

Faculty Center - Entering Grades

Gateway → Faculty Center → My Schedule

Or NavBar → Navigator → Self Service → Faculty Center → My Schedule

NOTE: Save entries often as data will be cleared/lost if page times out after 20 minutes of inactivity.

1. On the **My Schedule** page, verify you are viewing the correct term and institution. If necessary, select **Change Term** to change between terms or institutions.
2. To view the Grade Roster for an individual class, select the **Grade Roster** icon next to the appropriate class. The **Grade Roster** page will display with the selected class.

Faculty Center

Faculty Center

My Schedule

FALL 2019 | Clark College

[Change Term](#)

[View Textbook Summary](#)
[My Exam Schedule](#)

Select display option

☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > FALL 2019 > Clark College

My Teaching Schedule > FALL 2019 > Clark College

| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|--|-------------------|---------------------------------|----------|----------------------------|-----------------------------|--------------------------|
| | ABE 5-F01L (7929) | ABE Special Topics (Laboratory) | 25 | MoTuWeTh 10:00AM - 11:00AM | Larch Correctional Facility | Sep 23, 2019-Dec 6, 2019 |
| | ABE 5-F02L (8167) | ABE Special Topics (Lecture) | 25 | MoTuWeTh 8:00AM - 10:00AM | Larch Correctional Facility | Sep 23, 2019-Dec 6, 2019 |

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > FALL 2019 > Clark College

You have no final exams scheduled at this time.

Note that the class has a lab and lecture component. Only the lab is graded, so only the lab will have a grade roster.

3. On the **Grade Roster** page, change between classes by selecting **Change Class**. The **My Schedule** page will display to allow a different class to be selected. Ignore the message at the top.

Grade Roster

[View FERPA Statement](#)

⚠ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

Enable Tabs & Links

FALL 2019 | Regular Academic Session | Clark College | Academic Career

▼

ABE 5 - F01L (7929)

Adult Basic Education Special Topics - ABE/GED Instruction (Laboratory)

Change Class

| Days and Times | Room | Instructor | Dates |
|--------------------------|-----------------------------|------------|-------------------------|
| MoTuWeTh 10:00AM-11:00AM | Larch Correctional Facility | | 09/23/2019 - 12/06/2019 |

Make sure you select Final Grade and Not Reviewed.

Display Options

*Grade Roster Type **Final Grade**

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status **Not Reviewed**

Save

4. To enter grades, select the appropriate grade from the drop-down box, or simply type in the grade.

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Student Grade | Transcript Note | II>

| | ID | Name | Roster Grade | Official Grade | Last Date of Attendance | Grading Basis | Program and Plan | Level | Early Alert |
|--------------------------|----|----------------|--------------|----------------|-------------------------|---------------|---|----------|--------------|
| <input type="checkbox"/> | 1 | 201 [REDACTED] | A | | | GRD | Non-Award Seeking - Non-degree - Job upgrade | Freshman | Submit Alert |
| <input type="checkbox"/> | 2 | 20 [REDACTED] | A- | | | GRD | Non-Award Seeking - Non-degree - Job upgrade | Freshman | Submit Alert |
| <input type="checkbox"/> | 3 | 201 [REDACTED] | B | | | GRD | Non-Award Seeking - Non-degree - Job upgrade | Freshman | Submit Alert |
| <input type="checkbox"/> | 4 | 20 [REDACTED] | B+ | | | GRD | Non-Award Seeking - Non-degree - Job upgrade | Freshman | Submit Alert |
| <input type="checkbox"/> | 5 | 20 [REDACTED] | C | | | GRD | Non-Award Seeking - Non-degree - Other/Non-degree - Job upgrade | Freshman | Submit Alert |
| <input type="checkbox"/> | 6 | 20 [REDACTED] | C+ | | | GRD | Non-Award Seeking - Non-degree - Job upgrade | Freshman | Submit Alert |
| <input type="checkbox"/> | 7 | 20 [REDACTED] | C- | | | GRD | Non-Award Seeking - Non-degree - Job upgrade | Freshman | Submit Alert |
| <input type="checkbox"/> | 8 | 20 [REDACTED] | D | | | GRD | Non-Award Seeking - Non-degree - Job upgrade | Freshman | Submit Alert |
| <input type="checkbox"/> | 9 | 20 [REDACTED] | D+ | | | GRD | Non-Award Seeking - Non-degree - Job upgrade | Freshman | Submit Alert |
| <input type="checkbox"/> | 10 | 20 [REDACTED] | F | | | GRD | Non-Award Seeking - Non-degree - Job upgrade | Freshman | Submit Alert |
| <input type="checkbox"/> | 11 | 20 [REDACTED] | I | | | GRD | Non-Award Seeking - Non-degree - Job upgrade | Freshman | Submit Alert |
| <input type="checkbox"/> | 12 | 20 [REDACTED] | P | | | GRD | Non-Award Seeking - Non-degree - Job upgrade | Freshman | Submit Alert |
| <input type="checkbox"/> | 13 | 20 [REDACTED] | W | | | GRD | Non-Award Seeking - Non-degree - Job upgrade | Freshman | Submit Alert |



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5. After entering all student grades, select **Save**.

★ Note that this is telling you that you have 22 students and the first 20 are displaying. Be sure to enter ALL grades.

6. After all grades are entered and saved, review them for accuracy.

Note: Changing **Approval Status** before grades are saved will cause all grades to be lost. You must save grades before approving them.

7. In the **Grade Roster Action** section, choose Approved from the drop-down menu.

8. Select **Save**.

The screenshot shows a section titled "Grade Roster Action". Below the title is a label "*Approval Status" followed by a dropdown menu. The dropdown menu is open, showing three options: "Approved" (highlighted with a red circle), "Not Reviewed", and "Ready for Review". To the right of the dropdown menu is a button labeled "Save".

Note: Once the grades are saved in Approved status, you will need to contact Enrollment Services to make changes.