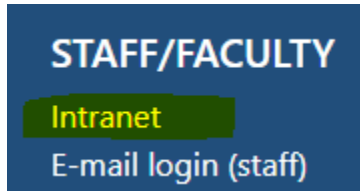


How to Enter Grades

1. Go to www.roguecc.edu
2. Click on Intranet at the bottom of the page



3. Login with RCC username and password (first initial last name, JSmith)

4. Click on Faculty Resources-Rosters and Forms:

Faculty Resources - Rosters and Forms

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

Intranet Index

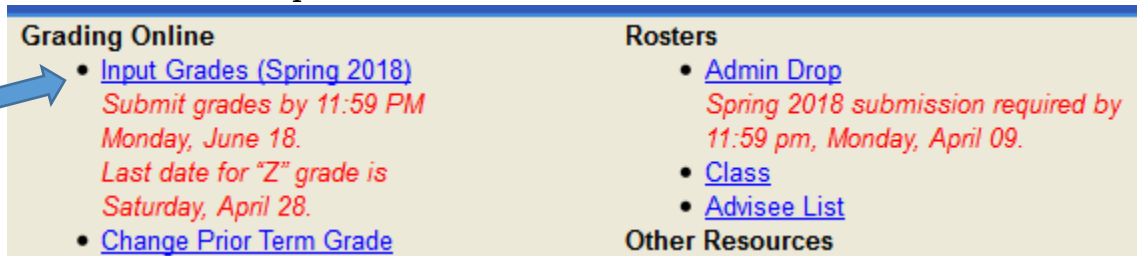
Faculty Resources

- Grades/Admin Drop/Class Rosters
- **Input grades, rosters, admin drop, CWE incomplete, WDYT, Forms**
- Instructions: how to input grades/rosters/admin drop

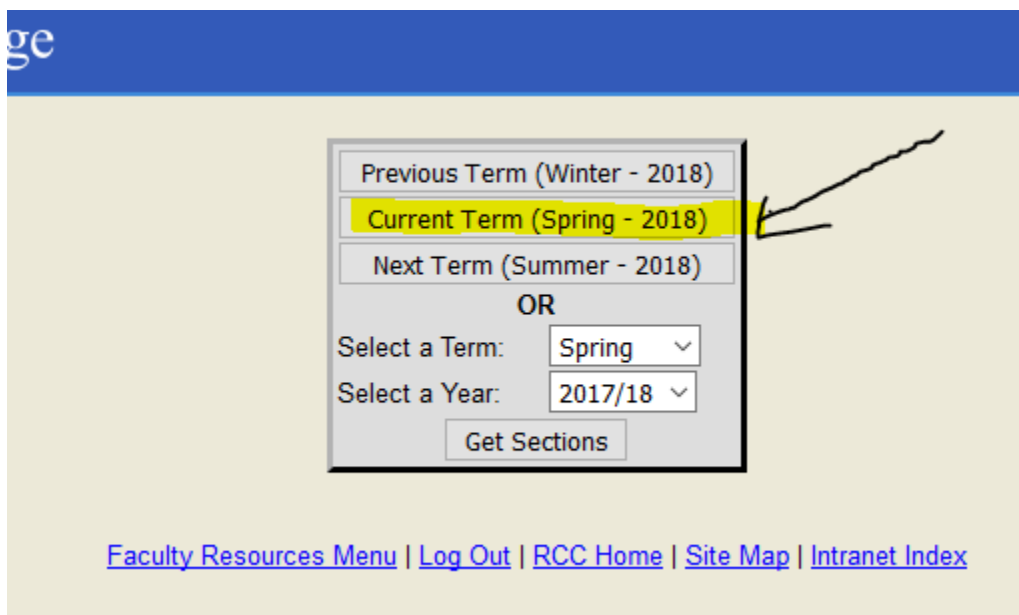


6. Click on the class link:

7. Click on the "Input Grades" for current term link



The screenshot shows a navigation menu with two columns. The left column is titled "Grading Online" and contains three items: a blue link "Input Grades (Spring 2018)" with a blue arrow pointing to it, red text "Submit grades by 11:59 PM Monday, June 18." and "Last date for 'Z' grade is Saturday, April 28.", and a blue link "Change Prior Term Grade". The right column is titled "Rosters" and contains three blue links: "Admin Drop" (with red text "Spring 2018 submission required by 11:59 pm, Monday, April 09."), "Class", and "Advisee List". Below the "Rosters" column is the heading "Other Resources".
























The screenshot shows a form for selecting a term and year. It has three radio button options: "Previous Term (Winter - 2018)", "Current Term (Spring - 2018)" (which is highlighted in yellow and has a black arrow pointing to it), and "Next Term (Summer - 2018)". Below these is the text "OR" and two dropdown menus: "Select a Term:" with "Spring" selected, and "Select a Year:" with "2017/18" selected. A "Get Sections" button is at the bottom of the form. At the bottom of the page, there are several blue links: "Faculty Resources Menu", "Log Out", "RCC Home", "Site Map", and "Intranet Index".

8. 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
CJ280-01	CWE/Criminal Justice	
CJ280-02	CWE/Criminal Justice	
CJ280-03	CWE/Criminal Justice	
CJ280-04	CWE/Criminal Justice	
CJ280-05	CWE/Criminal Justice	
CJ280-06	CWE/Criminal Justice	
CJ280-07	CWE/Criminal Justice	
CJ280-08	CWE/Criminal Justice	
CJ280-09	CWE/Criminal Justice	
CJ280-10	CWE/Criminal Justice	
CJ280-11	CWE/Criminal Justice	
CJ280-12	CWE/Criminal Justice	
CJ280-R1	CWE/Criminal Justice	
CJ280-R2	CWE/Criminal Justice	
CJ280-R3	CWE/Criminal Justice	
CJ280-R4	CWE/Criminal Justice	
CJ280-R5	CWE/Criminal Justice	
CJ280-R6	CWE/Criminal Justice	
CJ280-R7	CWE/Criminal Justice	
CJ280-R8	CWE/Criminal Justice	
CJ280-R9	CWE/Criminal Justice	

Choose a different year/term

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"/>

[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?
CS120-01	Concepts in Computing I	Yes
CS120-02	Concepts in Computing I	Yes
CS179-01	Introduction to Networks	Yes
CS200-06	CWE/Computer Science	Yes
CS200-08	CWE/Computer Science	No
CS280-R4	CWE/Computer Science	No
CS280-R5	CWE/Computer Science	No
CS280-R7	CWE/Computer Science	Yes
CS225-55	Computer End-User Support I	Yes

9. If a student is listed in this roster, they MUST receive a grade. Some students may have a W grade, which means they withdrew from the class. At the time of grading, it is too late to withdraw a student and they must be graded with the grade earned, even if it is a D or F. Awarding an “I” grade means that a student is going to complete the work during the very next term (this won’t work for any class ending in June since high schools do not run during the summer). If a student is given an “I” grade, please complete the contract. RCC will mail it to the student so they are aware of the grade they will earn if they do not finish the work.

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.