HOW TO:
Enter Grades and Attendance in MyBridge
1. Scroll to the bottom of the BridgeValley CTC home page (www.bridgevalley.edu) and click on “My Bridge”.

![Image of BridgeValley CTC homepage with My Bridge highlighted]
2. Enter your User ID (B Number) and PIN. If you have not changed your PIN, it should be your six-digit date of birth in the MMDDYY format. If you are unable to login, please contact the Office of the Registrar at 304-734-6615 or 304-205-6708 for assistance with resetting your PIN.
3. After accessing your account, click the "Faculty Services" tab to access the "Faculty and Advisors" page.
4. From the “Faculty and Advisors” page, click on the “Term Selection” link.
5. Select the appropriate term from the drop down-menu and click the “Submit” button.
6. Once you click the "Submit" button, you will be returned to the "Faculty and Advisors" page within the "Faculty Services" tab. From there, you will need to click on the "CRN Selection" link.
7. Once you access the “Select a CRN” screen, you will need to select the appropriate CRN from the drop-down menu and click the “Submit” button.
8. Once again, you'll be returned to the "Faculty and Advisors" page where you will need to click on either the "Mid-Term Grades" link or the "Final Grades" link depending on the task.
9. Enter grades and attendance as follows:

**FIRST WEEK ATTENDANCE:** Select “Mid-Term Grades”. Enter the date each student last attended your class in the MM/DD/YYYY format and leave the grade field blank. If a student never attended your class, enter a grade of NGR and leave the date field blank. Disregard the “Attend Hours” column.

**FOUR WEEK GRADES:** Select “Mid-Term Grades”. For students making satisfactory progress, enter a grade of P. For students making unsatisfactory progress, enter a grade of F. Enter the date each student last attended your class in the MM/DD/YYYY format. If a student never attended your class, enter a grade of NGR and leave the date field blank. Disregard the “Attend Hours” column.

**MID-TERM GRADES:** Select “Mid-Term Grades”. Enter the appropriate grade for each student. Enter the date each student last attended your class in the MM/DD/YYYY format. If a student never attended, enter a grade of NGR and leave the date field blank. Disregard the “Attend Hours” column.

**FINAL GRADES:** Select “Final Grades”. Enter the appropriate grade for each student. If a student did not attend class regularly, and was not withdrawn, enter a grade of FI. Enter the date each student last attended your class in the MM/DD/YYYY format. No date later than the last day of class for the corresponding part-of-term, excluding finals week, should be entered. If a student never attended your late start part-of-term course, enter a grade of NGR and leave the date field blank. Disregard the “Attend Hours” column. (NOTE: A grade of NGR should ONLY be used for late start part-of-term courses.)
10. Once you have entered the grade and attendance information for your students, click the “Submit” button. From the time you access the grade entry page, you have 30 minutes to enter your grades and attendance. Click the “Submit” button often to avoid losing information you’ve already entered.