

## 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.*

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

- 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.*

Faculty Center  
My Schedule

FALL 2020 | North Seattle College

View Textbook My Exam Sch

Select display option  
 Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Gradebook Assignments

My Teaching Schedule > FALL 2020 > North Seattle College

My Teaching Schedule > FALL 2020 > North Seattle College

*Do not use this link!*

		Class	Class Title	Enrolled	Days & Times
		BUS 118-1 (15614)	Project Mgmt Intro Over (Lecture)	18	TBA
		BUS 124-1 (15615)	Excel For Business (Lecture)	11	TBA

- 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.

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 2020 | Regular Academic Session | North Seattle College | Academic Career

BUS 118 - 1 (15614)  
Project Management Introduction And Overview (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	William Holt	09/29/2020 - 12/17/2020

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.*

ID	Name	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis	Program and Plan	Level	Early Alert
1	[Redacted]	2.6			GRD	Academic - Academic Transfer AA DTA/Science Transfer Track 2 AS	Sophomore	Submit Alert
2	[Redacted]	2.7			GRD	Professional Technical - General Business AAS	Freshman	Submit Alert
3	[Redacted]	2.8			GRD	Non-Award Seeking - Non-degree - Other	Sophomore	Submit Alert
4	[Redacted]	2.9			GRD	Professional Technical - Undecided - Professional Tech/Medical Technology Mgmt AAS	Sophomore	Submit Alert
5	[Redacted]	3.0			GRD	Non-Award Seeking - Non-degree - Other/Non-degree - Other	Freshman	Submit Alert
6	[Redacted]	3.1			GRD	Non-Award Seeking - Non-degree - Other/Non-degree - Other	Freshman	Submit Alert

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.

Grade Roster Action

\*Approval Status: **Approved** (dropdown menu open showing options: Approved, Not Reviewed, Ready for Review)

Request Grad

Save

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.*

Grade Roster Action

\*Approval Status: Approved (dropdown menu)

Posted

Request Grade Change

*Ignore this button. It is non-functional.*