Online Grading Steps



The online grading period is four days after the end date of the CRN's POT (Part of Term) or end of semester deadlines. Grades entered through this submission form are considered final grades. These grades will be posted permanently onto the student's academic record on a weekly basis during semester and daily during the official finals week.

* Link to Bookmark to access this process directly in the future if desired:

Online Grading Steps

(https://ssb-pccp-prod.pima.edu/FacultySelfService/ssb/gradeEntry#/final)

WARNING: Entering "P" in this form does not indicate "Present". Entering "P" grades in this form will indicate the student has completed the course with a "Passing" grade. Final Grades entered before your POT end date will affect those students on Financial Aid or Veteran benefits.

Grading:

1. Click anywhere on the row as shown below. The Grade Worksheet student list will expand in the bottom half of the screen below. Be sure to scroll down on the page if you don't see students.

45th Day Reporting	Fi	nal Grades							
My Courses					Search			Q	
Grading Status	\$	Rolled	\$ Subject	\$ Course 🗘	Section	\$	Title 🗘	Tern	1 0
In Progress		In Progress	PAR - Paralegal	202	1		Civil Litigation Procedures II	2024 - Fall 2023	.10
Not Started		Not Started	HRS - Human Resources Management	102	1		Human Resource Law	2024 - Sprir 2024	20 1g
Not Started		Not Started	STU - Student Success	100	30		College Success/Career Planng	2024 - Sprir	20

2. Enter **final grades** for each student by choosing from the available grades **dropdown menu.**

Enter Grades		Search	Q	
Full Name	≎ ID	♀ 45th Day ♀ Final Grade	♀ Rolled♀ Last Attend Date ♀	Hours Attended
		_ <u>→</u>	·	
		AB		
		PD		
		F 1	· ·	

REMINDER: For all students who are receiving an "F" grade, ensure the Last Attend Date (LDA) is entered with the correct date. Click in the Last Attend Date column and highlight the defaulted date and type correct Last Attend Date. If you fail to enter a Last Attend Date or enter an incorrect date you will receive an error message at the top of the grade sheet when you click on the "Save" button.

Faculty Grade Entry	 Final Grades 	÷.		last atter	nd date	is required for th	is grade.
						Mechan	Jur 22 - Jun 23
Records Found: 9						Page 1 of 1 P	er Page 10
			• •				
Enter Grades					Se	arch	Q
Full Name	≎ ID		Final Grade	\$	Rolled≎	Last Attend Date 🗘	Hours Attended
			F	•			
				~			
				*			
				~			

- 3. Continue to scroll down the page, entering final grades as you go, until you have entered a grade for all of your students.
 - a. If a student does not appear on your grade roster, please notify student he/she is not enrolled in your course. Refer them to their academic advisor for assistance.
 - b. This screen will time out in 20 minutes. If submitting your grades will take longer than 20 minutes, please press "**Save**" button frequently to keep it active.

- 4. The grade sheet screen will only show 25 students at a time. If your course has more than 25 students, you will need to click on the ">" or ">>" or "per page" near the bottom right side of the page to access the remaining students.
- 5. You are now ready to save your final grades. Click the "**Save**" button at the bottom right side.
- 6. If you are teaching other gradable courses, scroll up to the top of the page, **select a new CRN** by clicking anywhere on the row, and enter final grades.