

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. (Located on the left menu choices).
3. Select the **Grade Roster** icon (second icon from left, under My Teaching Schedule) to the left of the class listing for which you would like to enter grades.
4. The **Grade Roster** displays.
5. Select the **View All** link to see the entire roster.
6. By default, only 20 students are displayed. **View All** will display a maximum of 100 students per page.
7. 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.
8. Select the **Grade** drop-down field to select the grade. It is located directly below the Select all button.
9. 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 - TEST 1 (19901)
Freshman Composition I (Lecture)

Change Class

| Days and Times | Room | Instructor | Dates |
|------------------|-----------------------------|----------------------------|-------------------------|
| Mo 8:00AM-9:00AM | O'Connell Sports Center 204 | 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**

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

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.

Grades Entered for an Individual Student

- Select the **Roster Grade** drop-down list and apply the appropriate grade to the individual student(s).
- 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**.
- Select the **Save** button after entering your grades.
- 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.
 - 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

ENGL & 101 - TST1 (1001)

Change Class

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

*Grade Roster Type

Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status

Approved

Save

Process complete.