

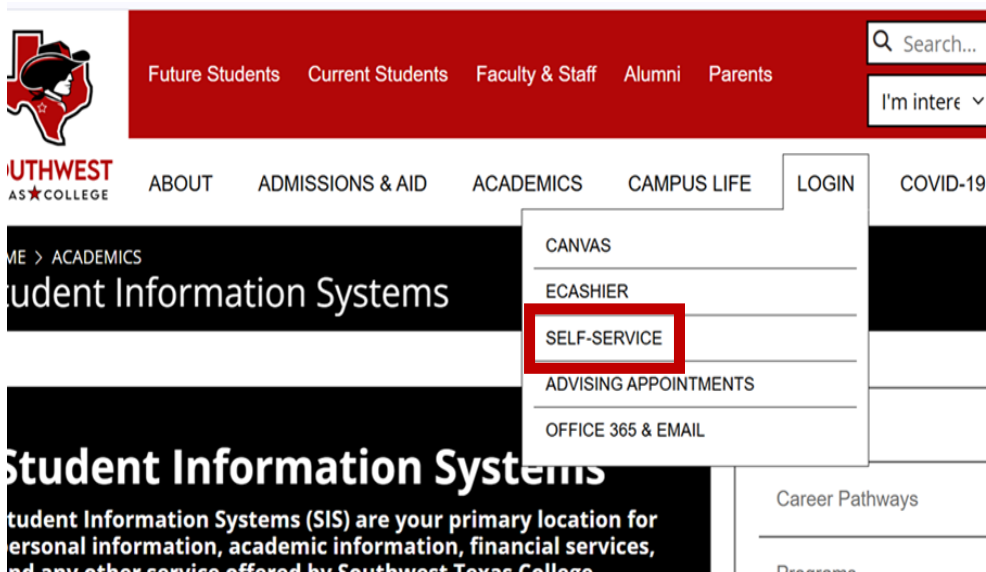


SOUTHWEST
TEXAS★COLLEGE

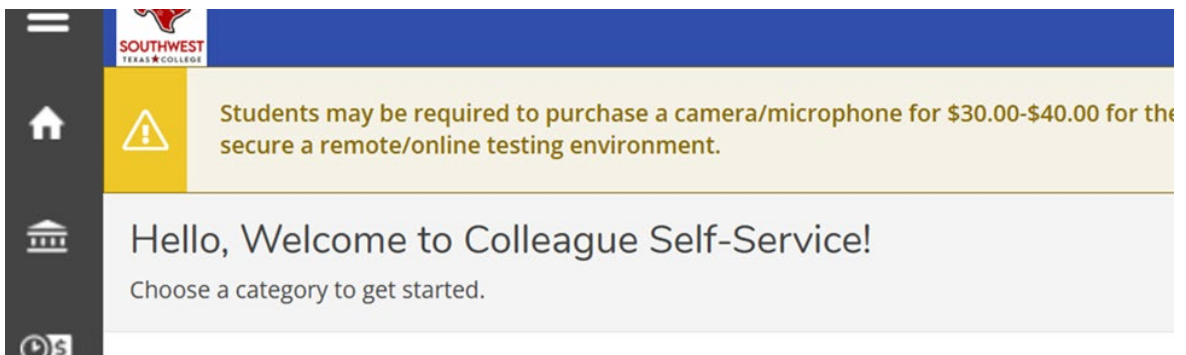
Entering Grades in Self-Service

Professional Development

1. Go to swtxc.edu
2. Hover over LOGIN
3. Click on SELF-SERVICE



If prompted to log-in, use SWTX email and password.
Once logged in, your screen should state:



You will have a few options to choose from. For grades, choose the option FACULTY



Faculty

Here you can view your active classes and submit grades and waivers for students.

You will see a list of current and upcoming courses. Select the course in which you will be entering grades.

Manage your courses by selecting a section below

Fall 2025 Semester		
Section	Times	Locations
PSYC-2317-CUV01: Statistical Methods in Psych	10/13/2025 - 12/5/2025	Not Applicable, ONLINE Internet

Confirm you're in the correct course, then click GRADING→ MIDTERM or FINAL GRADE, depending on which you're entering.

PSYC-2317-CUV01: Statistical Methods in Psych

Fall 2025 Semester
Internet

10/13/2025 - 12/5/2025
Not Applicable, ONLINE Internet

Seats Available ⓘ 12 / 25 / 0

[Deadline Dates](#)

Waitlisted 0 of 10

Roster Census **Grading** Waitlist

Overview Final Grade **Midterm 1**

Student Name	Student ID	Never Attended	Last Date of Attendance	Midterm Grade	Class
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For each student row, click on MIDTERM or FINAL GRADE and select the appropriate **Alpha grade**.

Grades are automatically saved — no need to click Save.

You may make changes if needed, but only *before* the Registrar's Office deadline.

Thank you!

Feel free to contact the Professional Development Office with further questions:

Email – pd@swtxc.edu

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