

On-line Instructor Grade Posting

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Includes policy changes effective in 2006 Fall that eliminated "enrichment" and required withdrawals to be completed prior to end-of-term.
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FAQ: Frequently Asked Questions

How do I assign grades?

The system is designed to be intuitive. Step-by-step instructions are provided in the Instructor Grade Posting User Manual linked to every page of the grade posting system. If you have questions that are not answered there or in this FAQ, see the contact information below.

When can I assign grades?

There is a 14-day period during which you can assign grades. It is based on the official ending date of the class. The system opens a class for grading seven (7) days before it ends and closes the grading seven days after the class ends. Your grades must be entered during this period. If you are not sure of the official ending date of your class, use the on-line Instructor Class Roster program; the dates are listed in the heading just below your name.

What if I miss the 7th day deadline?

The grading system automatically closes after the deadline. Contact your Assistant Dean or Associate Dean for instructions.

How can I assign a grade that is not displayed for a student?

The only grades displayed are those valid for the student's registration status.

How is an "Incomplete" grade handled?

- "Incomplete" requires you to certify the conditions for the grade, a deadline for the student, and a grade to be assigned if the work is not submitted.

Why don't some of the students appear on the roster?

If a student withdrew from the class, he/she will be listed below the active students. If a student does not appear anywhere on the roster, he/she was not officially enrolled and cannot receive credit.

Can I use the on-line system to change a grade?

No, you must submit a Change of Grade form to the Office of Instruction.

How can I change an Incomplete to a letter grade?

If the deadline has not passed, submit a Change of Grade form to the Office of the Registrar.

I have questions that aren't answered here.

Need more help? Contact us:

- Sheila Jarrell, Registrar, (928) 776-2107 or sheila.jarrell@yc.edu
- Or Registrar@yc.edu.

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