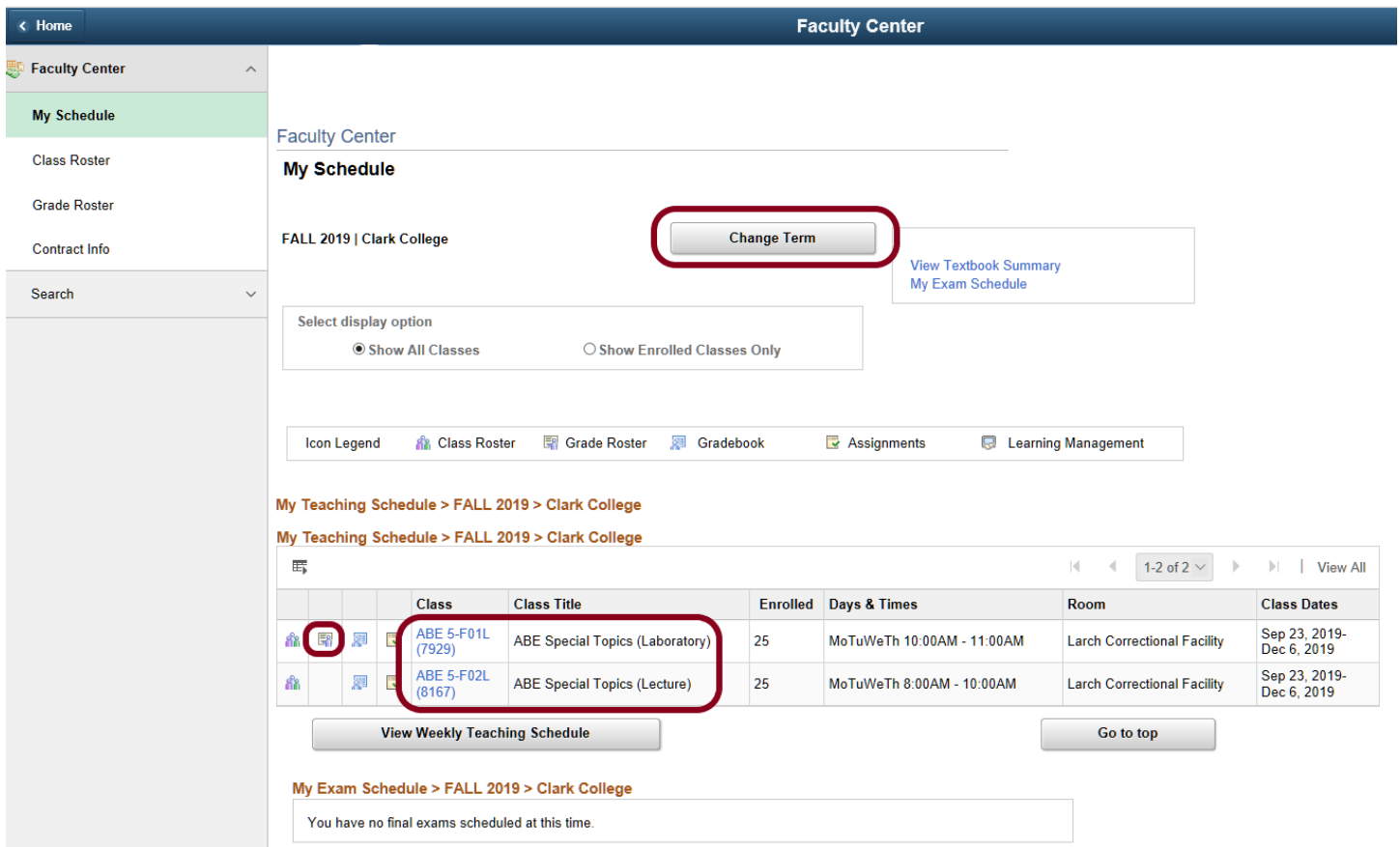# myCLARK ctcLink
EFFICIENT, SIMPLE, SOLID

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.

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

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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.

Make sure you select Final Grade and Not Reviewed.

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

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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.

    Return to Display Options. Keep the Grade Roster Type as Final Grade, but check the box for **Display Unassigned Roster Grade Only.** This will show you any students you may have missed grading

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

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

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

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