

## 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.

**i** 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 [9.2 Remove Grade Roster Notes](#) 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 [SACR Security Basic Requirements](#) that define their institution, campus, career, and academic organization access in the CS Pillar. In addition, users will also need [Academic Program Security](#).

# 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.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

The screenshot shows the 'Grade Post' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there is a text input field labeled 'Run Control ID' containing the text 'GRADE\_POST', which is also highlighted with a red box. Below the input field, there is a button labeled 'Add', which is highlighted with a red box. At the bottom of the interface, there is a link that says 'Find an Existing Value | Add a New Value'.

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**.

## Grade Post

Run Control ID GRADE\_POST

Report Manager

Process Monitor

Run

\*Academic Institution WA172

Spokane Falls CC

\*Term 2183

SPRING 2018

|         |                     |                   |                       |                       |   |   |
|---------|---------------------|-------------------|-----------------------|-----------------------|---|---|
| Session | Class End Date From | Class End Date To | Academic Organization | * Partial Post Option |   |   |
|         |                     |                   | 172AHEALTH            | Yes                   | + | - |

Save Notify

Add Update/Display

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

## Process Scheduler Request

User ID CTC\_BRAMIREZ

Run Control ID GRADE\_POST

Server Name

Run Date 10/31/2018

Recurrence

Run Time 12:50:00PM

Reset to Current Date/Time

Time Zone

### Process List

| Select                              | Description       | Process Name | Process Type | *Type  | *Format | Distribution |
|-------------------------------------|-------------------|--------------|--------------|--------|---------|--------------|
| <input checked="" type="checkbox"/> | Grade Posting Job | SRPCGPPJ     | PSJob        | (None) | (None)  | Distribution |

OK

Cancel

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.

## Grade Post

Run Control ID GRADE\_POST

Report Manager

Process Monitor

Run

Process Instance:21356211

\*Academic Institution WA172 Spokane Falls CC

\*Term 2183 SPRING 2018

| Session | Class End Date From | Class End Date To | Academic Organization | * Partial Post Option |
|---------|---------------------|-------------------|-----------------------|-----------------------|
|         |                     |                   | 172AHEALTH            | Yes                   |

Save Notify

Add Update/Display

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."

Process List Server List

View Process Request For

User ID CTC\_BRAMIREZ Type Last 1 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

| Select                   | Instance | Seq. | Process Type | Process Name | User         | Run Date/Time             | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|--------------|---------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 21356211 |      | PSJob        | SRPCGPPJ     | CTC_BRAMIREZ | 10/31/2018 12:50:00PM PDT | Success    | Posted              | Details |
| <input type="checkbox"/> | 21356207 |      | PSJob        | SRPCGPPJ     | CTC_BRAMIREZ | 10/31/2018 8:05:54AM PDT  | Success    | Posted              | Details |

Go back to Grade Post

Save Notify

Process List | Server List

19. Process complete.