

ONLINE FINAL GRADING INSTRUCTIONS

Please post your final grades online using the directions below within 48 hours of course completion. If you have any questions with this process please contact the Registrar's Office.

To use the Student Information System to enter your grades:

- Go to the college web page at www.nhti.edu and click on "Student Information System, click Enter Secure Area.
- **Enter your User ID;** your user ID is your social security number or the ID assigned @ number.(i.e....@0004XXXX); (contact the registrar office for your assigned ID, if needed)
- **Enter your Personal Identification Number (PIN);**
 - **If you have forgotten your PIN**, key your User ID and click on "forgot my PIN" and follow the security question prompts to reset your own PIN.
 - **If you have never accessed the Student Information System before**, your initial PIN is your six digit date of birth (MMDDYY) ****OR**** the last six digits of your user ID. Upon initial login only, you will be required to reset your PIN and set up a security question. **Your new pin must be a six-digit number**. Please protect your privacy – do not share these identifying numbers with anyone else.
- **Click on Faculty & Advisors**
- **Click on Term Selection** and select the current term from the drop down menu.
- **Click on Final Grades**
- **Select the correct CRN** for the course you are entering grades for.
- **Enter your grades** in the "Grades" column using the drop down menu.
IMPORTANT: Please grade student walk-aways with a grade of "AF".
- **DO NOT LEAVE A STUDENT BLANK** - All students listed on the rosters must be graded. These students are officially registered for the course. **Grade "walk-aways" with a grade of "AF"**. If you have a question on a student's enrollment status, please contact the Registrar's Office for assistance with completing the grade posting process.
- If you issue an "Incomplete" grade, an Incomplete Contract (available online under faculty forms) must be completed and returned to the registrar office prior to the end of the term grading period.
- **Click on the "Submit" button** at the bottom left of the screen. Once grades are

“rolled to academic history” by the Registrar’s Office, you will need to submit a grade change to change a grade if you wish to change a grade. Grades are rolled and locked during peak grading times once in the morning, mid-day and in the afternoon.

- **Click Return to main menu** to exit or click “CRN Selection” to enter grades for another course.

If you have any questions with this process, please contact the Registrar’s Office, (603) 230-4014, nhtiregistrar@ccsnh.edu