

CCC GRADING INSTRUCTIONS



Who?

- All faculty teaching courses

By when?



- Noon, the Monday after finals week

Any extenuating circumstances regarding late grade submission must be reported to your dean.

How?

- Through myClackamas (the portal)

IMPORTANT:

- If a student stopped attending class, enter the last date of attendance in the "Last Date of Attendance" column and a grade in the grade column.
- If a student never attended class,* please check the "Never Attended" box and enter a grade of "Y". No other action is needed.

**per Federal regulations, students on financial aid who have never attended class may owe a repayment.*

HOW DO I SUBMIT GRADES ON MYCLACKAMAS?

1. Log in to myClackamas at my.clackamas.edu
2. Click on **CougarTrax** tab in upper left corner
3. Click on **Faculty Information** drop down menu
4. Select **Grading**
5. Select **Term** (no start date/end date information is needed)
6. Click on **Submit**
7. From the drop-down menu, select "**F-Final**"
8. From the "**Choose One**" column, select course you wish to grade
9. Click on **Submit**
10. Provide grade in **Grade** column
11. Click on **Submit**
12. After clicking Submit, a screen will show the successful submission of grades with the text "Your changes have been saved. Modified records are shown below."

NOTE: Failure to hit Submit after 15 minutes will log you out of the CougarTrax function in myClackamas.

IMPORTANT:

- Click **SUBMIT** after posting grades
- All grades do not have to be entered at the same time; however, **all** students must be graded by the due date.
- **Variable Credit:** Adjustments to the awarding of credit must be made prior to grading through registration processes. This may be done through the 10th week of the term.

WHAT ARE THE GRADING OPTIONS?

GRADES THAT AFFECT GPA:

- A** Excellent
- B** Good
- C** Average
- D** Below Average
- F** Fail

GRADES THAT DO NOT AFFECT GPA:

- I** **Incomplete**
 - must have an expiration date of no more than one full year. Date is determined between you and the student. *Example: 09/10/13*
 - you must also enter in the grade that the student will receive if they do not complete the needed work by the expiration date. *Example: I/B*
- N** **No Pass**
 - indicates unsatisfactory work
 - earns no credit
- P** **Pass**
 - indicates satisfactory completion
 - is equivalent to a "C" or better and earns credit
- W** **Withdraw**
 - students who stop attending or never attended* and did not drop the class are responsible for their grades according to your stated grading policies. It is your prerogative to assign a "w" if deemed appropriate.
- X** **Audit**
 - students have the ability to attend class without responsibility for a grade
 - earns no credit
 - students may change this option via registration processes up through the 6th week of the term
- Y** **Never Attended**

CEU

- successful completion of Continuing Education Units



HELP!!!

- ITS, x3500 for log in information
- Admissions, Registration and Records, x6074, or x3370 for grading assistance
- Academic Advising, x3475 for understanding audits and academic standing