

## 9.2 Entering Grades - Faculty Center (Fluid)

**Purpose:** Use this document as a reference for how to enter grades in Fluid, using the Faculty Center section of the CS Staff Homepage.

**Audience:** Student Services staff.


My Schedule will display your class schedule for the current term. In this display, you are able to view a different term's schedule, view a different display option, view your class roster, and view your grade roster when available. If needed, change the term to the appropriate term for grading.

### Entering Grades

**Navigation:** ctcLink CS Staff Homepage > Faculty Center Tile

1. The **Faculty Center** page displays.
2. Select the **My Schedule** menu item if not defaulted.
3. Select the **Grade Roster** icon to the left of the class listing for which you would like to enter grades.

The screenshot shows the 'Faculty Center' page in the ctcLink CS Staff Homepage. The left sidebar contains a 'Faculty Center' menu with 'My Schedule' selected. The main content area displays 'My Schedule' for 'WINTER 2019 | Clark College'. There is a 'Change Term' button and a 'Select display option' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this is an 'Icon Legend' with icons for Class Roster, Grade Roster, Gradebook, Assignments, and Learning Management. The 'My Teaching Schedule' section shows a table of classes. A red box highlights the 'Grade Roster' icon in the first row of the table.

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGL& 101-TST1 (1001)	Freshman Composition I (Lecture)	2	Mo 8:00AM - 9:00AM	O'Connell Sports Center 204	Jan 7, 2019-Mar 15, 2019

4. The **Grade Roster** displays.
5. Select the **View All** link to see the entire roster.
  - By default, only 20 students are displayed.
  - **View All** will display a maximum of 100 students per page.

Faculty Center

ExampleAH Student

Grade Roster [View FERPA Statement](#)

WINTER 2019 | Regular Academic Session | Clark College | Academic Career

[Change Class](#)

ENGLA 101 - TST1 (1001)  
Freshman Composition I (Lecture)

Days and Times	Room	Instructor	Dates
Mo 8:00AM-9:00AM	O'Connell Sports Center 204	BI ExampleAH Student, Theresa	01/07/2019 - 03/15/2019

Display Options: \*Grade Roster Type: Final Grade  
☐ Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Not Reviewed [Save](#)

Student Grade | Transcript Note | ID

ID	Name	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis	Program and Plan	Level	Early Alert
1 1669	Scotter	<input type="checkbox"/>			GRD	Academic - Academic Transfer AA DTA/Academic Transfer AA DTA	Freshman	Submit Alert
2 3671	Polly	<input type="checkbox"/>			GRD	Academic - Academic Transfer AA DTA/Academic Transfer AA DTA	Freshman	Submit Alert
3 4789	Andrea	<input type="checkbox"/>			GRD	Academic - Pre-Nursing DTA/MRP	Freshman	Submit Alert
4 4787	Hayden	<input type="checkbox"/>			GRD	Academic - Academic Transfer AA DTA	Freshman	Submit Alert
5 6423	Test	U	S		SUS	Academic - Business DTA/MRP/Academic Transfer AA DTA	Freshman	Submit Alert

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

☐ Add this grade to selected students

[Notify Selected Students](#) [Notify All Students](#)

[Save](#)

6. Choose the **Select All** button near the bottom of the page. By selecting all students, you can apply one grade to all students.
  - You can also select or deselect students individually.
7. Select the **Grade** drop-down field to select the grade. It is located directly below the Select all button.
8. Select the grade input to apply to the selected students.
9. Select the "**<- Add this grade to selected students**" button to apply the grade to all rows.
10. Select the **Save** button.

Faculty Center

ExampleAH Student

Grade Roster

View FERPA Statement

WINTER 2019 | Regular Academic Session | Clark College | Academic Career

ENGLA 101...TST1119901  
Freshman Composition I (Lecture)

Change Class

Days and Times	Room	Instructor	Dates
Mo 8:00AM-9:00AM	O'Connell Sports Center 204	BI ExampleAH Student, Theresa	01/07/2019 - 03/15/2019

Display Options: \*Grade Roster Type: Final Grade  
☐ Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Not Reviewed  
 Save

Student Grade

ID	Name	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis	Program and Plan	Level	Early Alert
1	1669 Scooter				GRD	Academic - Academic Transfer AA DTA/Academic Transfer AA DTA	Freshman	Submit Alert
2	3671 Polly				GRD	Academic - Academic Transfer AA DTA/Academic Transfer AA DTA	Freshman	Submit Alert
3	4789 Andrea				GRD	Academic - Pre-Nursing DTAMRP	Freshman	Submit Alert
4	4787 Hayden				GRD	Academic - Academic Transfer AA DTA	Freshman	Submit Alert
5	6423 Test	U	S		SUS	Academic - Business DTAMRP/Academic Transfer AA DTA	Freshman	Submit Alert

Select All Clear All Printer Friendly Version

☐ Add this grade to selected students

Notify Selected Students Notify All Students

Save

**i** If you attempt to navigate away from the roster without saving the grades that you entered, you will receive a warning message. Always select **"Save"** after entering your grades.

- To prepare for the next section, select the **Clear All** link to remove the checkmarks from the selected population.

Faculty Center

ExampleAH Student

Grade Roster

View FERPA Statement

WINTER 2019 | Regular Academic Session | Clark College | Academic Career

ENGL101L\_101110001  
Freshman Composition I (Lecture)

Change Class

Days and Times	Room	Instructor	Dates
Mo 8:00AM-9:05AM	O'Connell Sports Center 204	BS ExampleAH Student, Theresa	01/07/2019 - 03/15/2019

Display Options

\*Grade Roster Type: Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status: Not Reviewed

Save

Student Grade

ID	Name	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis	Program and Plan	Level	Early Alert
1	1969	Scout			GRD	Academic - Academic Transfer AA DTA/Academic Transfer AA DTA	Freshman	Submit Alert
2	3671	Polly			GRD	Academic - Academic Transfer AA DTA/Academic Transfer AA DTA	Freshman	Submit Alert
3	4789	Andrea			GRD	Academic - Pre Nursing DTA/MRP	Freshman	Submit Alert
4	4787	Hayden			GRD	Academic - Academic Transfer AA DTA	Freshman	Submit Alert
5	6423	Test	U	S	SUS	Academic - Business DTA/MRP/Academic Transfer AA DTA	Freshman	Submit Alert

Select All

Clear All

Printer Friendly Version

< Add this grade to selected students

Notify Selected Students

Notify All Students

Save

## Grades Entered for an Individual Student

12. Select the **Roster Grade** drop-down list and apply the appropriate grade to the individual student(s).
13. If you assign certain non-passing grades to students, a Last Date of Attendance becomes required. If applicable, enter the student's **Last Date of Attendance**.
14. Select the **Save** button after entering your grades.

Faculty Center

Example44 Student

Grade Roster

[View FERPA Statement](#)

**You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.**

[Enable Tabs & Links](#)

WINTER 2019 | Regular Academic Session | Clark College | Academic Career

[Change Class](#)

ENGLA 101-7871 (1001)  
Freshman Composition I (Lecture)

Days and Times	Room	Instructor	Dates
Mo 8:00AM-9:00AM	O'Connell Sports Center 204	Bill Example44 Student, Theresa	01/07/2019 - 03/15/2019

Display Options: \*Grade Roster Type: **Final Grade**  
☐ Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: **Not Reviewed** [Save](#)

ID	Name	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis	Program and Plan	Level	Early Alert
1 1669	Scotter	<b>A</b>			GRD	Academic - Academic Transfer AA DTA/Academic Transfer AA DTA	Freshman	Submit Alert
2 3671	Polly	<b>F</b>		08/15/2019	GRD	Academic - Academic Transfer AA DTA/Academic Transfer AA DTA	Freshman	Submit Alert
3 4789	Andrea				GRD	Academic - Pre-Nursing DTA/MRP	Freshman	Submit Alert
4 4787	Hayden				GRD	Academic - Academic Transfer AA DTA	Freshman	Submit Alert
5 5423	Test	U	S		SUS	Academic - Business DTA/MRP/Academic Transfer AA DTA	Freshman	Submit Alert

Select All Clear All [Printer Friendly Version](#)

[Add this grade to selected students](#)

[Notify Selected Students](#) [Notify All Students](#)

[Save](#)

15. Select the **Approval Status** list. The status should be changed to **Approved**, but only after all grades are entered and verified for accuracy. After the status is changed, grade change options are no longer accessible.
  - a. 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.

**Note:** Once the grades are saved in **Approved** status **and** posted, contact the Records and Enrollment office to make changes to the posted grades.

Faculty Center

ExampleAH Student

Grade Roster

[View FERPA Statement](#)

You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

Enable Tabs & Links

WINTER 2019 | Regular Academic Session | Clark College | Academic Career

Change Class

ENGL & 101 - TST1 (1001)  
Freshman Composition I (Lecture)

Days and Times	Room	Instructor	Dates
Mo 8:00AM-9:00AM	O'Connell Sports Center 204	Bill I ExampleAH Student, Theresa	01/07/2019 - 03/15/2019

Display Options

☐ Display Unassigned Roster Grade Only

\*Grade Roster Type
Final Grade

Grade Roster Action

\*Approval Status
Approved

Save

16. Process complete.