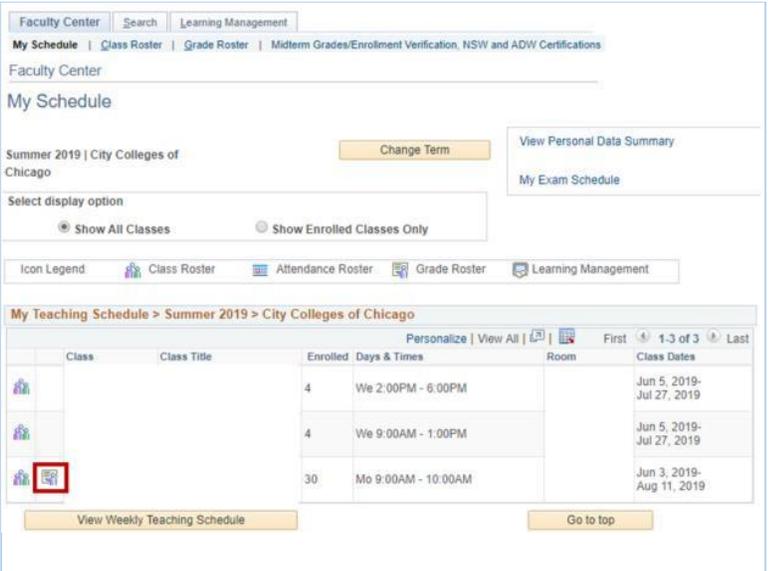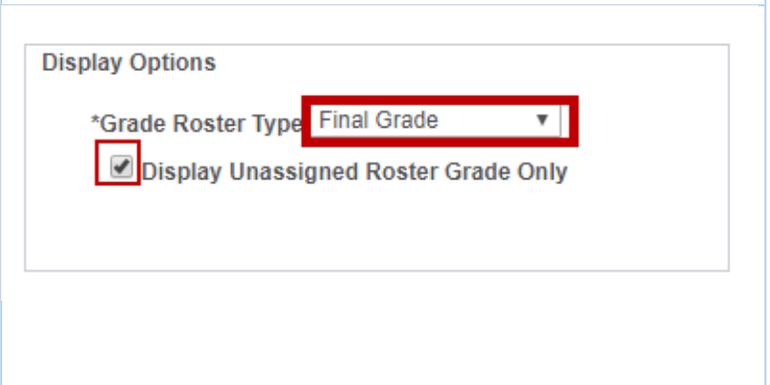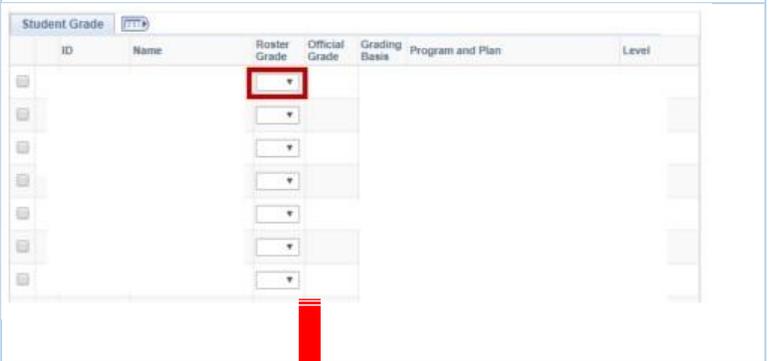# CITY COLLEGES
OF CHICAGO

Entering Final Grades and Active Pursuit through Faculty Portal

This help guide provides step-by-step instructions to show how to enter final grades and Active Pursuit date in the faculty portal.

1	Login to the faculty portal at: https://my.ccc.edu.	
2	Click on **Faculty Center** from the **NavBar icon.**	
3	Select **My Schedule**. Confirm the term you want to enter grades is correct. If it is not, click **Change Term** and select the appropriate term.	

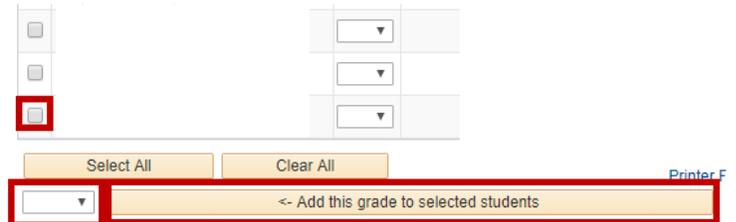| 4	Select the **Grade Roster** icon ![icon] for a specific class.	
5	Under **Display Options** select the **Final Grade** drop down option for the **Grade Roster Type**. Check **Display Unassigned Roster Grade Only** check box. **Note:** the midterm roster will be labeled **Recorded by [username]** as it has already been submitted at the time of final grade submission. Final Grade roster will not have any grades entered.	
6a.	Enter the individual final grades by using the drop down menu.	
6b.	If an 'F' grade is entered anew column will appear labeled 'Last Date of Active Pursuit' ▪ A date box will appear whenever an F grade is entered. ▪ Click on the calendar icon, enter the last date of active pursuit. ▪ The last date of active pursuit must fall after midterm.	
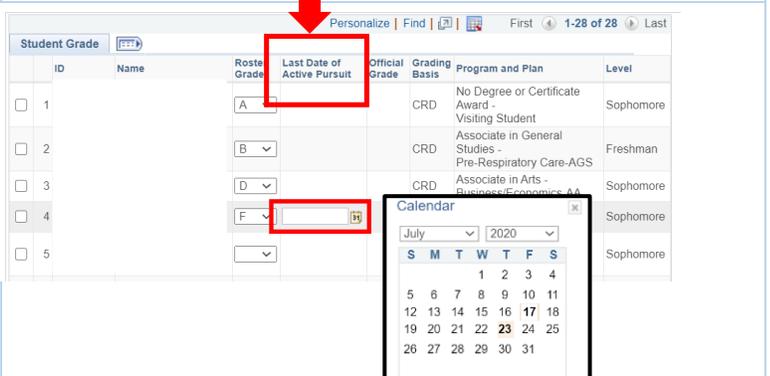
Notes:

1. **Active Pursuit Measure:** Defined in your class syllabus, will determine the last date a student completed the requirements for pursuing the class, which could be, but not limited to: attendance, participation, assignments, tests, quizzes, etc.

2. You must enter a last date of active pursuit when entering a grade of F or else you will not be able to save your Grade Roster entries. You will receive an error message letting you know that you are missing a date entry.

If a student actively pursued the class through the end of the class session, please indicate the last date of the class session as the last date of active pursuit

City Colleges of Chicago is a non-attendance taking institution, however, in order to determine if a student "unofficially withdrew" from class, a last date of active pursuit must be recorded for all students receiving an "F". If a student actively pursued the class through the end of the term, instructors will indicate the last date of the term as the last date of active pursuit. The unofficial withdrawal date will be the last date of active pursuit, defined in the syllabus. An unofficial withdrawal does not change the final grade and does not appear on the transcript.

Message

The 'Last Date of Active Pursuit' must be between 2020-07-04 and 2020-07-23. (20000,457)

OK

7	Alternately, assign grades in batch to groups of students receiving the same grade by the following steps: • Select the check box next to the students receiving the same grade. • Select the appropriate grade. • Select **Add this grade to selected students.**	

Select All   Clear All   Printer F

<- Add this grade to selected students

8	If a student requests an **Incomplete** [per policy], select "**I**" if you have approved the request.	
9	Update the **Provisional Grade** and provide context regarding the mutual agreement to complete the coursework before the **Lapse Deadline**. See step 9a for list of provisional final grade options. • Click **Save** **Note:** A **Grade Change Request** form will need to be completed through the Office of Registrar Services once the student has completed all of the assignments before the Lapse Deadline.	
9a	**Provisional Final Grade** options. **Note:** student cannot receive a provisional final grade of "A" after requesting an Incomplete.	
10	Once all grades are entered, toggle the **Approval Status** to **Approved** under **Grade Roster Action** and click **Save.**	

11	If you notice a grade entry error, the system may allow you make the change by changing the **Approval Status** to **Not Reviewed.** The final grade roster will reopen to enter the edit. **Note:** If the system does not allow you to change the status before **End of Term Processing**, reach out to Registrar Services staff for assistance.	Grade Roster Action *Approval Status: Not Reviewed ▼ Save Approved Not Reviewed Ready for Review
12	Click on **My Schedule** tab or **Change Class** to return to My Schedule page to enter another final grade roster.	Faculty Center | Search | Learning Management My Schedule | Class Roster | Grade Roster | Midterm Grades/Enrollment Verification, NSW and ADW Certifications Grade Roster Summer 2019 | Dynamic Dates | City Colleges of Chicago | College Credit Change Class Days and Times | Room | Instructor | Dates MoTuWe 9:00AM-2:30PM | | | 06/03/2019 - 07/24/2019
13	END OF PROCESS.	A confirmation email will be sent to your campus email by the next morning after final grade submission.

English 96 and ESLINTG 100 only*: Final grade roster entry of 'C' or better a new column will appear 'support Course Required for English 101' You will need to select 'Yes' or 'No'. Student who need a support course will not be considered 'Eligible for English 101' regarding other course enrollment.

Grade Roster									Find	First ◄ 2 of 2 ► Last

Term	FALL 2021		Class Nbr	Aligned Reading & Composition		Section	
Session	Regular		ENGLISH	Catalog 96		Seq Nbr	

Roster Type							
Final Grade	Final Grade		osted	☐ Display Unassigned Roster Grade Only			
Approval Status	Approved						

	ID	Name	Roster Grade	Last Date of Active Pursuit	Support Course Required for English 101	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1			F	11/15/2021		F	Credit	Remedial	Posted	Detail	Note
2			C		Yes	C	Credit	Remedial	Posted	Detail	Note
3			F	10/30/2021		F	Credit	Remedial	Posted	Detail	Note
4			C		Yes	C	Credit	Remedial	Posted	Detail	Note
5			NG			W2	Credit	Remedial	Graded	Detail	Note