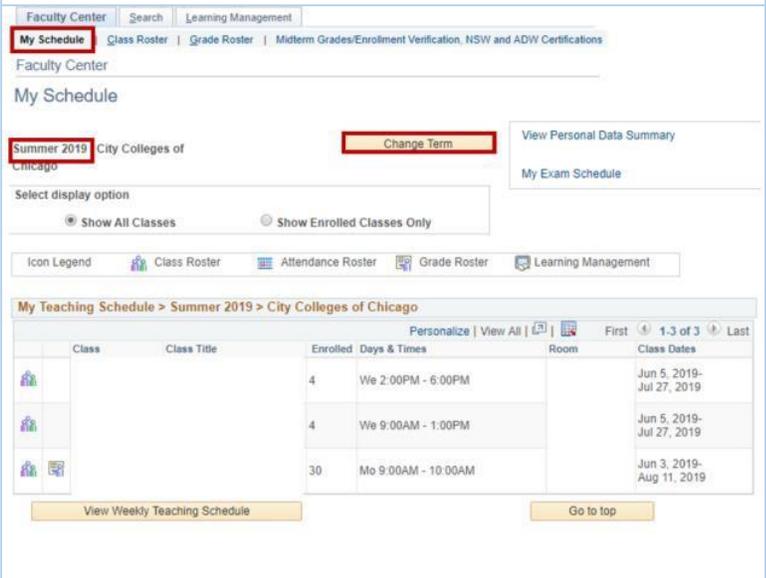
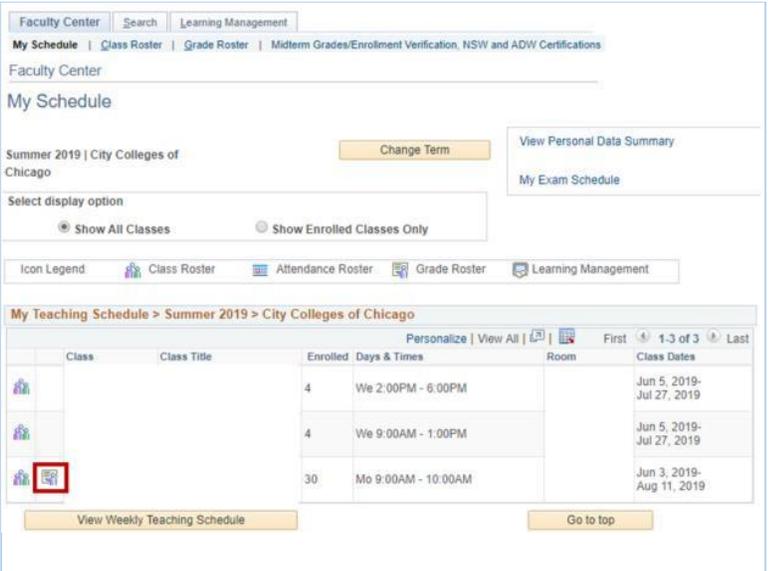
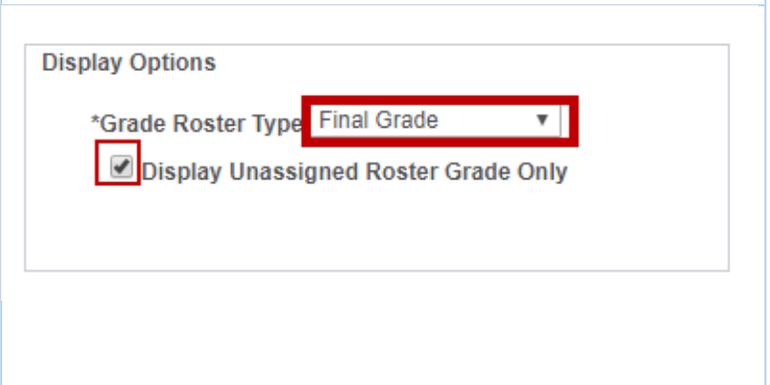
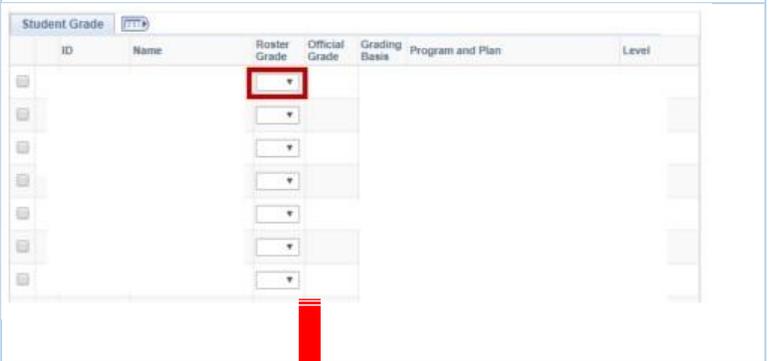
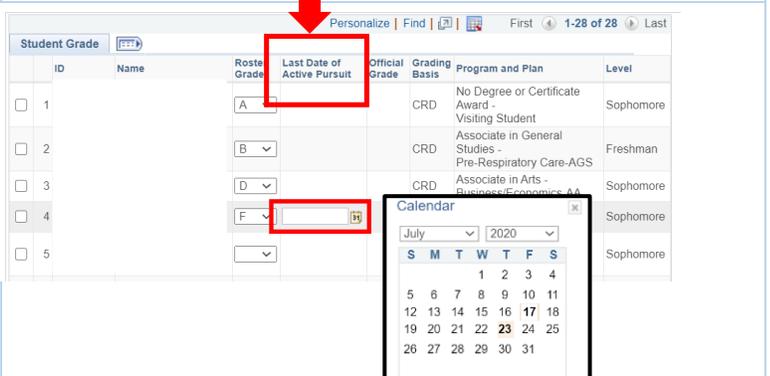


Entering Final Grades and Active Pursuit through Faculty Portal

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

<p>1 Login to the faculty portal at: https://my.ccc.edu.</p>	 <p>The screenshot shows the my.ccc.edu website. At the top right, there is a 'Welcome to My CCC.edu' message and social media icons. Below this is a large blue banner with the text 'my.ccc.edu CITY COLLEGES OF CHICAGO' and a 'LOGIN' button. A red arrow points to the 'LOGIN' button. To the left of the banner is a laptop displaying the website. Below the banner is a 'New to CCC?' section with options to 'APPLY NOW' or 'CHOOSE YOUR PATH'. At the bottom, there are 'Additional Links' for Academic Calendar, Class Schedules, and application information.</p>																								
<p>2 Click on Faculty Center from the NavBar icon.</p>	 <p>The screenshot shows the Faculty Center NavBar. It features a vertical navigation bar with icons for Faculty Center, Faculty Home, Staff Home, and Student Center. A red arrow points to the Faculty Center icon. The background shows a dashboard with various icons for navigation and a 'My Schedule' section on the right.</p>																								
<p>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.</p>	 <p>The screenshot shows the 'My Schedule' page. At the top, there are tabs for 'My Schedule', 'Class Roster', 'Grade Roster', and 'Midterm Grades/Enrollment Verification, NSW and ADIW Certifications'. The 'My Schedule' tab is selected. Below the tabs, there is a 'Summer 2019' term selector and a 'Change Term' button. A red box highlights the 'My Schedule' tab, another red box highlights 'Summer 2019', and a third red box highlights the 'Change Term' button. Below this are options for 'Select display option' (Show All Classes or Show Enrolled Classes Only) and a row of icons for 'Icon Legend', 'Class Roster', 'Attendance Roster', 'Grade Roster', and 'Learning Management'. The main content area shows 'My Teaching Schedule > Summer 2019 > City Colleges of Chicago' with a table of classes. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. Below the table are buttons for 'View Weekly Teaching Schedule' and 'Go to top'.</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td>4</td> <td></td> <td></td> <td>We 2:00PM - 6:00PM</td> <td></td> <td>Jun 5, 2019- Jul 27, 2019</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td>We 9:00AM - 1:00PM</td> <td></td> <td>Jun 5, 2019- Jul 27, 2019</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td>Mo 9:00AM - 10:00AM</td> <td></td> <td>Jun 3, 2019- Aug 11, 2019</td> </tr> </tbody> </table>	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	4			We 2:00PM - 6:00PM		Jun 5, 2019- Jul 27, 2019	4			We 9:00AM - 1:00PM		Jun 5, 2019- Jul 27, 2019	30			Mo 9:00AM - 10:00AM		Jun 3, 2019- Aug 11, 2019
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<p>4</p> <p>Select the Grade Roster icon  for a specific class.</p>	
<p>5</p> <p>Under Display Options select the Final Grade drop down option for the Grade Roster Type. Check Display Unassigned Roster Grade Only check box.</p> <p>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.</p>	
<p>6a. Enter the individual final grades by using the drop down menu.</p>	
<p>6b. If an 'F' grade is entered a new column will appear labeled 'Last Date of Active Pursuit'</p> <ul style="list-style-type: none"> 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:

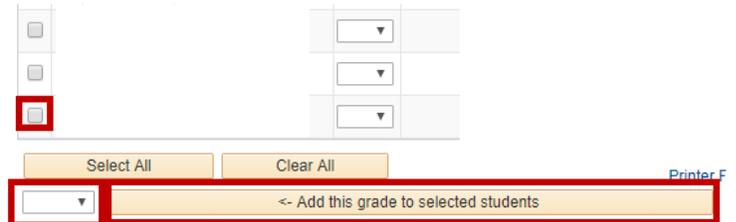
1. **Active Pursuit Measure:** Defined in your class syllabus, will determine the last date a student completed the requirements for pursuing the class, which could be, but not limited to: attendance, participation, assignments, tests, quizzes, etc.
2. You must enter a last date of active pursuit when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



- 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.**



8 If a student requests an **Incomplete** [per policy], select **"I"** if you have approved the request.

Student Grade							
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		I		CRD		Freshman
<input type="checkbox"/>	2		A		CRD		Sophomore
<input type="checkbox"/>	3		B		CRD		Freshman
<input type="checkbox"/>	4		C		CRD		Freshman
<input type="checkbox"/>	5		D		CRD		Freshman

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.

Student Incomplete

Class Section Information

Term Summer 2019
Subject Catalog Nbr
Class Nbr 0 Section

Grade In/Official

Grade In/Official I /

Long Description

Provisional Final Grade entered in the field below will replace the 'I' grade on this student's record if no grade change is submitted to the Registrar's office before Lapse Deadline below.

Lapse Status

Incomplete
Lapse Deadline 10/25/2019 Provisional Final Grade F

Comment

OK Cancel

9a **Provisional Final Grade** options.

Note: student cannot receive a provisional final grade of "A" after requesting an Incomplete.

Look Up Provisional Final Grade

SetID CCCSA
Grading Scheme CCC
Grading Basis CRD
Grade Input begins with
Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Grade Input	Description
B	Good
C	Average
D	Minimum Passing
F	Failure

10 Once all grades are entered, toggle the **Approval Status** to **Approved** under **Grade Roster Action** and click **Save**.

Grade Roster Action

*Approval Status

Not Reviewed
Approved
Not Reviewed
Ready for Review

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 Approved **Not Reviewed** Ready for Review Save

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 Posted 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