People Soft (NOVA Connect)

Class Roster and Grades

I. To Login:

1) Go to www.nvcc.edu and click on the MyNOVA logo
2) Enter your username and password

3) Click on VCCS SIS8.9: Student Information System
II. To View Class Roster

1. Click on Self Service

2. Choose Faculty Center
3. If the term you wish to view is not listed, click the **Change Term** button.
4. Click the **Roster** icon to view the roster.

5. To print the roster click on the **Printer Friendly** button.
6. To send email to all or selected students, choose the appropriate button.

III. To Add Grades

1. Login in and find your roster. Click on the Grade icon.
2. Ensure that the **Approval Status** is “Not Reviewed” and click the **Roster Grade** drop down arrow and select a grade for each student.

3. Record the **Last Date of Attendance** for ALL students who receive an F or U. Use the date in the Performance Dashboard in your Blackboard course site or a last email/phone contact with the student to determine the last day of attendance.

4. Scroll to the bottom of the Grade Roster and Click **SAVE**. **You MUST** click SAVE to submit your grade roster.