 'Student Records', and 'Personal Information'. The main area is titled 'Record Grades' and contains a form for entering grades. The form includes dropdowns for 'Term' (2015.1) and 'Section' (AC 131/1), and fields for 'Credits' (4.0) and 'Enrollment' (5 of 20). Below this is a table with 12 rows. The first row is highlighted, and a dropdown menu is open for the 'Grade' column, showing a list of possible grades: A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, and I. The table columns are: ID, Name, CR, GM, Grade Mode, RS, Reg. Status, Mid, Fin, Grade, and a delete icon (X).

ID	Name	CR	GM	Grade Mode	RS	Reg. Status	Mid	Fin	Grade	X
1		4.0	GR	Graded	RE	Registered				
2		4.0	GR	Graded	RE	Registered	A		Superior	
3		4.0	GR	Graded	RE	Registered	A+		Superior	
4		4.0	GR	Graded	RE	Registered	A-		Superior	
5		4.0	GR	Graded	RE	Registered	B		Above Average	
6							B+		Above Average	
7							B-		Above Average	
8							C		Average	
9							C+		Average	
10							C-		Average	
11							D		Passing	
12							D+		Passing	

All registered students must be assigned a grade based on the coursework completed. **Record Grades Form** in the Faculty MyShark portal suggest a list of available grades for the faculty member to pick from. The COM-FSM SIS has been configured to specify which grades are actually enterable referenced to the **Grade Rule Table** under the **Section Form**. For example, for sections with grading mode P/N, instructors will be allowed to only post either of these two grades (no A-F option).

6. To submit grades, you are required to click on the **Submit** button as shown in the screen shot below. Click on the **Reset** button to post grades for another section.

myShark
06/19/2015 8:45AM
Welcome, Joseph, Jr.

Menu

Instructor Records

- Advisees
 - [Advisee List](#)
 - [Class Schedule](#)
 - [Online Transcript](#)
 - [Degree Completion](#)
 - [Online Reg Advising](#)
- Instruction
 - [Class Lists](#)
 - [Record Grades](#)

Student Records

- Academic
 - [Available Sections](#)

Personal Information

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

[Sign Off](#)

Record Grades Close ✕

Term: 2015.1 ▾ Spring 2015

Section: AC 131/1 ▾ Accounting I

Campus: N National Credits: 4.0 to Enrollment: 5 of 20

ID	Name	CR	GM	Grade Mode	RS	Reg. Status	Mid	Fin	Grade	X
1		4.0	GR	Graded	RE	Registered	A			<input type="checkbox"/>
2		4.0	GR	Graded	RE	Registered	B+			<input type="checkbox"/>
3		4.0	GR	Graded	RE	Registered	C-			<input type="checkbox"/>
4		4.0	GR	Graded	RE	Registered	D-			<input type="checkbox"/>
5		4.0	GR	Graded	RE	Registered	F			<input checked="" 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

Grade changes can be submitted online until the end of the online grading window; however, after the online grading deadline, all grade changes will have to be requested by following the grade change procedure, and using the paper change of grade form. Grades not posted by the end of the online grading window shall be submitted by following the grade change procedure, and using the paper change of grade form.

Instructional faculty who are not able to meet the deadline must contact the dean of academic programs or his/her designee for an extension. The dean of academic programs will contact the director of admissions, records and retention/registrar for final approval.