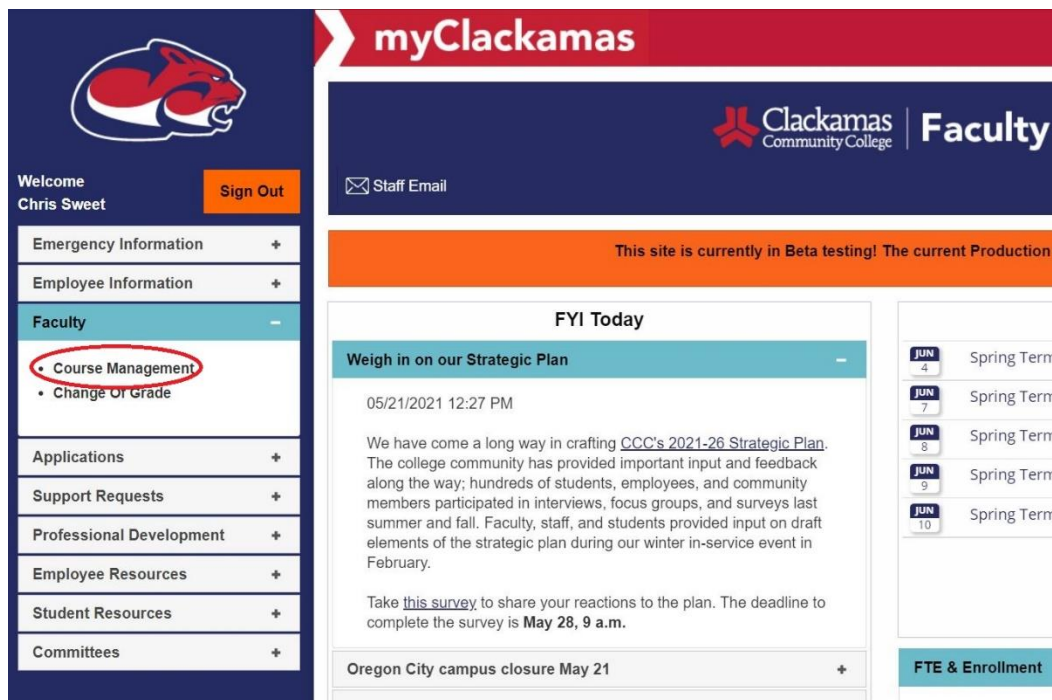


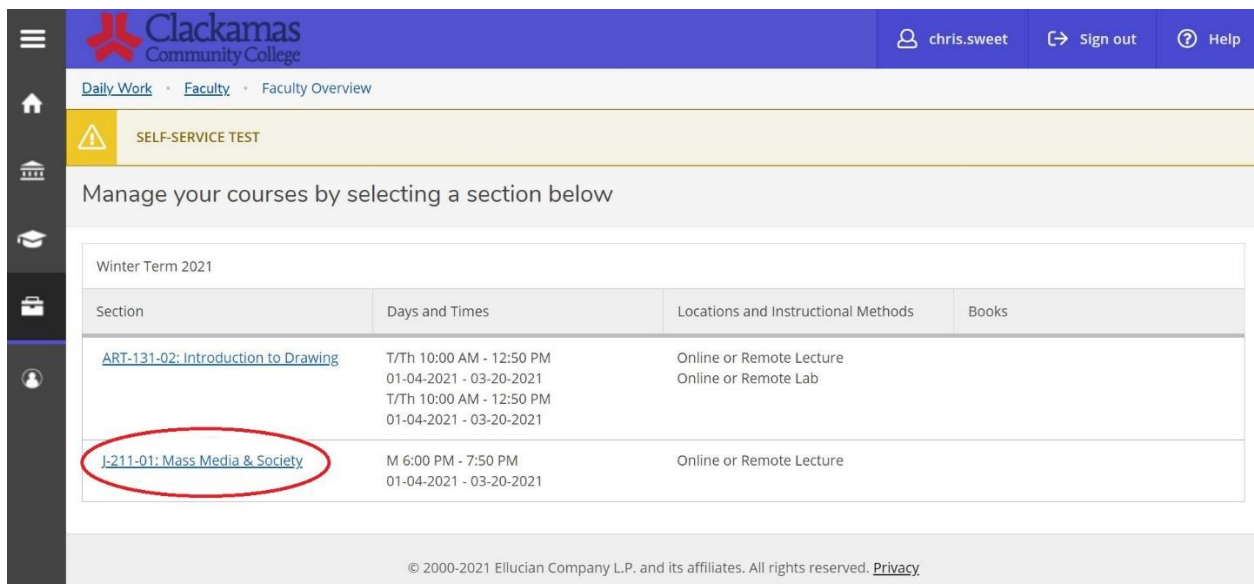
# Grading in Faculty Self Service in the New Portal

1. In myClackamas, please locate the link to "Course Management":



The screenshot shows the myClackamas Faculty portal. The top navigation bar includes the myClackamas logo and the Clackamas Community College Faculty logo. A notification banner states: "This site is currently in Beta testing! The current Production". The main content area features a "FYI Today" section with a "Weigh in on our Strategic Plan" announcement dated 05/21/2021 12:27 PM. The announcement text reads: "We have come a long way in crafting CCC's 2021-26 Strategic Plan. The college community has provided important input and feedback along the way; hundreds of students, employees, and community members participated in interviews, focus groups, and surveys last summer and fall. Faculty, staff, and students provided input on draft elements of the strategic plan during our winter in-service event in February. Take [this survey](#) to share your reactions to the plan. The deadline to complete the survey is **May 28, 9 a.m.**". Below this is a link for "Oregon City campus closure May 21". On the left sidebar, the "Faculty" menu is expanded, and "Course Management" is highlighted with a red circle. Other menu items include "Change Of Grade", "Applications", "Support Requests", "Professional Development", "Employee Resources", "Student Resources", and "Committees".

2. Locate and click on the course you want to put grades in for:



The screenshot shows the Faculty Overview page in the myClackamas portal. The page title is "Manage your courses by selecting a section below". A yellow warning banner at the top indicates a "SELF-SERVICE TEST". Below the title, there is a table of courses for Winter Term 2021. The table has four columns: "Section", "Days and Times", "Locations and Instructional Methods", and "Books". The "J-211-01: Mass Media & Society" course is highlighted with a red circle. The table data is as follows:

Section	Days and Times	Locations and Instructional Methods	Books
<a href="#">ART-131-02: Introduction to Drawing</a>	T/Th 10:00 AM - 12:50 PM 01-04-2021 - 03-20-2021 T/Th 10:00 AM - 12:50 PM 01-04-2021 - 03-20-2021	Online or Remote Lecture Online or Remote Lab	
<a href="#">J-211-01: Mass Media &amp; Society</a>	M 6:00 PM - 7:50 PM 01-04-2021 - 03-20-2021	Online or Remote Lecture	

At the bottom of the page, there is a copyright notice: "© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

3. Click on "Grading":

The screenshot shows the Clackamas Community College LMS interface. At the top, there is a navigation bar with the college logo, user name 'chris.sweet', and a 'Sign out' button. Below this is a breadcrumb trail: 'Daily Work > Faculty > Faculty Overview'. A yellow banner indicates a 'SELF-SERVICE TEST'. The main content area is titled 'Section Details' with a 'Back to Courses' link. The section is 'J-211-01: Mass Media & Society', Winter Term 2021, Oregon City Campus, M 6:00 PM - 7:50 PM, 01-04-2021 - 03-20-2021, Online or Remote Lecture. It shows 'Seats Available 0 of 35' and 'Waitlisted 0 of 3'. A horizontal menu at the bottom has tabs for 'Roster', 'Attendance', 'Grading' (circled in red), 'Books', 'Permissions', and 'Waitlist'. On the right, there are 'Print', 'Email All', and 'Export' buttons.

4. Click on "Final Grade":

This screenshot shows the 'Grading' tab selected in the LMS. It displays a table with columns: 'Student Name', 'Student ID', 'Never Attended', 'Last Date of Attendance', 'Final Grade', 'Expiration Date', 'Class Level', and 'Credits'. The 'Final Grade' column is circled in red. The table lists three students: Bagheri, Masoumeh (ID 1116361), Bartel, Gavin (ID 1008847), and Bellefleur, Cade W. (ID 1140607). Each row has a 'Never Attended' checkbox, a date input field, a 'Select Grad' dropdown, and an 'Expiration Date' input field. The 'Class Level' is 'FIRST YEAR STUDENT' and 'Credits' is '4' for all.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Bagheri, Masoumeh	1116361	<input type="checkbox"/>	MM-dd-yyyy	Select Grad	MM-dd-yyyy	FIRST YEAR STUDENT	4
Bartel, Gavin	1008847	<input type="checkbox"/>	MM-dd-yyyy	Select Grad	MM-dd-yyyy	FIRST YEAR STUDENT	4
Bellefleur, Cade W.	1140607	<input type="checkbox"/>	MM-dd-yyyy	Select Grad	MM-dd-yyyy	FIRST YEAR STUDENT	4

5. Enter grades and appropriate dates. Grades are entered using the drop down menu of available grades. If a date is needed, then dates must be entered using the following format: 03-15-2021

Online or Remote Lecture




Seats Available 0 of 35

[Deadline Dates](#)

Waitlisted 0 of 3

Roster Attendance **Grading** Books Permissions Waitlist

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Bagheri, Masoumeh	1116361	<input type="checkbox"/>	02-05-2021	W	MM-dd-yyyy	FIRST YEAR STUDENT	4
 Bartel, Gavin	1008847	<input type="checkbox"/>	MM-dd-yyyy	A	MM-dd-yyyy	FIRST YEAR STUDENT	4
 Bellefleur, Cade W.	1140607	<input type="checkbox"/>	MM-dd-yyyy	I/D	04-15-2021	FIRST YEAR STUDENT	4

6. Once grades are entered, that is it. There is no “submit” or “enter” button. Grades are verified each evening just after midnight. When you check the grading roster the next day you will not be able to change the grade without submitted a “Change of Grade” form.