

**PeopleSoft Users Guide**  
**Germanna Community College**  
**Rev. 3 September 12, 2006**



Created by:  
C.J. Bracken

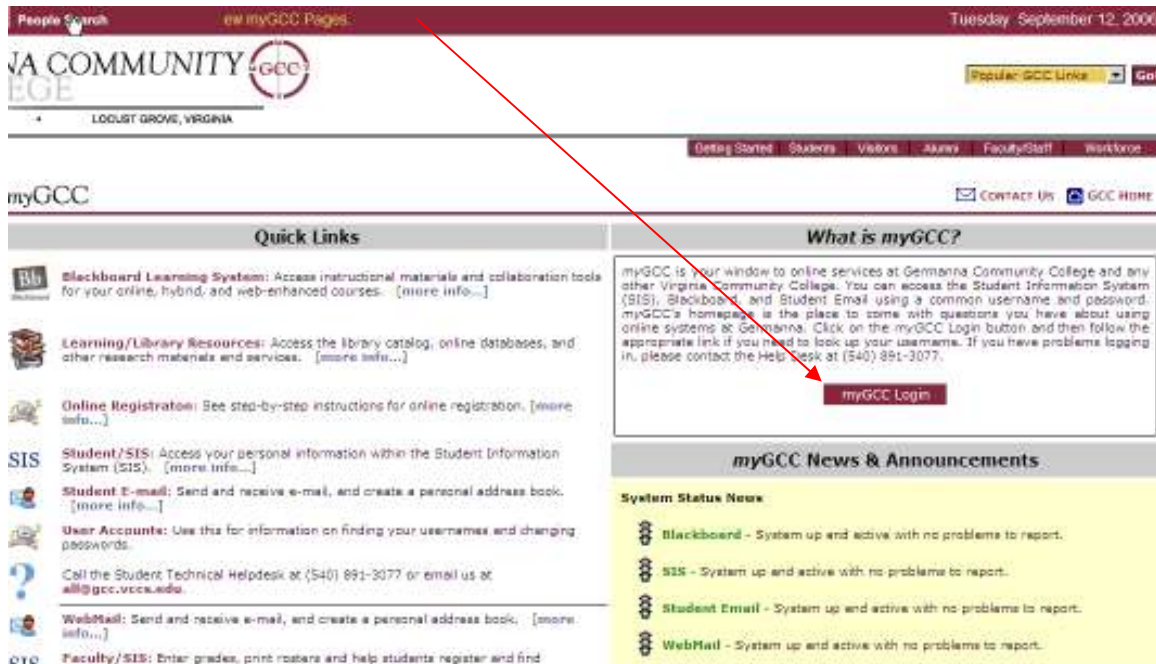
# PeopleSoft User's Guide

## I. To login:

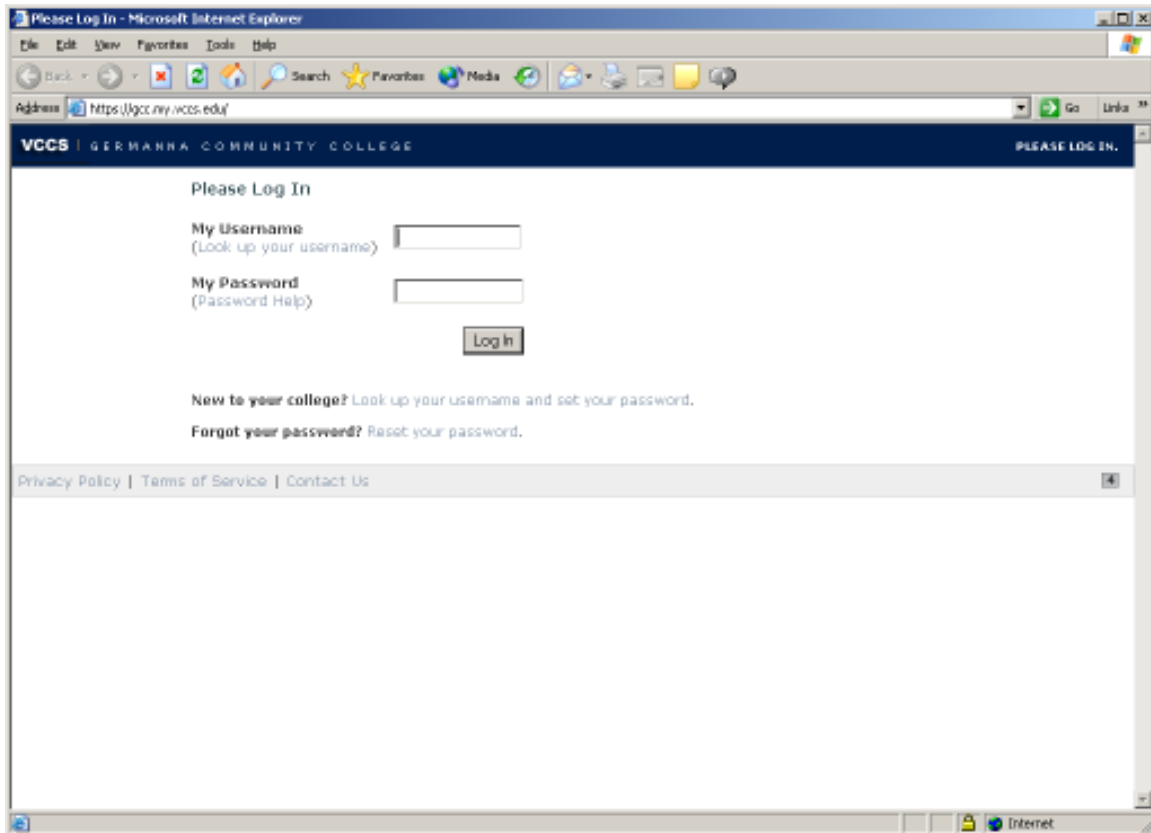
1) Go to [www.germannacollege.edu](http://www.germannacollege.edu) and click on the myGCC logo.



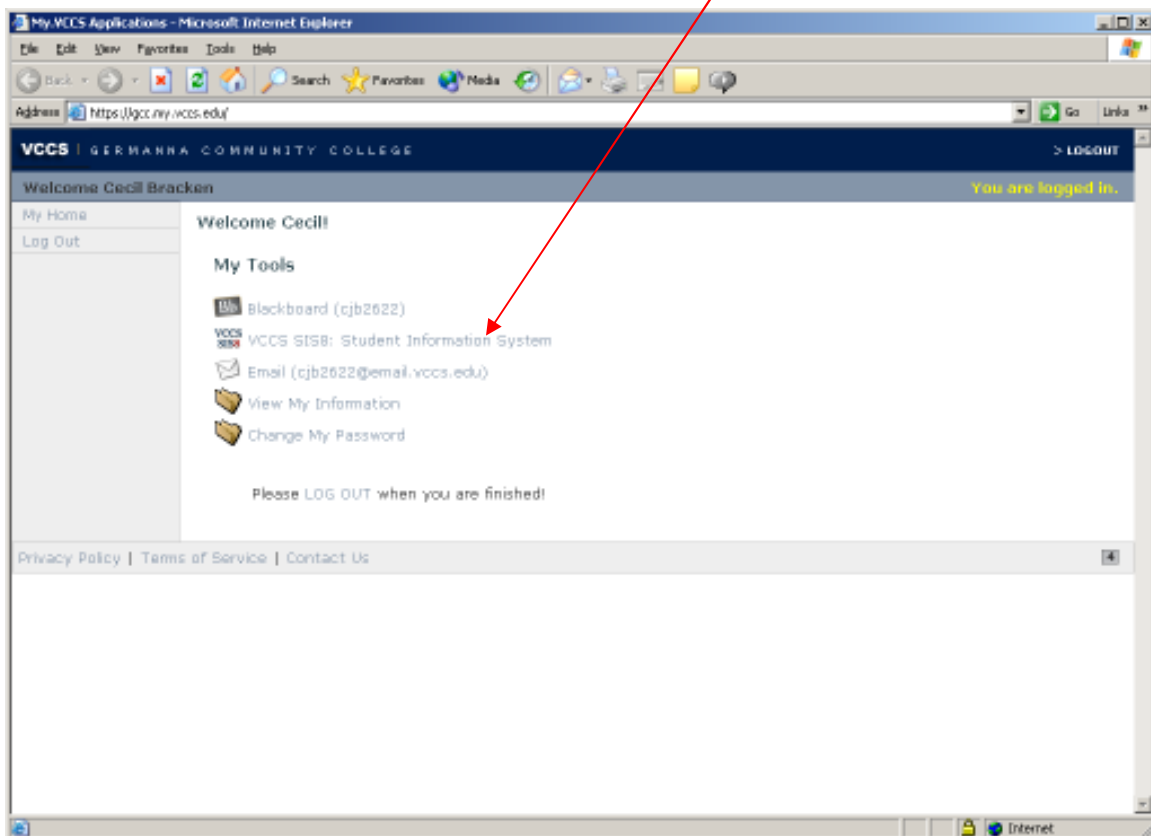
2) Click on Login to myGCC



3) Enter your username and password



4) Click on [VCCS SIS8.9: Student Information System](#)



## II. To View Class Roster

1) Click on Self Service



2) Click on Faculty Center



- 3) If the term you wish to view a roster for is not listed, please click the Select Term drop down arrow and select the term you wish to view, then click the “Change” button.

faculty center    advisement    class search

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**Faculty Center**

Select Term: 2006 Spring    **change**    [View FERPA Statement](#)

Show all classes     Only classes with enrollment     View My Weekly Schedule

Class Roster    Grade Roster    Learning Management System

My Teaching Schedule > 2006 Spring > Germanna Community College							Find
Class	Class Name	Days and Time	Location	Class Dates	Enrolled		
<a href="#">HIS 121-I1</a> <a href="#">DED 50303</a>	Us History I (Distance Education)	TBA	GCC - Virtual Campus	Jan 9, 2006- May 1, 2006	30		
<a href="#">HIS 122-01</a> <a href="#">LEC 41815</a>	Us History II (Lecture)	TuTh 9:30AM - 10:45AM	General Classroom	Jan 9, 2006- May 1, 2006	23		
<a href="#">HIS 122-02</a> <a href="#">LEC 41816</a>	Us History II (Lecture)	TuTh 12:30PM - 1:45PM	General Classroom	Jan 9, 2006- May 1, 2006	30		
<a href="#">HIS 122-I1</a> <a href="#">DED 50484</a>	Us History II (Distance Education)	TBA	GCC - Virtual Campus	Jan 9, 2006- May 1, 2006	29		
<a href="#">HIS 266-H01</a> <a href="#">DED 41907</a>	Mil His Ci War (Distance Education)	Su 9:00AM - 4:00PM	General Classroom	Jan 15, 2006- Apr 23, 2006	25		

[Faculty Center](#)    [Advisement](#)    [Class Search](#)

- 4) Click the Roster Icon to the right of the class you wish to view the roster for.

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**Faculty Center**

Select Term: 2006 Spring    **change**    [View FERPA Statement](#)

Show all classes     Only classes with enrollment     View My Weekly Schedule

Class Roster    Grade Roster    Learning Management System

My Teaching Schedule > 2006 Spring > Germanna Community College							Find
Class	Class Name	Days and Time	Location	Class Dates	Enrolled		
<a href="#">HIS 121-I1</a> <a href="#">DED 50303</a>	Us History I (Distance Education)	TBA	GCC - Virtual Campus	Jan 9, 2006- May 1, 2006	30		
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[Faculty Center](#)    [Advisement](#)    [Class Search](#)

- To print your class roster click on the Printer Friendly button at the bottom of your class roster.

[PRINTER FRIENDLY VERSION](#)

On the next screen when the roster displays right click on the roster and select print.

### III. To input Grades:




- Follow steps 1 through 3 above.
- Click on the Grade Roster Icon  to the right of the course you wish to enter in grades for.












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## Faculty Center

Select Term 2006 Spring change    [View FERPA Statement](#)

Show all classes   
  Only classes with enrollment   
  View My Weekly Schedule

 Class Roster   
  Grade Roster   
  Learning Management System

My Teaching Schedule > 2006 Spring > Germanna Community College						Find   
Class	Class Name	Days and Time	Location	Class Dates	Enrolled	
<a href="#">HIS 121-I1</a> <a href="#">DED 50303</a>	Us History I (Distance Education)	TBA	GCC - Virtual Campus	Jan 9, 2006- May 1, 2006	30	 
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[Faculty Center](#)    [Advisement](#)    [Class Search](#)

3) Ensure that the Approval Status is “Not Reviewed” and click the Roster Grade drop down arrow and select a grade for each student.

\*Grade Roster Type   Display Unassigned Roster Grade Only  
 \*Approval Status

ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Program and Plan	Level
<input type="checkbox"/> 1	5089908 Aylor,Nils A.	<input type="text"/>			Curricular - Dual Enrollment Student	First Time Freshman
<input type="checkbox"/> 2	5045202 Bingham,Gloria A	<input type="text"/>			Curricular - General Studies	Sophomore
<input type="checkbox"/> 3	5066733 Boardway,Bryan Francis	<input type="text"/>			Curricular - Dual Enrollment Student	Freshman
<input type="checkbox"/> 4	5038757 Carpenter,Andrew Lloyd	<input type="text"/>			Curricular - General Studies	Sophomore
<input type="checkbox"/> 5	0376682 Chickos,Steven A	<input type="text"/>			Non-curricular - Non Degree Transfer	Freshman
<input type="checkbox"/> 6	5158310 Cornell,Brittnie Elizabeth	<input type="text"/>			Curricular - General Studies	Freshman
<input type="checkbox"/> 7	5110364 Evans,Gregory A.	<input type="text"/>			Non-curricular - Joint Enrolled HS Student	Freshman
<input type="checkbox"/> 8	5267553 Falter,James Louis	<input type="text"/>			Non-curricular - Personal Satisfaction	First Time Freshman
<input type="checkbox"/> 9	5145180 Fare,Ryan James	<input type="text"/>			Curricular - Business Administration	Freshman
<input type="checkbox"/> 10	5090582 Ferrell,Robert J.	<input type="text"/>			Curricular - Dual Enrollment Student	Freshman
<input type="checkbox"/> 11	5178124 Fox,Lauren Elizabeth	<input type="text"/>			Curricular - Business Administration	Freshman
<input type="checkbox"/> 12	5083328 Gotsios,Athanasios Vasilios	<input type="text"/>			Curricular - Business Administration	Sophomore
<input type="checkbox"/> 13	4051357 Grayson,Erin N.	<input type="text"/>			Curricular -	Sophomore

Record the Last Date of Attendance for ALL students who receive a F or U. (This is MANDATORY for compliance with the Title IV recalculation of Financial Aid). If the instructor knows the last date of attendance please enter the Actual Date in the last date of attendance field. If the date is unknown please follow the guidelines below:

- ❖ If the student stopped attending class **prior** to or on the 60% date enter 01/01/1900 in the last date of attendance field.
- ❖ If the student stopped attending **after** the 60% date enter 12/31/9999 in the last date of attendance field.
- ❖ If the student **did not stop** attending and earned the F or U enter 12/31/9999 in the last date of attendance field.

4) Click the **Approval Status** drop down arrow and choose “Approved.”

\*Grade Roster Type   Display Unassigned Roster Grade Only

\*Approval Status

ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Program and Plan	Level
1 5089908	Aylor,Nils A.	A			Curricular - Dual Enrollment Student	First Time Freshman
2 5045202	Bingham,Gloria A	B			Curricular - General Studies	Sophomore
3 5066733	Boardway,Bryan Francis	C			Curricular - Dual Enrollment Student	Freshman
4 5038757	Carpenter,Andrew Lloyd	C			Curricular - General Studies	Sophomore
5 0376682	Chickos,Steven A	D			Non-curricular - Non Degree Transfer	Freshman
6 5158310	Cornell,Brittnie Elizabeth	A			Curricular - General Studies	Freshman
7 5110364	Evans,Gregory A.	B			Non-curricular - Joint Enrolled HS Student	Freshman
8 5267553	Falter,James Louis	X			Non-curricular - Personal Satisfaction	First Time Freshman
9 5145180	Fare,Ryan James	A			Curricular - Business Administration	Freshman
10 5090582	Ferrell,Robert J.	C			Curricular - Dual Enrollment Student	Freshman
11 5178124	Fox,Lauren Elizabeth	B			Curricular - Business Administration	Freshman
12 5083328	Gotsios,Athanasios Vasilios	B			Curricular - Business Administration	Sophomore

5) Scroll to the bottom of the Grade Roster and Click **SAVE** **\*\*You MUST click SAVE to submit your grade roster\*\***

**Note: Unless the roster is marked and SAVED as APPROVED, the grades will not be posted when the process is run. Once the grades have been saved, the faculty member can NOT change them.**

**IV. What to do with the printed Grade Roster**

- 1) After you have entered your grades in PeopleSoft, print 1 hard copy of your grade roster on which you will record your signature and the date on the first page of each roster. **(For Dual Enrollment Faculty ONLY)**
- 2) If you assign a grade of Incomplete (I), you must also complete an **Incomplete Contract**. Instructional Services MUST receive this contract when you turn in your grade roster for that class.