BELLEVUE COLLEGE | ctcLink TRAINING

Entering Grades

Path: Gateway / Faculty Center / My Schedule

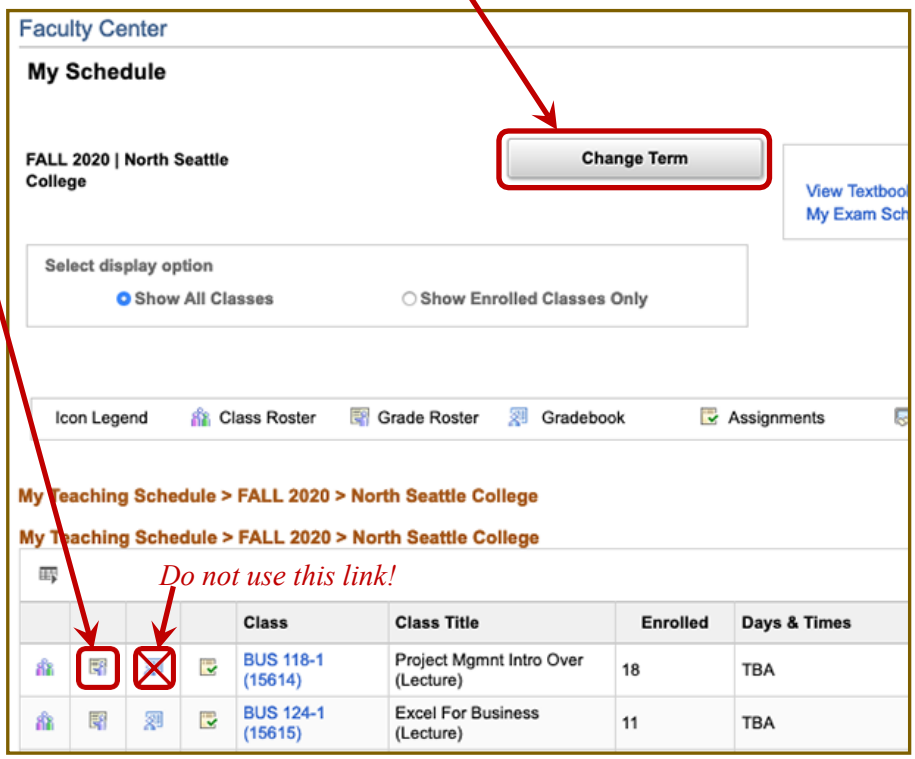
Note: Save entries often. The Grade Roster page may time out after 20 minutes of inactivity and any unsaved grades will be cleared and lost.

1. On the My Schedule page, verify you are viewing the correct term and institution.
   - If necessary, select Change Term to change between terms (quarters).

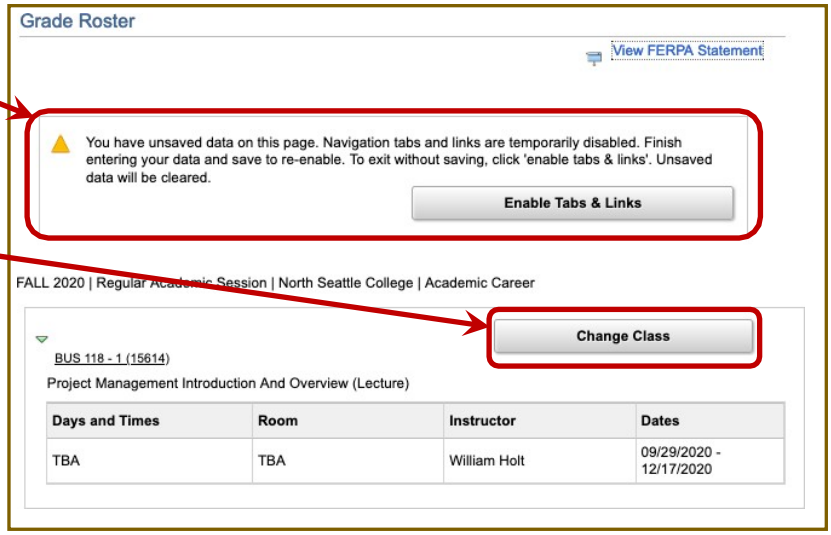
2. To view the Grade Roster for an individual class, click on the **Grade Roster** icon next to the appropriate class.
   - This will take you to the Grade Roster page for the selected class.

   *Important! Grade Roster icons will **not appear** in My Schedule **until** the rosters are **released** for grading from Registration.*

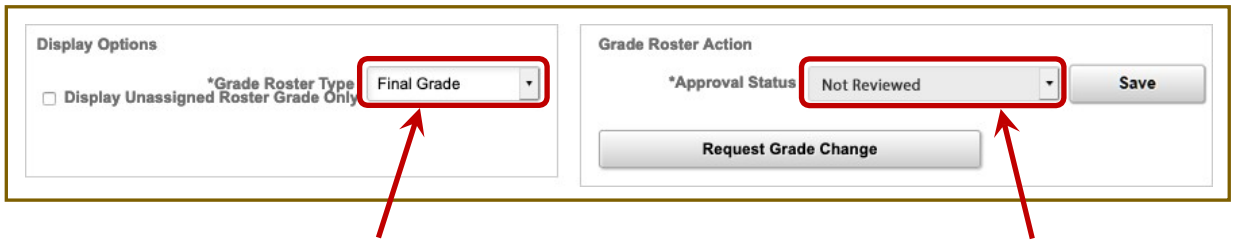
   Typically, as shown here, lecture courses will have a single grade roster. However, if a class has a lab and a lecture component, only one component will show a grade roster.



3. At the top of the **Grade Roster** page, there is a message regarding unsaved data which can be **ignored** because you haven't done anything yet.
   - You can change between classes by selecting **Change Class** which takes you back to the **My Schedule** page. On the **My Schedule** page you can choose a different class from your course schedule and click on the associated Grade Roster icon.

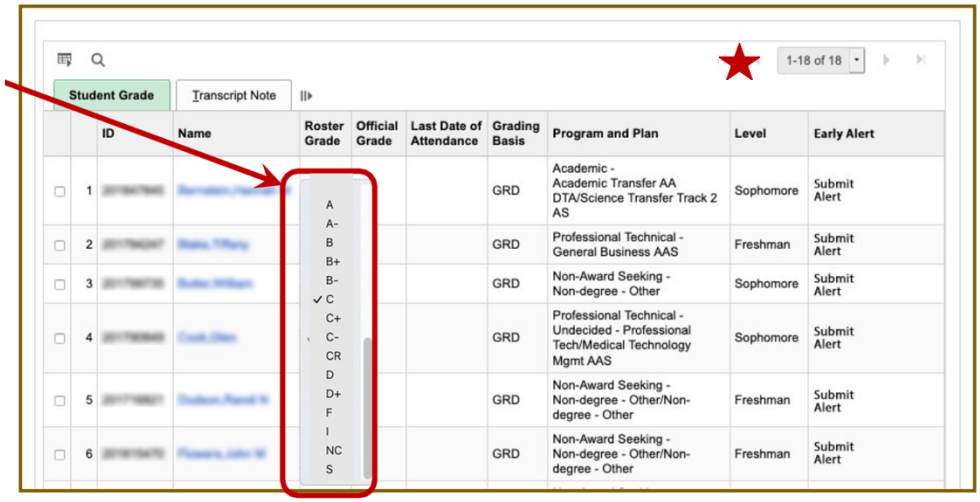


4. In the middle of the page are the **Display Options**.



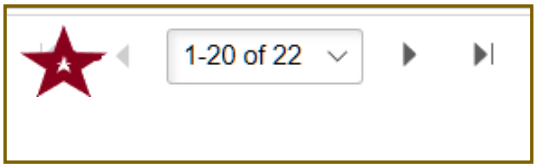
For the Grade Roster Type, select **Final Grade** and, in Grade Roster Action, select **Not Reviewed** as the Approval Status. *Ignore **Request for Grade Change** since it is not used until after grades are posted.*

5. For each student, select the appropriate grade from the drop-down box, or simply type in the grade.



*If student is given an **NC**, **I**, or **0.0** grade, also enter student's last attendance date in the **Last Date of Attendance** field.*

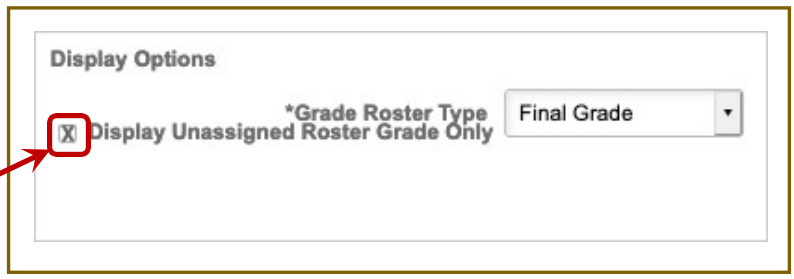
***Note:** The counter in the upper right corner of the page shows the number of records displayed and the total number of students. Not all students will appear on the first page. For example, at the right, you have 22 students and the first 20 are displayed with the remaining 2 students on the next page. After all grades are entered and saved, review them for accuracy.*



6. After entering **all** student grades, select **Save** at the bottom of the roster. *Reminder: Save grades often.*

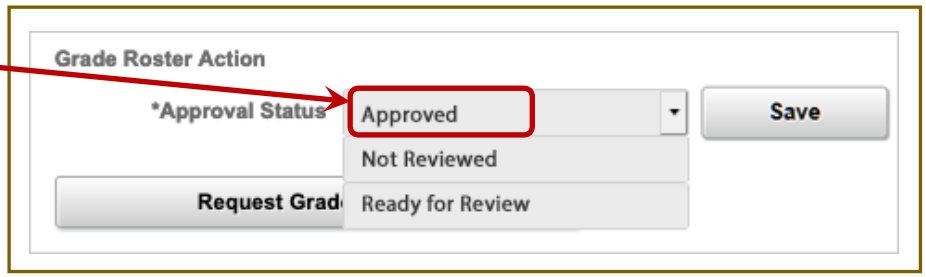
*Note: Important! Do not change the Approval Status yet. Changing the Approval Status before grades are saved will cause all grades to be lost. You must save grades **before** approving them.*

7. Verify that you have entered ALL grades:



- Return to **Display Options** in the middle of the page. Keeping the Grade Roster Type as Final Grade, check the box for **Display Unassigned Roster Grade Only** to show you any students you may have missed while grading.
- After verifying that you have no remaining ungraded students, **uncheck the box** for Display Unassigned Roster Grade Only. *Important! You must be sure that you have entered ALL grades.*

8. In the **Grade Roster Action** section, change the Approval Status to **Approved** using the drop-down menu.



9. **Save** the Approval Status by clicking on the **box to the right**.

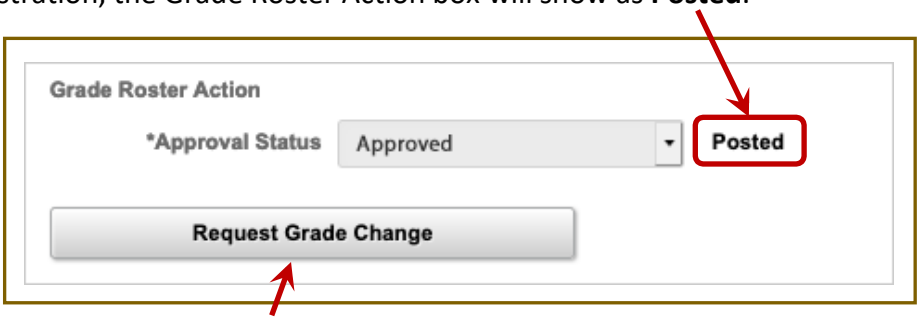
- Although not a recommended practice, grades can be **revised** if needed up until final posting by Registration. To do so, simply change the Approval Status back to **Not Reviewed** and go back to **Step 5** of these instructions to make your desired changes. Then repeat **Steps 6 thru 9** so that grades are set back to Approved status.

*Note 1: Important! A status of **Approved** indicates to Registration that the grades are **ready for final posting** to the student's permanent records. Be sure all final grades are entered and checked before setting grades to Approved Status. Grades must be put in to Approved Status by the deadline as set by Registration.*

*Note 2: Important! Unlike Instructor Briefcase, there is **no confirmation message** that your grades have been successfully updated.*

10. After grades are final posted by Registration, the Grade Roster Action box will show as **Posted**.

Note: Important! Once the Action box indicates final grades are Posted, grade changes can no longer be made in ctcLink. You will need to follow your college Grade Change process in order to have Registration make any requested grade changes.



Ignore this button. It is non-functional and will be removed.