

# Grading Your Students

## 1 At the *Student Roster Page*

- This is the page where student grades are assigned, students are marked completed, and comments can be added.
- Activate dropdown box/es, as indicated, after each student name and click on grade earned for each class.
- You will only mark '**Completed**' once the student has finished all components of the articulation; i.e.: one semester class = one component; two semester class = two components. For additional information see (b) below.
- Add comments as needed.
- Mark each student '**Completed**' if the student has finished all components of the articulation.
- After you finish inserting grades in the table of 10 students and marked them complete or not in class, click on '**Submit Grades.**'

### NOTE:

a) You will need to wait a few seconds for the system to update. For each student you have graded and marked completed, you will receive a system query to click 'ok.' If this doesn't occur, you will need to recheck your roster and click 'Submit Grades' again. If you have more than 10 students, the next set of 15 will appear automatically.

b) If your student is completing a multi-component articulation, you may need to obtain student grade from a previous class to insert in the student's record. All grades for a student must be entered before that student may be marked '**Completed.**'

c). If student does not meet qualifications for articulated credit (below B grade), under grade, **mark below B, mark completed** and click on **submit grades**. Unless students are marked **complete** they will remain on your roster for years to come!

d) **Please** use the 'Comments' box to insert any explanation or information that would be helpful to our office, rather than leaving it blank. This is especially helpful for our office when student did not complete the articulation requirements.

e) If a situation should arise where a grade needs to be changed, please email our office at: [techprep@btc.ctc.edu](mailto:techprep@btc.ctc.edu).

## 2 After grading, click on '*Roster*' in the '*Student History*' column

- You should see the roster of students that you just graded.
- Click on '**Print Page**' and file the printed copy with your class grade book.
- Repeat the process for each of your articulated classes.

For changes or corrections, such as a change of address or email, contact the Whatcom Tech Prep Consortium office at: [techprep@btc.ctc.edu](mailto:techprep@btc.ctc.edu).

### REMINDER:

**Check Registration dates for grading deadlines.**

*Your site has an automatic time-out feature. After 10 minutes of inactivity, the page on the screen will cease to respond and you will be routed back to the log-on page.*

Questions? Problems? email: [techprep@btc.ctc.edu](mailto:techprep@btc.ctc.edu) or call 360-752-8409