9.2 Managing Individual Class Grade Rosters

Purpose: Use this document as a reference for managing grade rosters for an individual class in ctcLink.

Audience: All staff.

⚠ You must have at least one of these local college managed security roles:

- ZC CS Grade Processing
- ZD 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.

Note: Staff can enter grades on the grade roster page in ctcLink. However, faculty can enter grades in Faculty Center. Depending on the college's business process, faculty will likely enter grades via the Faculty portal, and a person in the Registrar's office will approve and post the grades on the Grade Roster page. Some classes may require the Registrar's office to enter grades.

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.** 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.

Manage Individual Class Grade Rosters

Navigation: Menu > Curriculum Management > Grading > Grade Roster

1. The **Grade Roster** search page displays.
2. Enter **Academic Institution**.
3. Enter **Term**.
4. Enter additional **Search Criteria** to identify your class.
5. Select **Search**.

Create and Update a Grade Roster

> ℹ️ Only generated grade rosters will display on the **Grade Roster Type** page. If the grade roster has not been generated it can be created at this time.

6. The **Grade Roster Type** tab displays.
7. Select **Grade Roster Type** from the drop-down menu.
8. Select **Create**.
9. If the grade roster has already been generated and you select the **Create button**, the system will update the roster with any added or dropped students.
   • The Create button will not appear if the approval status drop-down is set to 'Approved.' Once the grades are entered and approved, the system assumes there is no need to

create a new grade roster. Therefore, if you need to make a new grade roster, the grade roster approval status must be set to 'Not Reviewed' for the Create button to appear. Remember, re-creating a grade roster will remove any already entered grades.

10. Selecting the **Override** checkbox before selecting **Create** will generate a new roster rather than append the roster.

> ❗ **Note:** If grades have already been entered and an update needs to be performed for added or dropped students, the system will remove the grades when you select **Create.** Make sure to print or save the grades from the Grade Roster tab so they can be manually re-entered once the update is performed.

Enter Grades on the Roster

11. Select the **Grade Roster** tab.
12. If the instructor does not enter grades via self-service, the grades can be entered manually on the grade roster tab.
13. Enter the appropriate grade in the **Roster Grade** field or select the lookup icon to select the appropriate grade.
14. Select **Save**.

Post Roster Grades

15. Select the **Grade Roster Type** tab.
16. The **Grade Roster Type** tab displays.

17. When ready to post, select status "Approved" from the **Approval Status** drop-down menu.
    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.

18. Select **Post**.

> ℹ️ *Note*: Once the grades are saved in Approved status *and* posted, contact the Records and Enrollment office if changes need to be made to posted grades.

Process complete.

Video Tutorial

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

Video Tutorial via Panopto

View the link to **Managing Individual Class Grade Rosters.** This link will open in a new tab/window.