## 9.2 Posting Grades for Multiple Classes

**Purpose**: Use this document as a reference for posting grades for multiple classes in ctcLink.

Audience: All Staff.

- You must have at least one of these local college managed security roles:
  - ZC CS Grade Processing
  - ZZ CM Grade Process

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Faculty can enter notes on their grade roster that posts to the student transcript. These should be removed before posting. *Grade Roster Notes printing on transcripts is a preventable situation.* A checkbox on Define Transcript Type controls if Transcript Notes print. Transcript Note refers to notes entered either on an enrollment page or a grade roster. Grade-related description text (e.g., Repeat Included, Grade Forgiveness) and Transcript Text (i.e., Dean's List) differ from Transcript Notes.

Unless your institution has a business practice involving Transcript Notes being applied from enrollment pages or grade rosters, we recommend unchecking this. This applies to all institutions before DG4, specifically TCC, SCC, SFCC, Clark, Peninsula, Pierce, LCC, and Cascadia.

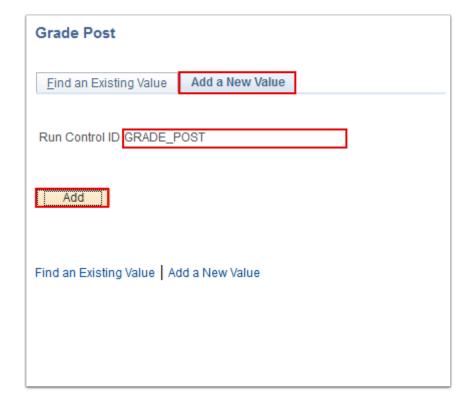
Follow the QRG <u>9.2 Remove Grade Roster Notes</u> to remove notes after posting grades.

Users will need the **Curriculum Management Grade Process** role to manage grade rosters and grade changes. The role alone does not ensure access to the data needed to manage student data. Users must also have established <u>SACR Security Basic Requirements</u> that define their institution, campus, career, and academic organization access in the CS Pillar. In addition, users will also need <u>Academic Program Security</u>.

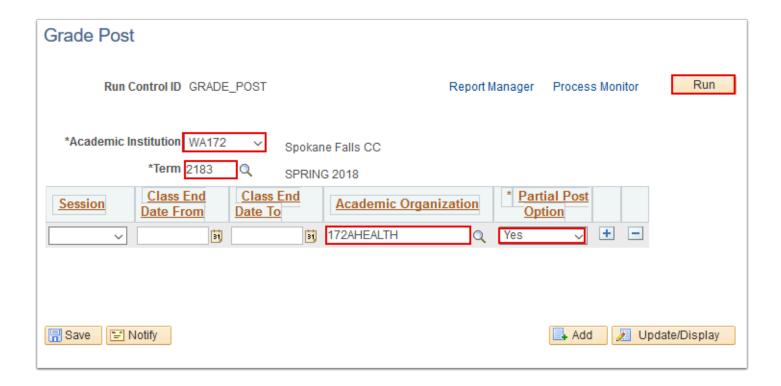
## **Posting Grades for Multiple Classes**

Navigation: NavBar > Navigator > Curriculum Management > Grading > Grade Post

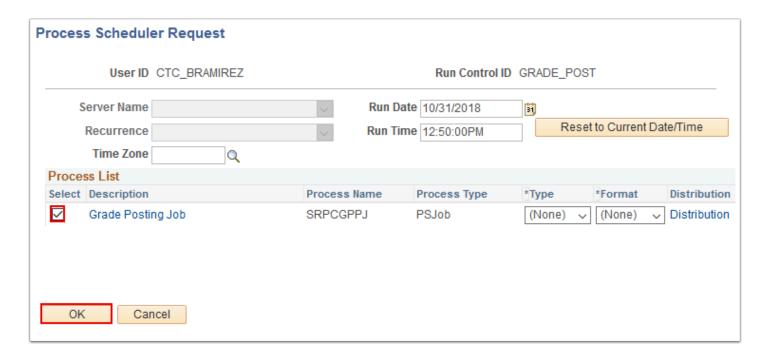
- The posting of grades cannot be undone. Exercise caution when selecting your Partial Post Option.
- 1. The **Grade Post** run control ID search page displays. It defaults to the Find an Existing Value tab. In this example, we'll create a new run control ID.
- Select the Add a New Value tab.
- 3. Enter Run Control ID.
- Select Add.



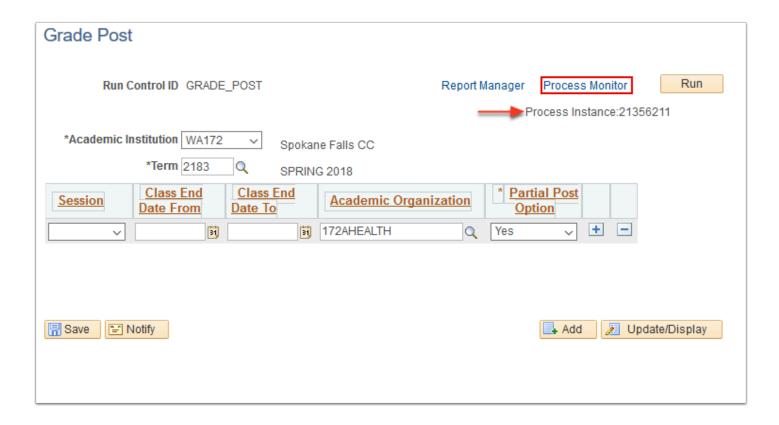
- 5. The **Grade Post** page displays.
- 6. Enter Academic Institution.
- 7. Enter **Term**.
- 8. **Session** and **Class Dates** are optional fields. Use these fields to narrow results.
- 9. Select **Academic Organization**.
- 10. Select the **Partial Post Option** dropdown menu and select the appropriate option.
  - a. Yes Select to partially post all rosters in your parameters, regardless of whether or not the rosters are missing grades.
  - b. · No Select to post only rosters that have a status of "Approved."
- 11. Select Run.



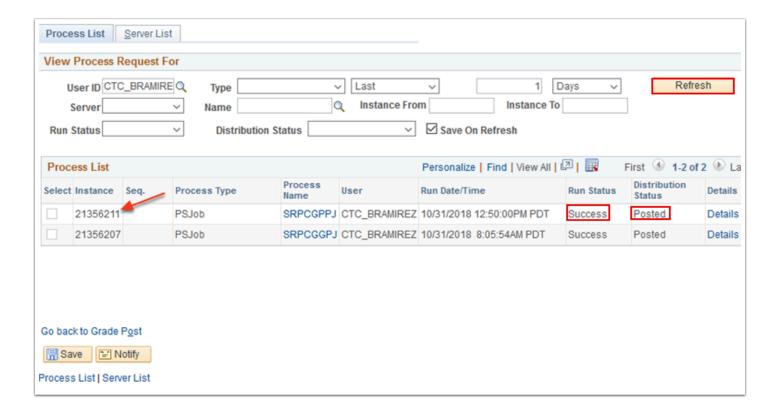
- 12. The **Process Scheduler Request** page displays.
- 13. Ensure that the **Select** checkbox for the **Grade Posting Job** is checked.
- 14. Select OK.



- 15. The **Process Scheduler Request** page disappears. The updated **Grade Post** page displays. Note the **Process Instance** number.
- 16. Select **Process Monitor**. Refer to the Process Monitor QRG for instructions.



- 17. The **Process List** page displays.
- 18. Select **Refresh** until the Process **Instance** you noted above shows a **Run Status** of "Success" and a **Distribution Status** of "Posted."



19. Process complete.