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.

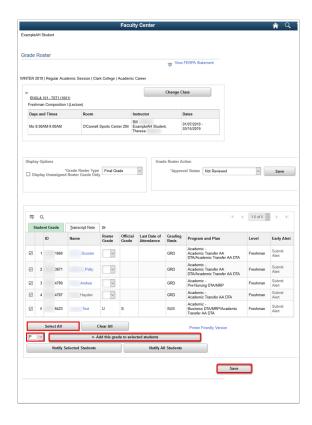
Audience: Student Services staff.

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.

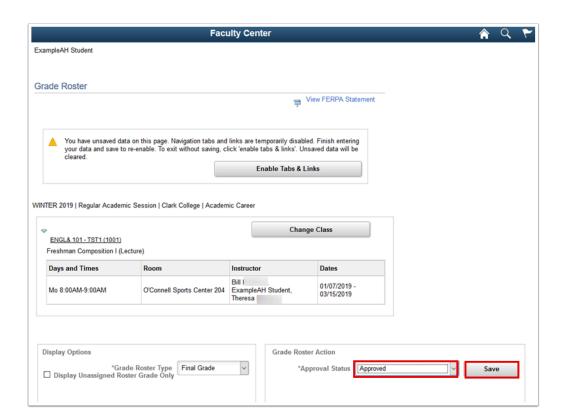


- If you attempt to navigate away from the roster without saving the grades that you entered, you will receive a warning message. Always select "Save" after entering your grades.
- 11. To prepare for the next section, select the **Clear All** link to remove the checkmarks from the selected population.

Grades Entered for an Individual Student

- 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.
- 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.

1 Note: Once the grades are saved in Approved status <u>and</u> posted, contact the Records and Enrollment office to make changes to the posted grades.



Process complete.