ACE Final Grade Entry
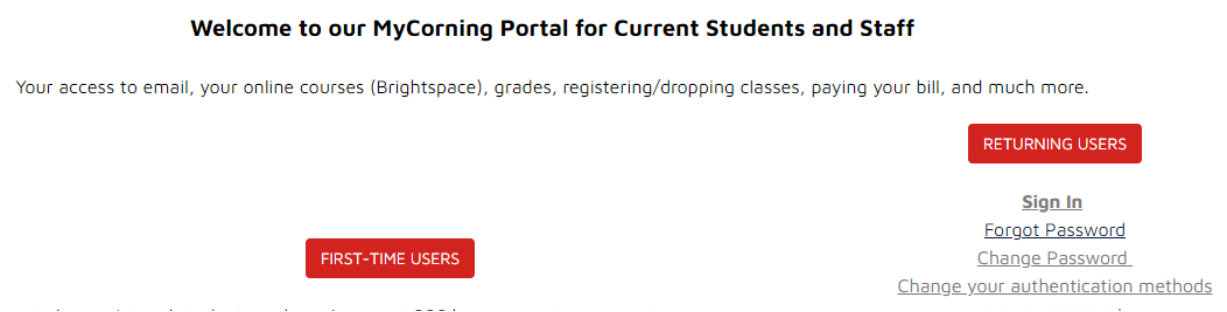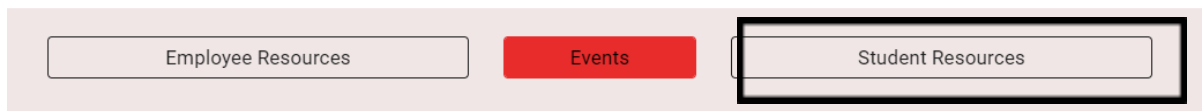
1. Log into MyCorning.

   a. If you have already successfully claimed your account and set up your 2 methods of security, you can just login at *"Returning Users"*

   b. If you have not claimed your account - select *"First Time Users"* and go through that process.

   c. **Please note: You need to go through ALL the steps as a first time user and set up your two methods of security. You can use a "different method" from the Microsoft application.**
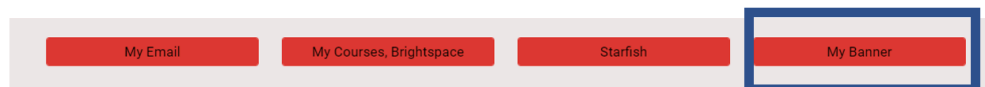
   If you need assistance with this please contact the ACE office and we may be able to help. You can also contact the IT helpdesk at helpdesk@corning-cc.edu or 607-962-9555
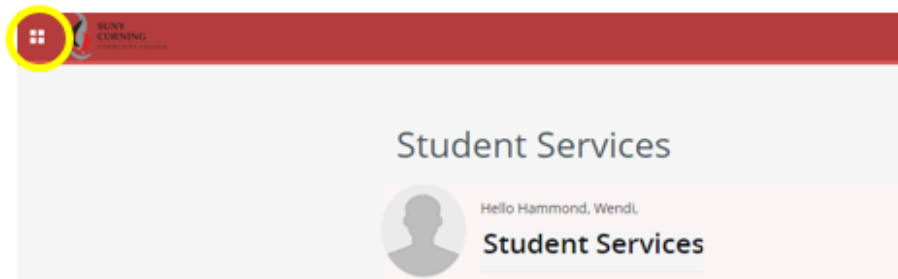
   Welcome to our MyCorning Portal for Current Students and Staff

   Your access to email, your online courses (Brightspace), grades, registering/dropping classes, paying your bill, and much more.

   RETURNING USERS

   FIRST-TIME USERS

   Sign In
   Forgot Password
   Change Password
   Change your authentication methods

2. Once logged in - Navigate to the *Student Resources* tab

Employee Resources	Events	Student Resources

3. Select *My Banner*

My Email	My Courses, Brightspace	Starfish	My Banner

4. select 4 squares in upper left corner

5. Select **Banner**

6. Select **Faculty & Advisors**

7. Select **Faculty SSB9**

Updated: 9/9/25

8.

Student Information

Class List
View list of classes.

Faculty Detail Schedule
View schedule details.

Grade Entry
Enter grades.

This is where you will find your rosters to verify who is registered

This is where you enter Final Grades
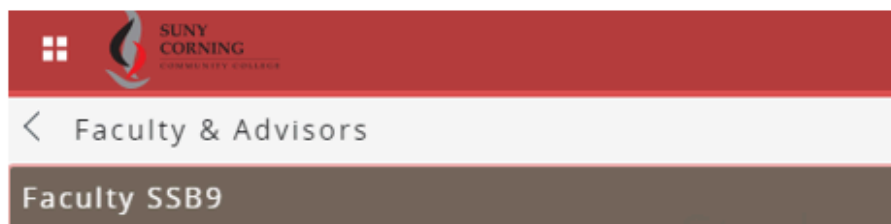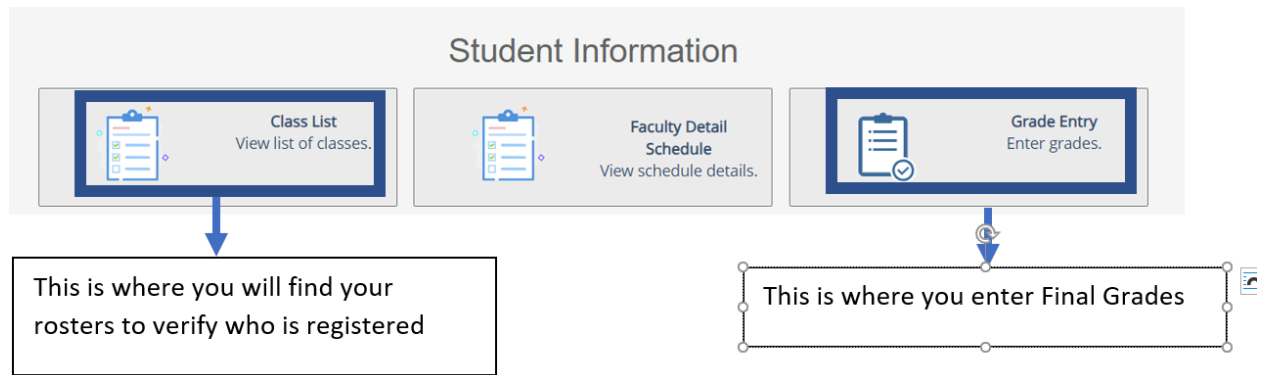
9. Class Lists

1. Select a term (Anyone who is teaching in the *FALL is Fall 25 Term*- even if it's a full year)

CRN Listing

Fall 2023 - 202410

Select Course

| Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term

2. Your courses will be listed here.

3. *Hold your Mouse over the SUBJECT and click - and a class list will generate* (The CRN will be listed under the Subject column)

CRN Listing

Fall 2023 - 202410

Select Course

Subject	Course Title	CRN	Enrollment Count	Status

NOTE: Please notify the ACE office anytime a student is dropped before the end of the term.

Updated: 9/9/25

Grades

1. **Select Grade Entry:**

This is where you enter Final Grades
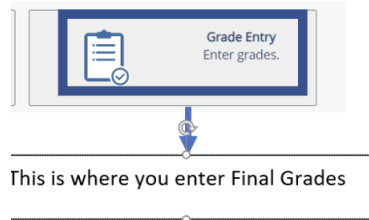
2. **Your courses should appear here**

3. Select your course
   a. **Enter FINAL Grade ONLY**

* If entering a grade of F a last date of attendance will be needed.

For Fall courses: Enter 12/1/2025

For Spring courses: Enter 5/1/2026

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Abbott, Megan	▮		A		
Bracken, Chloe	▮		B+		
Cooper, Hannah	▮		F		04/25/2023

Email ace@corning-cc.edu for assistance:

Updated: 9/9/25