



To: All High School Teaching Faculty
From: Pam Hilton - College in High School Coordinator
Subject: Inputting Grade Instructions


SUNY Delhi and the office of records and registration is requiring that all grades be entered via the Bronco Web. Below are simple instructions to assist you in completing the above task.

If you would like additional training please call Pam Hilton at 607-746-4557 to schedule and appointment.

HOW TO SIGN IN TO BRONCO WEB:

- Go to www.delhi.edu and select Delhi Logins **DELHI LOGINS** from the upper tool bar of the main page. This brings you to the Delhi Logins page.
- Select the Bronco Web Online **Bronco Web Online** link. This brings you to the login page for Bronco Web.
- Enter your User ID and PIN and then select the Login **Login** button. Your User ID can be either your Delhi '800' number or your social security number.
- If you have forgotten your PIN, enter your User ID and then select the Forgot PIN **Forgot PIN?** button. You will be prompted to answer your security question. When you have successfully answered the security question you will be given the opportunity to reset your PIN number.

HOW TO SUBMIT FINAL GRADES:

- From the Main Menu page of Bronco Web select the Faculty & Advisor **Faculty & Advisors** link.
- From the Faculty page of Bronco Web select the Final Grades **Final Grades** link.
- From the Select Term page of Bronco Web use the drop down arrow to select the Spring 2009 term. Then hit the Submit **Submit** button.
- From the Select a CRN page use the drop down arrow to select the appropriate CRN number for the section you wish to submit grades then hit the Submit **Submit** button.
- The final grade roster for the CRN selected will appear.
Grade
- In the column labeled Grade use the drop down arrow to select the appropriate grade for the student.
- Enter the number of hours the student was absent in the column labeled Attend Hours **Attend Hours 0-999.99**. This entry will be used to calculate attendance information.
- When all grades have been entered, select the Submit **Submit** button.
- **IMPORTANT:** There is a 45 minute time limit once you select the CRN number to be graded.
 **Please submit the grades often. There is a 45 minute time limit** If you have not entered all final grades but wish to save your work select the Submit button.

Registration Status

- PLEASE NOTE: If the Registration Status column indicates that the course has been dropped please do NOT enter a grade.

Last Attend Date

- The Last Attended Date column MM/DD/YYYY should be left blank.

Please use your schools academic year as your guide for the grading deadline.