

Yavapai College Instructor Grade Posting User Manual

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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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A. Overview

This Web-based system allows an Instructor to submit final grades and post them immediately to students' permanent transcripts.

B. Access

Authorized instructors access grade posting at the College web site: www.yc.edu

1. Click Site Map.
2. Click Administrative Access.
3. Enter your Username and confidential PIN. Click SECURE ACCESS.
4. Click on Submit Final Grades. Click NEXT.

C. Usage

Following selection of SUBMIT FINAL GRADES from the Administrative Access menu, a menu of TERMS is displayed. These are the terms in which you taught.

5. Click on a Term. Click CONTINUE.
6. Click on a Section. Click CONTINUE.

A new page is displayed with each student's name and the grades valid for that student:

- YC has established traditional letter grading of "A"- "F," "S"/"U," and "I."
7. Select the grade you are assigning by clicking the circle ("radio button") to the left of the grade.
 8. Special processing is required if you assign an "Incomplete:"
 - "I" (Incomplete) requires that you certify the conditions for the grade and submit a deadline and conversion grade.

D. SAVE: Temporarily or permanently.

9. Selecting TEMPORARY SAVE at the bottom of the page will save the grades to a temporary file. Use this option if you have entered only a portion of the class and need to close the session. When you next open this class for grading, the previously assigned grades will appear.
10. POST GRADES: selecting this button is the first step toward recording the grades permanently. If any of the grades are missing or processing is invalid, you must correct the error before continuing. If the information is entirely valid, you will be displayed the grades you entered. Print this page if you wish using the print function on your browser. Use BACK on your browser to make corrections or POST GRADES to permanently post them.

E. GRADES POSTED!

11. After the grades are posted you will receive a confirmation page. You may then:
 - Grade another class;
 - View the Class Roster with the grades posted (via the Instructor Online Roster system); or
 - Exit the grading system and return to the Administrative Access menu.

F. HELP!

Get help from any of these sources:

- See the User Manual linked to each one of the on-line pages.
- See the Frequently Asked Questions (FAQ) on each of the on-line pages.
- Call the Registrar at (928) 776-2107 or e-mail either:
Sheila.jarrell@yc.edu or registrar@yc.edu

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