

# Kalamazoo Valley Community College

## How to Enter Grades

### Manually enter grades

Note: Instructions for importing grades using a spreadsheet begin on page 3.

1. Login to My Valley
2. Select Final Grade Submission in the Faculty Resources section

You will be presented with a list of courses available to grade. You can ignore the Midterm Grade and Gradebook tabs. Kalamazoo Valley does not collect midterm grades, and although we do collect gradebooks, another system is used. Please use the Gradebook Submission link in My Valley.

3. Select the course you wish to grade. The list of students appears when you click on the class.

The following screen shots will show you how to navigate the system and enter grades.

### Navigation

The first column shows the grading status: **Not Started**, **In Progress**, **Completed**. This indicator will tell you when all students have been graded.

Click this arrow to display the course information for the active grade roster. Information about the student appears when you click on the student's name. There is also a tab providing access to these instructions and the Incomplete Contract form.

The screenshot shows the 'Faculty Grade Entry' page with a 'Final Grades' tab selected. A table lists courses with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The 'Grading Status' column contains indicators like 'In Progress', 'Not Started', and 'Completed'. A red arrow points to a search icon in the top right, and a green arrow points to a page navigation bar at the bottom of the table.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	BUS - Business	105	0	Principles of Marketing	202010 - Fall 2019	10230
Not Started	Not Started	ENG - English	110	0	College Writing I	202010 - Fall 2019	10577
Completed	Not Started	ENG - English	110	0	College Writing I	202010 - Fall 2019	10597
Completed	Completed	WPE - Wellness & Physical Education	253	0	Independent Physical Training	202010 - Fall 2019	11017
Completed	Completed	NURS - Nursing	102	0	Intro Clinical Nursing Practic	202010 - Fall 2019	11188

These are page navigation buttons and display settings. It is recommended you use these navigation buttons so you will be reminded to save before moving to the next page. These reminders will not appear if you use the browser back button or other navigation methods and your data will not be saved.

When selecting how many students to display per page, keep in mind that the column headings are stationary at the top and will not be visible when you scroll down a long list of students. Also, be aware of your system capabilities as large numbers per page may slow things down.

If a student is listed as "Not Gradable", their registration status indicates if they are auditing or have withdrawn.

This area will also tell you if the student has requested confidentiality. You cannot share any information about this student without their written consent. If asked about them, you can only say "I have no information for an individual by that name."

Note: The e-mail option in this area will not work with our system. You will need to use other available e-mail tools.

The screenshot shows the 'Course Details' page for 'BUS 105, Section 0'. It displays course information such as 'Principles of Marketing', 'Course Reference Number: 10230', and 'Grades Remaining: 5'. Under 'Student Details', fields for 'Student's name', 'Valley number', 'Registration Status: Register (web)', 'Email student', and 'Confidential' are visible. A red arrow points to the 'Getting Started' tab, and a blue arrow points to the 'Email student' button.

## Data entry

The notification center on the top right will display errors and other messages. Click the yellow number to make them reappear if needed.

When last date of attendance is entered, a warning message may appear stating "The student has not withdrawn from the class." It is an information message that does not prevent the grade from saving.

The screenshot shows the Faculty Grade Entry interface. At the top right, a notification center displays a message: "The student has not withdrawn from the class." with a yellow number '1'. Below this, the 'My Courses' table lists two courses: BUS - Business (105) and ENG - English (110). A purple box highlights the 'Final Grades' tab and the course selection area, with the text "Select a course." pointing to it. Below the courses, the 'Enter Grades' table shows columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. A purple box highlights the 'Final Grade' dropdown menu, and a red box highlights the 'Last Attend Date' field with the date '09/18/2019' and the 'Hours Attended' field with the value '0.0'. A blue 'Save' button is circled in purple at the bottom right.

You must enter a Last Date of Attendance for each I, 0.0, NC or NS grade assigned. If the student never attended, select the start date of the course then enter a 0.0 in the Hours Attended field.

Click save to submit grades.

(Reset clears all entries since the last save.)

Note: Last date of attendance is required to be in compliance with federal regulations governing Title IV financial aid recipients.

The screenshot shows the Faculty Grade Entry interface. The 'My Courses' table lists a course: WPE - Wellness & Physical Education (253). A green box highlights the 'Rolled' status in the 'Grading Status' column. Below this, the 'Enter Grades' table shows columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. A green box highlights the 'Rolled' column, which contains checkmarks for each student. A green arrow points from the 'Completed' status in the 'My Courses' table to the 'Rolled' column in the 'Enter Grades' table.

Once grades are rolled, the Rolled status changes to complete and a check mark appears in the Rolled column. Typically a grade roster will disappear after the marking period.

Once the grade is rolled and the roster is no longer available, you will need to submit a grade change form to alter a student's grade.

## Incomplete Contracts

When you are issuing an incomplete contract, you will be required to enter the date to which you are extending the class. This is the date we will expire the contract if it is not completed. You must also provide the incomplete final grade that should be assigned if the contract expires. In addition, a last date of attendance must be entered.

After submitting this data into the grade roster, you must finish the contract by opening the link found in the menu on the right side of the page. This is where you will identify the remaining coursework to be completed. This is a separate software system, so you will be asked to identify the course and student on this form. It is important that this information is accurate as we will upload the data into the system and match it to the grade roster.

Once the Dean has provided final approval of the contract, both you and the student will be sent copies of the contract information.

As soon as you select the "I" grade for a student, the Incomplete Grades window will open. The Incomplete Final Grade and Extension Date fields will be available with default values. The default grade is 0.0 and the extension date defaults to the last possible date you can assign, which is one year maximum. You may change these values if you wish.

KalamazooVALLEY™

Faculty Grade Entry • Final Grades

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	TRS - Transitional Studies	104	0	First Year Experience	202020 - Winter 2020	21319
Not Started	Not Started	ENG - English	110	0	College Writing I	202020 - Winter 2020	21542

Records Found: 3

Roster Incomplete Grades

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
Sample Student	V99999999	I	0.0		04/24/2020	On or before default date

Records Found: 1

Save Reset

Click Roster to return to the list of students and continue entering grades.

Click here to open the menu and select the Incomplete Contract link.

KalamazooVALLEY™

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	DHY - Dental Hygiene	254	0	Board Exam Preparation	202020 - Winter 2020	21061

Open the Incomplete Contract link to enter the remaining coursework to be completed. You will need the student's name, Valley Number and the CRN for the course.

The screenshot shows the Faculty Grade Entry interface. At the top right, there is a user profile with a gear icon and the text "Your Name". Below this, the page title is "Faculty Grade Entry • Final Grades". The main content area is divided into two sections: "My Courses" and "Roster".

**My Courses**

Status	Course Name	CRN	Section
In Progress	TRS - Transitional Studies	104	0
Not Started	ENG - English	110	0

Records Found: 3

**Roster**

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last
Sample_Student	V99999999		1		0
Testing_Student	V88888888		3.5		

Records Found: 2

On the right side, there is a "Course Details" panel with a "Getting Started" tab. It contains a "Welcome to Faculty Grade Entry XE" message and instructions on how to use the page. A link labeled "Incomplete Contract" is highlighted in yellow. Below the instructions, there are "Save" and "Reset" buttons.

You will be taken to this Google Drive Form to submit the rest of the incomplete contract information.

## Incomplete Contract Student Requirements

1. Submit this form to provide the remaining coursework to be completed by the student.
2. Accuracy is important as this data will be matched with the student data on your grade roster to provide reports and reminders for you, your dean and the student.
3. Submitting multiple students with the same requirements? You may copy the coursework list to paste on the next form.
4. At the bottom of this form, you will have the option to send yourself a copy of what you submitted.

Your email address (██████@kvcc.edu) will be recorded when you submit this form. Not you? [Switch account](#)

\* Required

Fill in the required information on this form to finish the data entry for the incomplete contract.

**Term \***

Winter 2020

Summer 2020

Fall 2020

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**CRN \***

Please check for accuracy as this will be matched to the course information in the database.

Your answer \_\_\_\_\_

---

**Student Name \***

Your answer \_\_\_\_\_

---

**Valley ID Number \***

Please check for accuracy as this will be matched to the student's record in the database.

Your answer \_\_\_\_\_

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**Remaining Course Work \***

Please provide a list of the coursework to be completed. Be specific enough the student will understand what is required of them. This will also be helpful in the event you are not available and someone must administer the contract for you. (This is a free form text box. Windows: CTRL-C to copy, CTRL-V to paste MAC: Command-C to copy, CTRL-V to paste)

Your answer \_\_\_\_\_

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Send me a copy of my responses.

**Submit**

It is imperative that these two numbers are correct so they can be matched to the student's record in the database.

Turn this button on if you would like this information mailed to you for your records until you receive the complete contract information after it is approved.

Please review the information submitted as you will not be able to return to edit the form. Then click Submit to save the information.

# How to Import Grades

You have the option to use your own spreadsheet (.xls, .xlsx) or download a template. It is recommended that you download a template to ensure all required values and formats are present. The template will automatically map your fields when you import the spreadsheet data. Grade rosters will be turned on at the start of a semester so you can export a spreadsheet template to use during the semester if you wish. Should you choose to use your own spreadsheet, be sure you have all required values and use the right grade and date formats. You will need to map your fields during the import process.

## Required fields (spreadsheet columns) and formats:

- Eight total fields: Term, CRN, Valley Number (Student ID), Grade, Last Attend Date, Hours Attended, Incomplete Final Grade, Extension Date
- Valid numeric grades: 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.0 and I for Incomplete.
- Valid Credit/No Credit grades: CR, NC, and I for Incomplete. (Course must be assigned this grade mode.)
- Last Attend Date format: MM/DD/YYYY
- Hours Attended: 0.0 should be entered along with the first date of the course module as the last attend date if the student never attended.

## Export a grade template

1. Login to My Valley
2. Select Final Grade Submission in the Faculty Resources section

You will be presented with a list of courses available to grade. You can ignore the Midterm Grade and Gradebook tabs. Kalamazoo Valey does not collect midterm grades, and although we do collect gradebooks, another system is used. Please use the Gradebook Submission link in My Valley.

3. Select the course for which you are exporting a template

The following print screens will show you how to navigate the system to create a spreadsheet template.

1. Select the course
2. Click Tools menu on the top right
3. Choose Export Grade Template
4. Select your preferred spreadsheet format and click Export

The screenshot shows the Kalamazoo Valley Faculty Grade Entry interface. The 'Tools' menu is open, and the 'Export Template' option is selected. The 'Export Template' dialog box is displayed, showing the 'Export files as' section with 'Excel spreadsheet(.xlsx)' selected. The 'Export' button is highlighted. Red circles and arrows indicate the steps: 1. Select the course (ENG - English), 2. Click Tools menu on the top right, 3. Choose Export Grade Template, and 4. Select your preferred spreadsheet format and click Export.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	BUS - Business	105	0	Principles of Marketing	202010 - Fall 2019	10230
Not Started	Not Started	ENG - English	110	0	College Writing I	202010 - Fall 2019	10577
Completed	Not Started	ENG - English	110	0	College Writing I	202010 - Fall 2019	10597
Completed	Completed	WPE - Wellness & Physical Education	253	0	Independent Physical Training	202010 - Fall 2019	11017
Completed	Completed	NURS - Nursing	102	0	Intro Clinical Nursing Practic	202010 - Fall 2019	11188

You can then save and use the spreadsheet. You must retain the six required columns to import the grades at the end of the class. You may delete or add any other columns. You can also change the student's names if it helps to record their preferred name. This will not be a problem when you import the grades as the name column is ignored. The student is identified by their Valley or ID number.

## Import grades

Depending on how many records you are importing the process may take awhile to complete. Wait for the process to complete, do not click on buttons and interrupt the process. It will review and validate every row in the spreadsheet, not just those that must be updated. This means it takes time to review unnecessary rows. If you find your spreadsheets take a long time to load, you might consider first making a copy for the import process and delete any unnecessary rows and data. For example, if you already imported grades once and are submitting a second spreadsheet with error corrections, delete the rows that were correct and already successfully imported.

1. Login to My Valley
2. Select Final Grade Submission in the Faculty Resources section
3. Select the course for which you are importing grades

The following print screens will show you how to navigate the system to import grades.

1. Select the course
2. Click Tools menu on the top right
3. Choose Import

KalamazooVALLEY

Faculty Grade Entry • Final Grades

Language Setting

About

Keyboard shortcuts

Export Template

Import

CRN

Grading Status	Rolled	Subject	Course	Section	Title	CRN
In Progress	Not Started	BUS - Business	105	0	Principles of Marketing	202010 - Fall 2019 10230
Not Started	Not Started	ENG - English	110	0	College Writing I	202010 - Fall 2019 10577
Completed	Not Started	ENG - English	110	0	College Writing I	202010 - Fall 2019 10597
Completed	Completed	WPE - Wellness & Physical Education	253	0	Independent Physical Training	202010 - Fall 2019 11017
Completed	Completed	NURS - Nursing	102	0	Intro Clinical Nursing Practic	202010 - Fall 2019 11188

4. Click in the Browse field and identify the spreadsheet containing the grades
5. Click Upload
6. Click Continue

Import

Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data.

Browse

Upload

Continue

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

Import

Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Att

Go Back

Continue

Follow the wizard to complete the import. Make sure you identify if the spreadsheet contains headers and click continue. From this point the next steps depend on whether you are using a spreadsheet you exported at the start of the semester or one of your own.

If your spreadsheet was originally exported from the grade roster, your columns are already mapped.

If you are using your own spreadsheet, you must use the drop down menus above each column to map your data. A green checkmark appears beside the six required fields when they are identified.

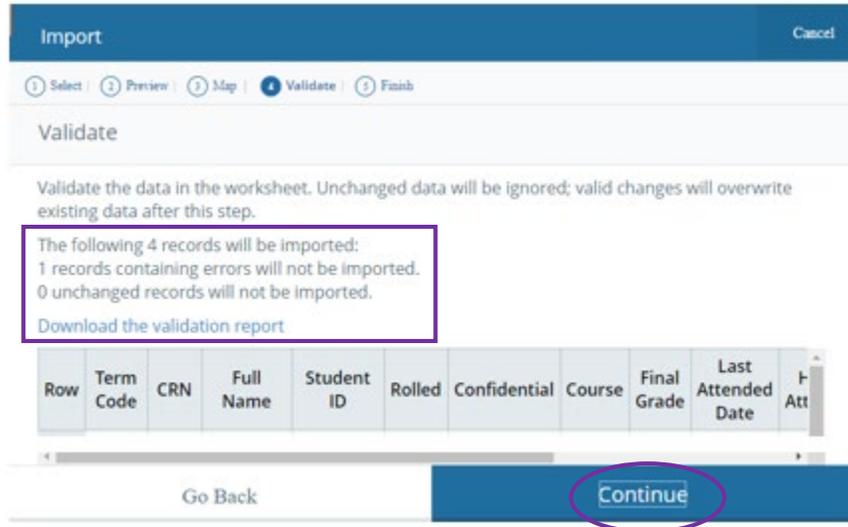
Click Continue

When the review is complete you are shown the data that will be imported. Because audit and withdrawn grades have already been rolled to student transcripts, these records will be ignored and identified as unchanged records that will not be imported. It will also identify if there are records with errors that will not be imported.

(If it identifies zero grades will be imported, this may be an indication the CRN in the spreadsheet does not match the CRN of the course you selected for the import. It could also be an improper format in one of the columns. Simply cancel and begin again with a corrected spreadsheet.)

At this point, if you have errors you have two choices. You can proceed and manually correct errors within the grade roster or you can download a validation report. Clicking download will export a spreadsheet that identifies the errors so you can fix them (sample shown below.) You will need to Save As and rename the file to import it once again after making corrections.

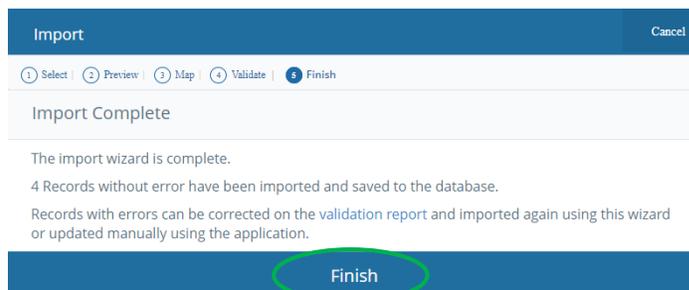
Then click Continue.



Sample downloaded validation report with errors:

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended	Incomplete Final Grade	Extension Date
1	201630	30555			Yes	No	Engineering Design Mfg Tech	W				
2	201630	30555			Yes	No	Engineering Design Mfg Tech	A				
3	201630	30555			No	No	Engineering Design Mfg Tech	4.0				
4	201630	30555			No	No	Engineering Design Mfg Tech	0.0	05/09/2016	0.0		
5	201630	30555			No	No	Engineering Design Mfg Tech	0.0				
6	201630	30555			No	No	Engineering Design Mfg Tech	0.0				

The import is now complete. The computer will confirm how many records were saved successfully, were unchanged or contained errors. Click Finish to return to the grade roster and view the grades that were imported.



It is important that you take a moment to review the grade roster to be sure your data fields mapped correctly and all grades have been imported. Manually fix and save any errors, or import another spreadsheet with corrections, then review once again.

# Incomplete Contracts

When you are issuing an incomplete contract, you will be required to enter the date to which you are extending the class. This is the date we will expire the contract if it is not completed. You must also provide the incomplete final grade that should be assigned if the contract expires. In addition, a last date of attendance must be entered.

After submitting this data into the grade roster, you must finish the contract by opening the link found in the menu on the right side of the page. This is where you will identify the remaining coursework to be completed. This is a separate software system, so you will be asked to identify the course and student on this form. It is important that this information is accurate as we will upload the data into the system and match it to the grade roster.

Once the Dean has provided final approval of the contract, both you and the student will be sent copies of the contract information.

Below is a sample entry of what your spreadsheet will need to look like for a student receiving an I grade. The columns for assigning the grade and providing the associated data are highlighted in yellow.

1. Enter the "I" grade in the Final Grade column
2. Enter the last date of attendance in the Last Attend Date column.
3. Add a column titled Incomplete Final Grade.  
This will be the grade assigned if the incomplete contract expires without being finished.
4. Add the grade the student should receive if they do not complete the required coursework.
5. Add a column titled Extension Date.  
This is the date to which you are extending the final course date. If the student does not complete the work by this date the contract will be expired.
6. Enter a date no more than one year from the date the contract is issued. The last eligible date is the end date of this semester next year. For example, if you are assigning the grade for Winter 2020, the year would end on 5/3/2021 for the 2021 semester.

Your spreadsheet is now ready to import. However, you are not done with the incomplete contract process. There is more for you to do once you have your grades imported. See the next page for more instructions.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended	Incomplete Final Grade	Extension Date	Extension Date Constraints
2	202020	21542	Sample, Student	V99999999	No	No	English	I					On or before default date
3	202020	21542	Testing, Student	V88888888	No	No	English	I	3/30/2020		2.0	6/30/2020	On or before default date
4													

## Additional Data Entry for Incomplete Contracts:

**IMPORTANT:** Once you have imported your grades, the grade roster will be marked complete. If you did not specify values in your spreadsheet, there are default values provided for the incomplete contract fields. You may keep or change the default values. In addition, there is a step you must complete to report the remaining coursework the student will need to finish. That process is described below.

1. Click on a student with an incomplete grade.
2. Click on the Incomplete Grades tab to access the two incomplete contract fields.
3. The Incomplete Final Grade and Extension Date fields will be available with default values. The default grade is 0.0 and the extension date defaults to the last possible date you can assign, which is one-year maximum. You may change these values if you wish.

The screenshot shows the 'Faculty Grade Entry' interface for 'Final Grades'. The 'My Courses' table lists two courses: 'TRS - Transitional Studies' (CRN 21319) and 'ENG - English' (CRN 21542). Below this, the 'Roster' tab is selected, showing a table with columns: Full Name, ID, Grade, Incomplete Final Grade, Rolled, Extension Date, and Extension Date Constraints. A student record is visible with ID 'V99999999', Grade 'I', Incomplete Final Grade '0.0', and Extension Date '04/24/2020'. A purple circle highlights the 'Roster' tab, and green arrows point from the 'Incomplete Grades' tab and the 'Incomplete Final Grade' and 'Extension Date' fields to the text above.

Click Roster to return to the list of students and continue entering grades.

Now you need to report the remaining work to be completed.

Click here to open the menu and select the Incomplete Contract link.

The screenshot shows the 'Faculty Grade Entry' interface for 'Final Grades'. The 'My Courses' table lists one course: 'DHY - Dental Hygiene' (CRN 21061). A green arrow points to a small yellow icon in the top right corner of the 'My Courses' table, which is the 'Incomplete Contract' link.

Open the Incomplete Contract link to enter the remaining coursework to be completed. You will need the student's name, Valley Number and the CRN for the course.

The screenshot shows the 'Faculty Grade Entry' interface. At the top right, there is a user profile section with a gear icon and the text 'Your Name'. Below this, the page title is 'Faculty Grade Entry • Final Grades'. The main content area is divided into two sections: 'My Courses' and 'Roster'. The 'My Courses' section has tabs for 'Midterm Grades', 'Final Grades', and 'Gradebook'. It lists two courses: 'TRS - Transitional Studies' (CRN 104) and 'ENG - English' (CRN 110). The 'Roster' section has tabs for 'Roster' and 'Incomplete Grades'. It displays a table with columns for 'Full Name', 'ID', 'Midterm Grade', 'Final Grade', and 'Rolled'. Two students are listed: 'Sample\_Student' (ID V99999999) and 'Testing\_Student' (ID V88888888). A link labeled 'Incomplete Contract' is highlighted in yellow in the right-hand sidebar. At the bottom right, there are 'Save' and 'Reset' buttons.

You will be taken to this Google Drive Form to submit the rest of the incomplete contract information.

## Incomplete Contract Student Requirements

1. Submit this form to provide the remaining coursework to be completed by the student.
2. Accuracy is important as this data will be matched with the student data on your grade roster to provide reports and reminders for you, your dean and the student.
3. Submitting multiple students with the same requirements? You may copy the coursework list to paste on the next form.
4. At the bottom of this form, you will have the option to send yourself a copy of what you submitted.

Your email address ( [REDACTED]@kvcc.edu ) will be recorded when you submit this form. Not you? [Switch account](#)

\* Required

Fill in the required information on this form to finish the data entry for the incomplete contract.

**Term \***

Winter 2020

Summer 2020

Fall 2020

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**CRN \***

Please check for accuracy as this will be matched to the course information in the database.

Your answer \_\_\_\_\_

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**Student Name \***

Your answer \_\_\_\_\_

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**Valley ID Number \***

Please check for accuracy as this will be matched to the student's record in the database.

Your answer \_\_\_\_\_

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**Remaining Course Work \***

Please provide a list of the coursework to be completed. Be specific enough the student will understand what is required of them. This will also be helpful in the event you are not available and someone must administer the contract for you. (This is a free form text box. Windows: CTRL-C to copy, CTRL-V to paste MAC: Command-C to copy, CTRL-V to paste)

Your answer \_\_\_\_\_

---

Send me a copy of my responses.

**Submit**

It is imperative that these two numbers are correct so they can be matched to the student's record in the database.

Turn this button on if you would like this information mailed to you for your records until you receive the complete contract information after it is approved.

Please review the information submitted as you will not be able to return to edit the form. Then click Submit to save the information.

## Grading Procedures

Circumstance	Action
Grade changes	You may access a grade roster and make changes on the web until the grade entry deadline. Once grade rosters are no longer available or grades are rolled to student transcripts, you will need to submit a grade change form to make corrections. Forms are available on the Intranet.
Student is not on grade roster	If a student does not appear on your grade roster, you will need to complete a Post Semester Registration and Grade Submission form to give the student permission to register late for your class. Forms are available in the Faculty Office area, Admissions, Registration and Records office (9140-TTC), and the main office of AWH. Please list the grade the student earned on this form. The form requires both your signature and the Dean's signature. The student will be required to pay for the course before the grade will be posted.
Withdrawal exceptions	If you wish to allow a student to withdraw late, you will need to submit an instructor directed withdrawal by the end of the semester. Enter the grade earned on the roster in case the withdrawal should happen to be denied. The Admissions, Registration and Records office staff will post the withdrawal once it has been approved.
Grades available to students	Grades will be available to students on the web generally one business day after the due date. They are not immediately viewable when you post them, they must be rolled as a batch to their transcripts. The date grades will be rolled is published on the <a href="#">Semester Action Dates</a> available on the Intranet.

### Contacts for additional help

Grade entry assistance	Faculty Success Center Technology Lab (269) 488-4164 ACC - Computer Lab (269) 373-7925
Grade roster questions	Admissions, Registration and Records Office (269) 488-4281
Last date of attendance questions	Financial Aid Office (269) 488-4340
Internet access questions	Computer Center (269) 488-4451 ACC - Computer Lab (269) 373-7925
My Valley Access	Computer Help Desk (269) 488-4451 ACC - Computer Lab (269) 373-7925