

# How to Enter Grades

1. Go directly to [www.rogucc.edu](http://www.rogucc.edu)
2. Click on INTRANET (Faculty/Staff) and login with RCC username and password:



3. Click on Faculty Resources-Rosters and Forms:



## Intranet Index

- **Faculty Resources - Rosters and Forms**

4. Click on Input grades, class rosters, admin drop (log in) link:

## Intranet Index

### Faculty Resources

- Grades/Admin Drop/Class Rosters
- [Input grades, rosters, admin drop, CWE incomplete, WDYT, \*\*Forms\*\*](#)
- [Instructions: how to input grades/rosters/admin drop](#)

5. Click on the "Input Grades" for current term link (See link for entering grades for a prior term if needed too):






















Grading Online	Rosters
<ul style="list-style-type: none"><li>• <a href="#">Input Grades (Spring 2018)</a> <i>Submit grades by 11:59 PM Monday, June 18.</i> <i>Last date for "Z" grade is Saturday, April 28.</i></li><li>• <a href="#">Change Prior Term Grade</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Admin Drop</a> <i>Spring 2018 submission required by 11:59 pm, Monday, April 09.</i></li><li>• <a href="#">Class</a></li><li>• <a href="#">Advisee List</a></li></ul>
	<b>Other Resources</b>

Previous Term (Winter - 2018)	
Current Term (Spring - 2018)	
Next Term (Summer - 2018)	
<b>OR</b>	
Select a Term:	Spring ▾
Select a Year:	2017/18 ▾
<input type="button" value="Get Sections"/>	



6. Select the specific course you want to enter grades for (some teachers may have multiple classes they are teaching):

**Rosters for Spring - 2018**  
*Choose a section to view its roster.*

Course ID	Title	SS
<a href="#">CJ280-01</a>	CWE/Criminal Justice	
<a href="#">CJ280-02</a>	CWE/Criminal Justice	
<a href="#">CJ280-03</a>	CWE/Criminal Justice	
<a href="#">CJ280-04</a>	CWE/Criminal Justice	
<a href="#">CJ280-05</a>	CWE/Criminal Justice	
<a href="#">CJ280-06</a>	CWE/Criminal Justice	
<a href="#">CJ280-07</a>	CWE/Criminal Justice	
<a href="#">CJ280-08</a>	CWE/Criminal Justice	
<a href="#">CJ280-09</a>	CWE/Criminal Justice	
<a href="#">CJ280-10</a>	CWE/Criminal Justice	
<a href="#">CJ280-11</a>	CWE/Criminal Justice	
<a href="#">CJ280-12</a>	CWE/Criminal Justice	
<a href="#">CJ280-R1</a>	CWE/Criminal Justice	
<a href="#">CJ280-R2</a>	CWE/Criminal Justice	
<a href="#">CJ280-R3</a>	CWE/Criminal Justice	
<a href="#">CJ280-R4</a>	CWE/Criminal Justice	
<a href="#">CJ280-R5</a>	CWE/Criminal Justice	
<a href="#">CJ280-R6</a>	CWE/Criminal Justice	
<a href="#">CJ280-R7</a>	CWE/Criminal Justice	
<a href="#">CJ280-R8</a>	CWE/Criminal Justice	
<a href="#">CJ280-R9</a>	CWE/Criminal Justice	

## ENTERING GRADES

You can enter grades as soon as your class is over or anytime until the submission deadline.

**DEADLINE is 11:59 p.m. on the first Monday after the term ends.**  
**(unless Monday is a holiday in which case grades are due on Tuesday at 11:59 p.m.)**

**Final Grade Roster for BA130-01 (Summer - 2011)**

INSTRUCTIONS: Please assign a grade for each student. In addition, choose a last date of attendance (LDA), or N/A for never attended for all "Z" grades. You must fill out an Incomplete Contract for any "I" grade. Submit the form to save the grade information.

**Title:** Concepts in Computing I  
**Credits:** 2.00   **Times:** 1:30PM-2:50PM  
**Enrolled:** 3   **Days:** M W  
**Waitlisted:** 0   **Location:** RWC-CH7

This button returns you to the list of all of your classes. → Choose a different class

Student ID	Student Name	Grade	LDA Date
123-4567	Student, Amy	Choose a grade ▼	<input type="text"/>
365-9936	Granger, Student	Choose a grade ▼	<input type="text"/>
025-8975	Passing, Student	Choose a grade ▼	<input type="text"/>

Save/Submit Grades
Reset

[Faculty Resources Menu](#) | [Log Out](#) | [RCC Home](#) | [Site Map](#) | [Intranet Index](#)

An LDA is only entered when assigning a "Z" grade. Click the calendar to set the LDA or to choose **Never Attended** located just under the calendar.  
  
 ONLY THE DATES that are "Z" grade eligible appear on the calendar.

- a) When entering a grade, **Choose a grade** from the drop down list (choose A+ thru F; P or NP; I or Z)
- b) **+** (plus) or **-** (minus) can be assigned, however, they do not affect the student's GPA
- c) Choose **"I" (Incomplete)** and the Incomplete Contract pops up with pertinent information already filled in for you. You need to assign a completion date, the grade the student will earn if the terms of the contract are not met, and the terms of the contract (what work still needs to be completed. Student signature is not required. Enrollment Services mails the contract to the student.
- d) **"Z" grade & LDA:** The **only** time you fill in an LDA (Last Date of Attendance) is if you assign a "Z", then a calendar pops up and you choose a "Z" date or Never Attended. The calendar displays only the dates that are eligible for a "Z" grade. If a student attends beyond the "Z" date, then a letter grade must be assigned
- e) **When your roster is complete you will see a message telling you This section has been completely graded.**

**Final Grade Roster for CS120.03 (Fall - 2010)**

Please assign a grade for each student. In addition, choose a last date of attendance for all "Z" grades. You must fill out an Incomplete Contract for any "I" grade information.

**Title:** Concepts in Computing I (Includes Lab)  
**Credits:** 4.00   **Times:** TBA  
**Enrolled:** 27   **Days:** TBA  
**Waitlisted:** 0   **Location:** WEB

This section has been completely graded.

Choose a different class

You can also see if your grade rosters are complete by viewing your list of classes. If you see a **No**, then a grade(s) is missing on your roster.

Course ID	Title	Graded?
<a href="#">CS120-01</a>	Concepts in Computing I	Yes
<a href="#">CS120-02</a>	Concepts in Computing I	Yes
<a href="#">CS179-01</a>	Introduction to Networks	Yes
<a href="#">CS200-06</a>	CWE/Computer Science	Yes
<a href="#">CS200-08</a>	CWE/Computer Science	No
<a href="#">CS280-R4</a>	CWE/Computer Science	No
<a href="#">CS280-R5</a>	CWE/Computer Science	No
<a href="#">CS280-R7</a>	CWE/Computer Science	Yes
<a href="#">CS225-55</a>	Computer End-User Support I	Yes

7. Check the roster to ensure all students are correct.

When **all** grades are entered click Save/Submit Grades button at the bottom of the screen; the grading is not complete until all grades have been entered for every student. There is a 30 minute limit in the grading area so please be sure to click Save/Submit every 30 minutes.

Congratulations you are done grading! **Always click on the LOG OUT** button on the top right-hand corner of the screen upon completion of grading.