

Faculty use of QCCNet for grade entry

What is QCCNet?

A web based, secure and reasonably user-friendly way of accessing information in our Student Information Database.

What do I need to use it?

1. A user name and password. This is issued after you have completed and returned to your dean the:

Faculty Application for Access to Computerized Student Records System Form. Make sure you read and sign the confidentiality statement. Most faculty complete this form as part of their initial hiring paperwork. Once you've submitted this form your username and password will be mailed to you.

2. A computer with access to the internet. All on-campus computers have the software you need. Most home computers are adequate although if you have a slow internet connection, activities may take longer to complete.

Steps to enter grades:

Both midterm and final grades may be submitted electronically. This saves you time, minimizes errors, and allows more rapid student access to their grades.

1. With an open internet browser go to the site <http://www.qcc.mass.edu/qcchome/>
2. Select QCC Net at the bottom of the screen. A dialog box pops up asking for your user name and password.
3. Enter your user name and password (note: it is case sensitive. Beware capital letters) and enter.
4. Select "Grade Entry" at the bottom of the left panel.
5. Make sure the Settings are for the proper semester/term. If not, change by selecting the "set options" button. Scroll to the proper term and enter the proper year if necessary. Then select "submit options."
6. All your courses should now be listed. If not, make sure the Catalog is correct on this screen. If any courses are missing, our Records System does not have you listed as the Instructor of Record. Please notify the Registrar's Office immediately, so we can correct the error. Note: it may take some time to sort this out, so please don't wait until deadline to check.
7. Select the course for which you want to enter grades. Select Final or Midterm as appropriate and "Continue"

8. A list will display of all students registered for the class. If a student is attending who is not on this list, the student is not registered and you will not be able to assign a grade. **Please inform the student and send him/her immediately to the Registrar's Office to resolve the issue.**

9. Assign the appropriate grade, double check for accuracy, and click SUBMIT. Note: the time frame to enter grades is limited by the calendar. You will not be able to submit grades electronically after the deadline.

What happens next?

You will receive an automated email notifying you that the grades have been received and changed.

The grades are automatically entered into our Student Records system. At grade deadline, students will be able to view them through the Q, Student Portal.

How do I get help?

Call Dan Daly at 508-854-4277, Holly Kularski at 508-854-4270, or Tara Fitzgerald-Jenkins at 508-854-4249. Often we can walk you through any rough spots by telephone, or if you are on campus, we will make an office visit to help you out. Please note however, we cannot give you a password and ID over the phone or by email. Grade entry is a highly sensitive process and we must keep the system secure. So again, it's a good idea to check your access well before deadline.