



# ***Coming to a Portal Near You: Online Grading Is Finally Here***

You can enter grades online from your office or living room.  
It's simple, quick and it helps the environment.

## **Cool! I'm ready to do my grades online. What's the drill?**

Log on to <https://portland.fhda.edu:4443/portal/page/portal/Foothill>, which is the college's portal site and go for it.

## **What if I make a mistake?**

If you haven't submitted your grades, simply correct the mistake and try again.

If you've already submitted grades, you'll need to call the Admissions & Records Office at (650) 949-7773.

## **I've heard that I can't enter a 'W' when I submit grades. Why is that?**

Remember that the **W**-mark is intended for the student who stops attending late in the quarter. A **W**-mark should not be assigned after final census. Title 5 governs this rule.

## **How will I know my grades have been accepted by the system?**

After you submit your grades, you'll then receive a PDF receipt indicating that your grades have been accepted. To get the PDF receipt, you'll access the portal Web site, then click *External Links*, then click *FHDA Reports*. If you want extra assurance, visit the Admissions & Records Office as they retain copies of receipts.

## **Are there other 'housekeeping' tasks like drops or submitting 'W's that I can do online right now?**

Yep. We've made the portal easy to use so you'll feel comfortable using it anytime for any number of tasks, including dropping students, withdrawing students and submitting positive attendance hours, to name a few.

## **Sounds good. How do I get into the portal?**

Step 1: Go to <https://portland.fhda.edu:4443/portal/page/portal/Foothill>; then

Step 2: Logon using your "ugly name" and e-mail password; then

Step 3: Simply follow the prompts.

## **MAYDAY! I'm having trouble logging on to the portal.**

Don't stress. Our ETS staff members are very helpful and ready to assist you. Start by logging on to [http://ets.fhda.edu/call\\_center/portalpassword](http://ets.fhda.edu/call_center/portalpassword).