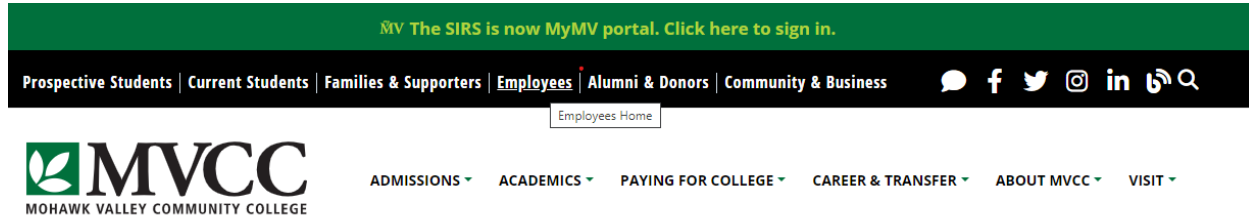
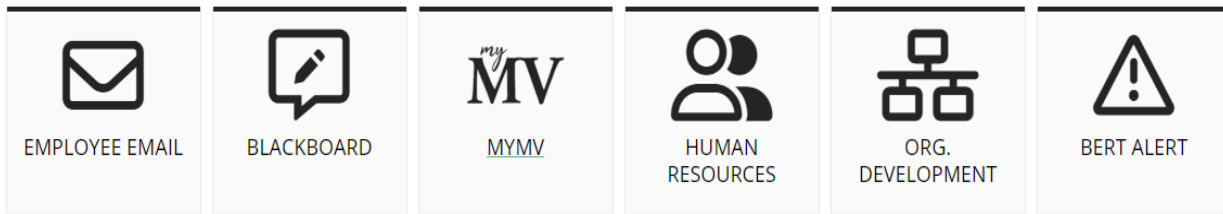


## Entering Final Grades through MyMV

1. Go to [www.mvcc.edu](http://www.mvcc.edu)
2. Click the “Employees” icon at the top center of the page



3. Scroll down to center of page. Click “MyMV” Tab in the center of the page

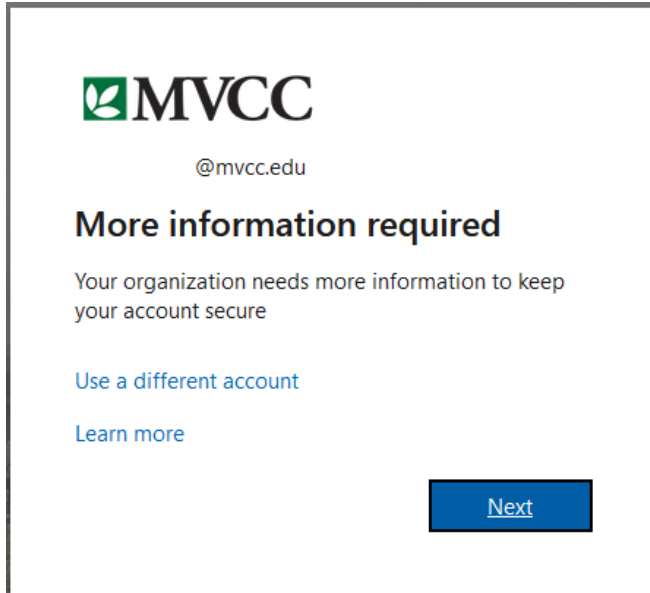


4. On next page click on “Sign in to MyMV” in center of the page (<https://www.mvcc.edu/information-technology/mymv.php>)



5. You are now on the MyMV login page. Enter your MVCC email address. Click “Next”
  - a. **MVCC email:** first initial of first name followed by last name (John Smith - jsmith@mvcc.edu)

6. You are now on the MyMV password page. Enter your MVCC email address. Click **“Next”**
  - a. Your password will be in this format: **Mvccxxxx** (replace xxxx with the last 4 digits of your Social Security Number)
    - i. If you have any issues logging in, please contact Brandon Horender bhorender@mvcc.edu
7. If it is your first time signing in, you will be on the **“More Information Required Page.”** Click **“Next”**



8. You will be routed to the **“Keep your account secure”** page. Once you enter your Phone number, click **“Next.”**
  - a. MyMV uses a two-step verification system for security. You will need to enter your phone number and select whether you would like to be called or texted the verification code.
  - b. You will only need to enter this information once. After this, the system will send the code to the phone you enter on this page along with the method selected (call or text). Cell number is the preferred method.

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

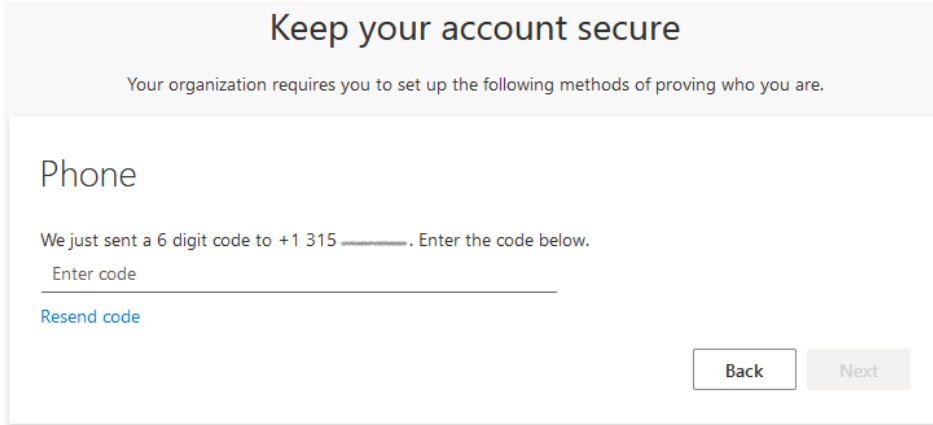
You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

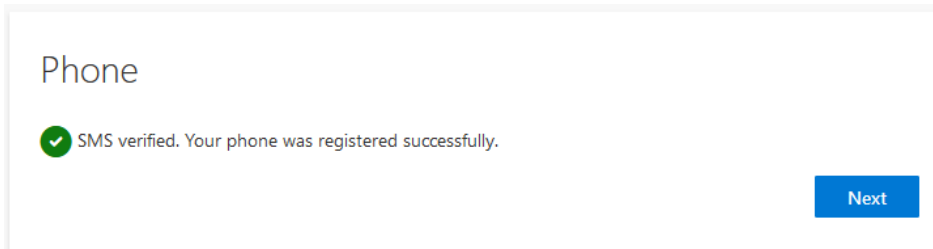
Text me a code  
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

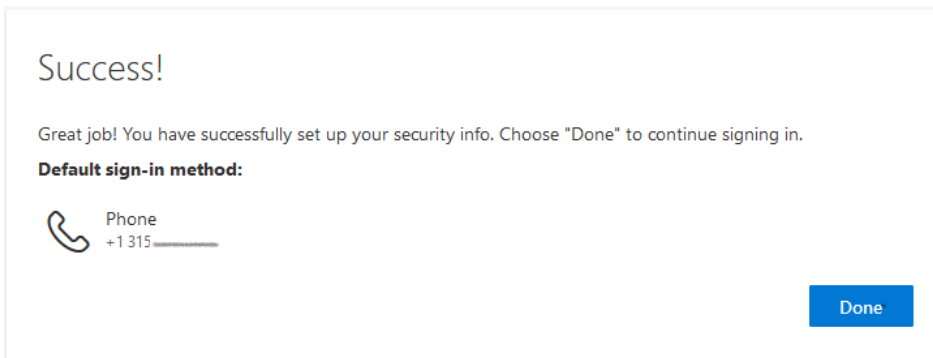
9. Once the code is sent to you, enter it on the “Keep your account secure” page. Click “Next”



10. The next page is a confirmation page. Click “Next”



11. The next page will say your phone number is now the default sign in. Click “Done”



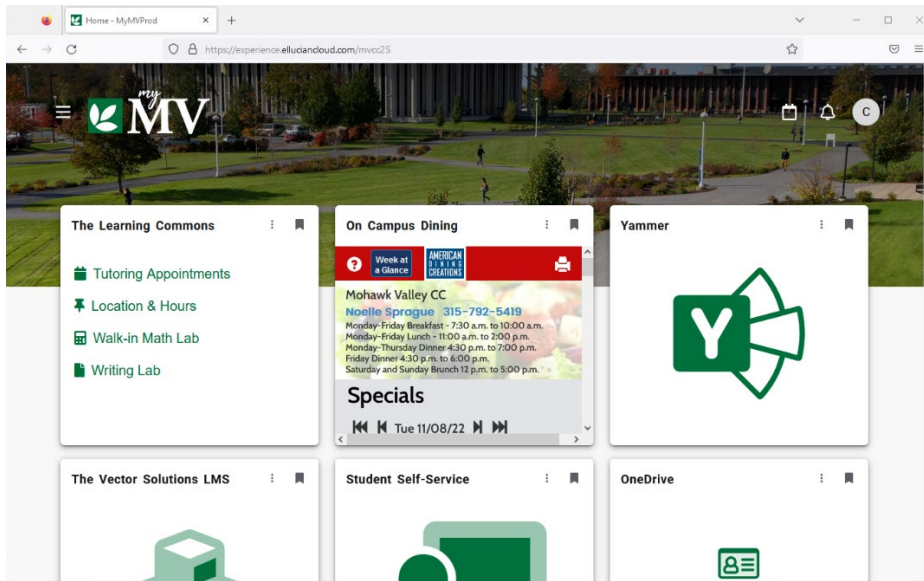
12. “Remember Device” page. If you are signing in on your computer, we suggest you choose “Yes.” If you are signing in on someone else’s device, we suggest clicking “No.”

- a. If you select “Yes,” you will automatically be taken to your MyMV main menu after step 4 of these directions. If you select “No,” you will need to have another verification code sent.

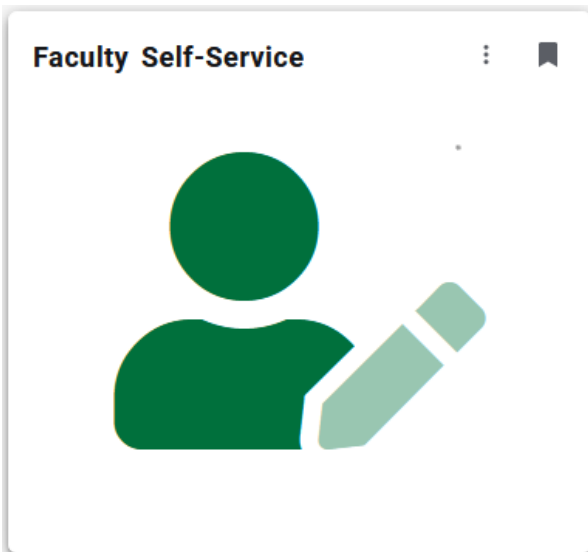


13. The next few pages will be welcoming you to the MyMV Dashboard. You can click through them until you get to your MyMV Dashboard

14. You are now on the MyMV Dashboard.



15. Find and click on the “Faculty Self-Service” tile. You may have to scroll down to find it.



16. The “Faculty Services” tab will open in a new window. Click on “Faculty Grade Entry.”

## Faculty Services

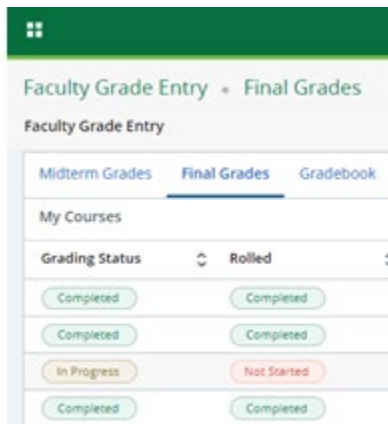
M \_\_\_\_\_

Hello \_\_\_\_\_,

This is the entry page for Banner 9 Faculty and Advisors. You have access to view your Class Roster, View your Advising Student's Profile, Enter Grades, Enter Attendance, View Faculty Schedule, Change of grade form, and link to the Barnes and Nobles Book Adoption.

- Class List
- Advising Student Profile
- Faculty Grade Entry
- Attendance Tracking
- Faculty Schedule
- Faculty Detail Schedule
- Change of Grade(for making changes to grades already rolled to academic history)
- Barnes and Nobles Book Adoption

17. Select a course from your list of CRNs



18. Choose a grade for each student from the menu

The screenshot shows a 'Final Grade' selection menu. At the top, there is a dropdown menu labeled 'Final Grade'. Below it, there is a list of grading options: 'Not Gradable', 'A', 'F', 'Not Gradable', 'B+', 'A', 'A', 'A', 'A'. Each option is displayed in a separate row with a small downward arrow on the right side of the text.

You will notice that the grading options are:

- **A 100-90**
- **B + 89-87**
- **B 86-80**
- **C + 79-77**
- **C 76-70**
- **D + 69-67 (D+ & D grades are applicable to MVCC degree but will NOT transfer)**
- **D 66-60**
- **F 59-Below**

-Dual Credit courses **do not** use grades of “S” (Satisfactory) or “U” (Unsatisfactory)

19. Click “**SAVE**” at the bottom right of the page

20. Be sure to grade the students on page two if you have a second page