

# Posting Attendance & Grades Using The Campus Portal

Double click on the desktop icon for the Portal or

Type “https://mycampus.ticcollege.edu” on the Windows Internet Explorer, and press enter. Click on “Faculty Portal Homepage”.

For your Login Name, enter Your First Initial, plus Your Last Name, example : jsmith  
Enter your Password, (For first time users, Password is your Employee ID#)


## To Enter Attendance

1. Click on My Classes, and then click on Gradebook. Select the Current Term, if necessary.


2. Click on the Course Title. 

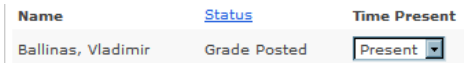
3. Click on Attendance tab. 

4. Search for the attendance date to be posted, indicated by a red square. 


Select Month on the Calendar by clicking on the left or right arrow. 

Double click on the desired date.

5. To add attendance, click the Edit button on bottom right corner of the roster . **\*\* If a student does not appear on your roster, click the box that says “Only show active students”. If the student still does not show on the roster then, send the student to the Registrar’s Office – room 145 \*\*.**

6. Click on drop down box and select Present or Absent, 

For late students, mark the student Present, and then enter the word “Late” in the Reason field.

7. To save, once you have finished entering attendance, at the bottom of the roster, click the Update button, or if you do not want to save, click Cancel. 

8. For security reasons, after entering either attendance or grades, click on the Log Off button located at the top and bottom of the Home Page and close the Windows Internet Explorer browser. Do not save passwords on the browser.


## To Enter Grades

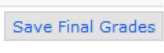
1. Click on My Classes, and then click on Gradebook. Select the Term if necessary.

2. Click on Course Title. 

3. To enter Midterm Grades click on the Midterm tab. 

4. To enter Final grades click on the Final Grades tab. 

5. To assign grades to students, click the arrow on drop down box,  and select the desired grade.

6. To save, once you have finished entering all grades, click on Save Final Grades  at the bottom of the roster.

7. For security reasons, after entering either attendance or grades, click on the Log Off button located at the top and bottom of the Home Page and close the Windows Internet Explorer browser. Do not save passwords on the browser.

**NOTE:** Do not use the back arrow key on the browser to go back, use the Home Page or Back button instead.