Web Grading

Capital Community College uses **myCommNet** for instructors to electronically submit final grades. The following information provides the details necessary to enter your grades online.

Final grade submission begins on the first day of exams and all **final grades must be entered into myCommNet by <u>the published grade due date </u>at the latest.**

Online grading may be accessed from any computer with Internet access either on or off campus**.**

All faculty have myCommNet access using their **NetID (ex: 12345678@ccc.commnet.edu) and Password**. This is the same ID and Password used to log on to campus computers and access your college e-mail account.

If you have difficulty logging in, click the "Trouble Logging In" link on the myCommNet homepage. You can reset your password online. Additional assistance is available under the "Need Help" heading for supported web browsers, pop-ups, internet service providers, etc. **If you still have difficulty logging into myCommNet, please contact the Information Technology Help Desk at (860) 906-5252.**

Please keep in mind that final grades are recorded when you press the SUBMIT button on the grade sheet. **Failure to press the SUBMIT button will cause all grades to be lost.** If you have more than 25 students in your class, be sure to click the link to display the next page of the grade sheet. Any changes to your final grades after the daily capture of web grade submissions by the Registrar's Office must be made on a Grade Change Authorization form and submitted to our office in writing.

Online grading allows us to serve our students in a timely and secure manner. Students will be able to retrieve their grades daily via myCommNet. The GPA for all students will not be updated until all the grades have been rolled into academic history for the entire college.

If you have any questions about entering grades, please contact the Registrar's Office:
      Argelio Marrero (860) 906-5125 amarrero@capitalcc.edu
      Waynette Arnum (860) 906-5124 warnum@capitalcc.edu
      Marilyn Goodman (860) 906-5123 mgoodman@capitalcc.edu