


# Faculty Center - Entering Grades

**Purpose:** Use this document as a reference for entering grades in ctcLink.

**Audience:** Faculty.

## Faculty Center - Entering Grades

 Grade rosters are generated by Enrollment Services and available in the Faculty Center. If you are listed as the primary instructor, secondary instructor, or teacher's assistant (TA), the Faculty Center information will appear. Please get in touch with your departmental administrator if a term or class is not listed.

**In ctcLink, letter case matters. Capital** (upper-case) letters come before lowercase. On the class roster below are several staged “names” to show how the case affects the sort. For example, the capital S comes before the lowercase s.

- **Class Roster Name.** Before you ask, a student's preferred name is what shows on a Class Roster.
- There are **queries** that will help you to identify same-cased names.
- **QCS\_CC\_NAMES\_ALL\_ONE\_CASE** - Lists names not title cased.
- **QCS\_CC\_NAMES\_ALL\_ONE\_CASE\_TERM** - Lists names not title cased for term.

Class Roster

FALL 2023 | Dynamic Dated | Bates Technical College | Undergraduate

CTNA 105 - 001 (38809)  
Certified Nursing Assistant Program (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 7:00AM-2:30PM	DT B307 N.Asst Skills Lab	Catherine Atwell	09/25/2023 - 10/30/2023

\*Enrollment Status

Enrollment Capacity 10      Enrolled 6

**Enrolled Students**      Personalize | Find | | First 1-6 of 6 Last

Select ID	Name	Grade Basis	Units	Program and Plan	Level
1 <input type="checkbox"/>	201626753 IS MY PREFERRED NAME,THIS	Graded	10.00	Professional Technical - Nursing Asst Certified C01	Freshman
2 <input type="checkbox"/>	201657272 Is My Preferred Name,This	Graded	10.00	Professional Technical - Nursing Asst Certified C01	Freshman
3 <input type="checkbox"/>	203069917 ZYX NAME,This	Graded	10.00	Professional Technical - Nursing Asst Certified C01	Freshman
4 <input type="checkbox"/>	203109274 abcdefg Name,This	Graded	10.00	Academic - Undecided - Academic	Freshman
5 <input type="checkbox"/>	202913781 IS My Preferred Name,This	Graded	10.00	Professional Technical - Practical Nurse AAS	Freshman
6 <input type="checkbox"/>	202345715 is my preferred name,this	Graded	10.00	Professional Technical - Admin Medical Assistant AAS	Freshman

Navigation: Gateway > Faculty Center > My Schedule

Navigation: Self Service > Faculty Center > My Schedule


## Enter Grades

Only valid values can be entered in the roster grade box, as determined by the grading basis. Once the roster has been posted, the selected value will be displayed as the Official Grade.

1. The **My Schedule** page displays.
2. Verify you are viewing the correct term and institution. If necessary, select **Change Term** to change between terms or institutions.
3. Select the **Grade Roster** icon next to the appropriate class to view the Grade Roster for an individual class.
4. The **Grade Roster** page displays the selected class.
5. Change between classes by selecting **Change Class**.
6. The **My Schedule** page will update to allow a different class to be selected.
7. Select the student's grade from the Roster Grade drop-down menu and click Save. The roster lists students alphabetically, but you can sort the list by any column title. By clicking twice on the label, you can sort by that field. **NOTE:** Save entries often, as data will be cleared/lost if the page times out.

12. To add the same grade to multiple students at a time, click a box to the left of the student roster number to choose that student. You can also use Select All to check the box beside every student on the roster. Select a grade from the drop-down menu at the bottom of the page. Click **Add this grade to selected students** to assign that grade to all students automatically.
13. After entering all student grades, select **Save**.

## Approve the Grade Roster

 Grade rosters are generated with an initial Not Reviewed approval status, allowing grades to be entered and updated. The other status options are **Ready for Review** when grades have been entered, and the roster is pending approval by the primary instructor. In addition, **Approved**, where grades have been entered for all students, the roster was approved by the primary instructor, and it is ready to be posted by Enrollment Services.

14. In the **Grade Roster Action** section, activate the Approval Status drop-down menu and choose Approved. **Note:** Changing **Approval Status** before grades are saved will cause all grades to be lost. You must save grades before approving them.
15. If grade changes need to be made after saving an **Approved** roster, change the status back to **Not Reviewed**. This will allow you to make the necessary grade changes. Once the grade changes are complete, change the **Approval Status** back to **Approved** before saving.
16. Select **Save**.
17. Enrollment Services post the grade rosters once faculty have **Approved** the grade rosters. **Note:** Once the grades are saved in Approved status **and** posted, contact the Records and Enrollment office to make changes to the posted grades.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## View Tutorial Via Panopto

View the external link to [Faculty Center - Entering Grades - No Audio](#). This link will open in a new tab/window.