

FREQUENTLY ASKED QUESTIONS REGARDING GRADING

MID-TERM GRADE ROSTER vs FINAL GRADE ROSTER: What is the difference?

The Mid-Term grade roster is used as a tool for early academic warning during the term. Grades are not posted, but it provides an additional reporting function. **You MUST post grades on the FINAL grade roster; otherwise, grades do not post to the student record.** From the “Grade Roster Type” drop-down, choose “Final Grade”. See below:

Make sure you select Final Grade (rather than Mid Term Grade) and Not Reviewed.

Display Options
 Display Unassigned Roster Grade Only

*Grade Roster Type: **Final Grade**

Grade Roster Action
*Approval Status: **Not Reviewed**

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

ID	Name	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis	Program and Plan	Level	Early Alert
1	██████████	A			GRD	Non-Award Seeking - Non-degree - Job upgrade	Freshman	Submit Alert
2	██████████	A			GRD	Non-Award Seeking - Non-degree - Job upgrade	Freshman	Submit Alert
3	██████████	B+			GRD	Non-Award Seeking - Non-degree - Job upgrade	Freshman	Submit Alert
4	██████████	B-			GRD	Non-Award Seeking - Non-degree - Other/Non-degree - Job upgrade	Freshman	Submit Alert
5	██████████	C-			GRD	Non-Award Seeking - Non-degree - Job upgrade	Freshman	Submit Alert
6	██████████	F			GRD	Non-Award Seeking - Non-degree - Job upgrade	Freshman	Submit Alert
7	██████████	W			GRD	Non-Award Seeking - Non-degree - Job upgrade	Freshman	Submit Alert

How do I know my grades have been submitted successfully?

There is no message indicating the grades have been submitted after you click on the Save buttons. You *may* notice a quick, *fleeting*, little “save” notice in the upper right-hand corner of your screen. You can confirm the grade entries by going back into your Grade Roster. If you still see the grades, we have received them.

Incomplete Forms: Do I need to fill out an Incomplete contract form?

The Incomplete process has changed. You still post the I grade, but you are not required to complete an Incomplete form. Instead, if a Grade Change form has not been received within one year, a failing grade (F or U depending on the grading basis) will be posted in its place. If the instructor wants a failing grade posted earlier, a Grade Change form may be completed before the year has lapsed.

Keeping this in mind, if the student would be receiving a grade higher than an F, you could post the grade earned, instead of an Incomplete, and submit a Change of Grade when the additional work is completed. This approach is helpful for those students

receiving Financial Aid since an Incomplete indicates the credit is not earned yet. Even a D- is better than an Incomplete when it comes to Financial Aid regulations.

Grade Change Form: Where is it?

IF your FINAL grade roster no longer allows you to edit the grades (check first), you may fill out a Grade Change form and email it to Jordan De Van (jdevan@clark.edu). This is a temporary form during this transition period.

The form is located on the ClarkNet homepage under Popular Resources>Forms>Registration>[Grade Change Form](#)

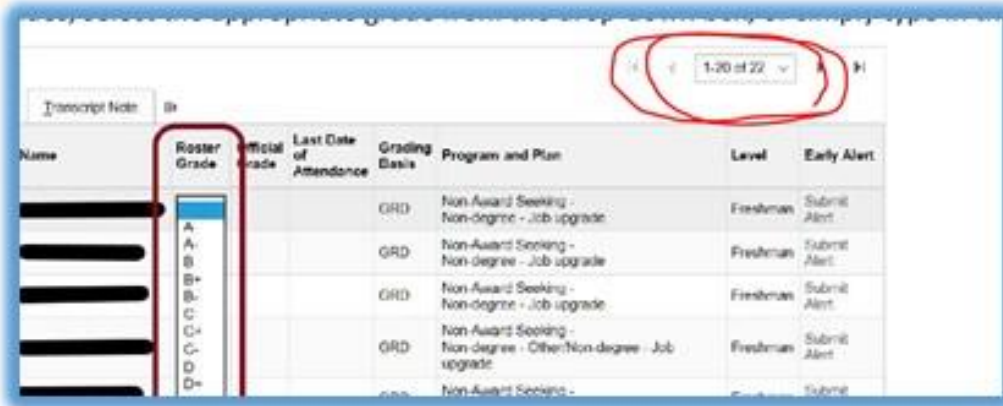
Be aware, the form does not allow you to tab through the fields, so you must physically move through the form by clicking each field.

NOTE: If you see a “Grade Change” function on your roster, do not use it. It will not work.

I'm missing students from my Grade Roster. Where are they?

There are only 20 students listed per page. If you have more than 20 students on your Grade Roster, you must click the little arrow in the upper right-hand corner of the grade roster to get to the “next page”

Sample:



Name	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis	Program and Plan	Level	Early Alert
	A			GRD	Non-Award Seeking - Non-degree - Job upgrade	Freshman	Submit Alert
	A-			GRD	Non-Award Seeking - Non-degree - Job upgrade	Freshman	Submit Alert
	B+			GRD	Non-Award Seeking - Non-degree - Job upgrade	Freshman	Submit Alert
	B-			GRD	Non-Award Seeking - Non-degree - Job upgrade	Freshman	Submit Alert
	C+			GRD	Non-Award Seeking - Non-degree - Other/Non-degree - Job upgrade	Freshman	Submit Alert
	C-			GRD	Non-Award Seeking - Non-degree - Other/Non-degree - Job upgrade	Freshman	Submit Alert
	D			GRD	Non-Award Seeking - Non-degree - Other/Non-degree - Job upgrade	Freshman	Submit Alert
	D-			GRD	Non-Award Seeking - Non-degree - Other/Non-degree - Job upgrade	Freshman	Submit Alert

It is also possible you are looking at your MID-TERM GRADE Roster rather than your FINAL GRADE Roster. DO NOT POST YOUR GRADES ON THE MID-TERM GRADE ROSTER. The Mid-Term Grade roster is used for a different function during the term. If you still have questions regarding a missing student, you may contact Jordan in Enrollment Services for assistance: jdevan@clark.edu

I see I have the ability to post a “Transcript Note”. What information may I enter?

DO NOT ENTER ANYTHING IF YOU SEE THIS OPTION. It literally post these notes directly on the student’s official transcript. If you ever enter anything in this field, we must manually remove it.