Welcome to Online Grade Submission! If at any time you need help, please contact:

Lisa Root 618-634-3250 lisar@shawneecc.edu
Sabrina Black 618-634-3275 sabrinab@shanweecc.edu
Dwayne Fehrenbacher 618-634-3335 dwaynef@shawneecc.edu
STEP 1: Navigate to Shawnee College’s Website at http://www.shawneecc.edu with a web browser. (Internet Explorer 6+ recommended)

Click the Saints Online graphic on the left side of the homepage.

Step 2: Log in to Saints Online

Type in your SCC ID and Pin and click login. Need your pin? Please email Lisa Root at lisar@shawneecc.edu or 618-634-3250 or Dwayne Fehrenbacher at dwaynef@shawneecc.edu or call 618-634-3335.
Step 3: After a successful login, click the Faculty tab.

If you do not have a faculty tab, please email Dwayne Fehrenbacher at dwaynef@shawneecc.edu or call 618-634-3335.

Step 4: View your Class Roster.

Click the View link next to the course you wish to enter grades.
Step 5: Continue to the Grade Entry Screen.

Click Go at the bottom of the screen next to Enter Grades For This Class.

Step 6: Assign Grades.

Select the appropriate grade for each student. When all grades have been entered, click Continue.

REMEMBER: If a student receives an ‘F’ please enter the Last Date of Attendance.

Need Corrections?
If a student is missing or one needs to be dropped from your class list, please contact Danielle Boyd.

Wrong Grade Type?
If you cannot enter grades because it is not in your grade choices, please contact Sabrina Black.
Step 7: Grade Verification

Verify that all the grades entered are correct. When finished click Submit Grades.

Step 8: Conformation Page.

This screen should appear if grade submission is successful.

Congratulations! You are finished!