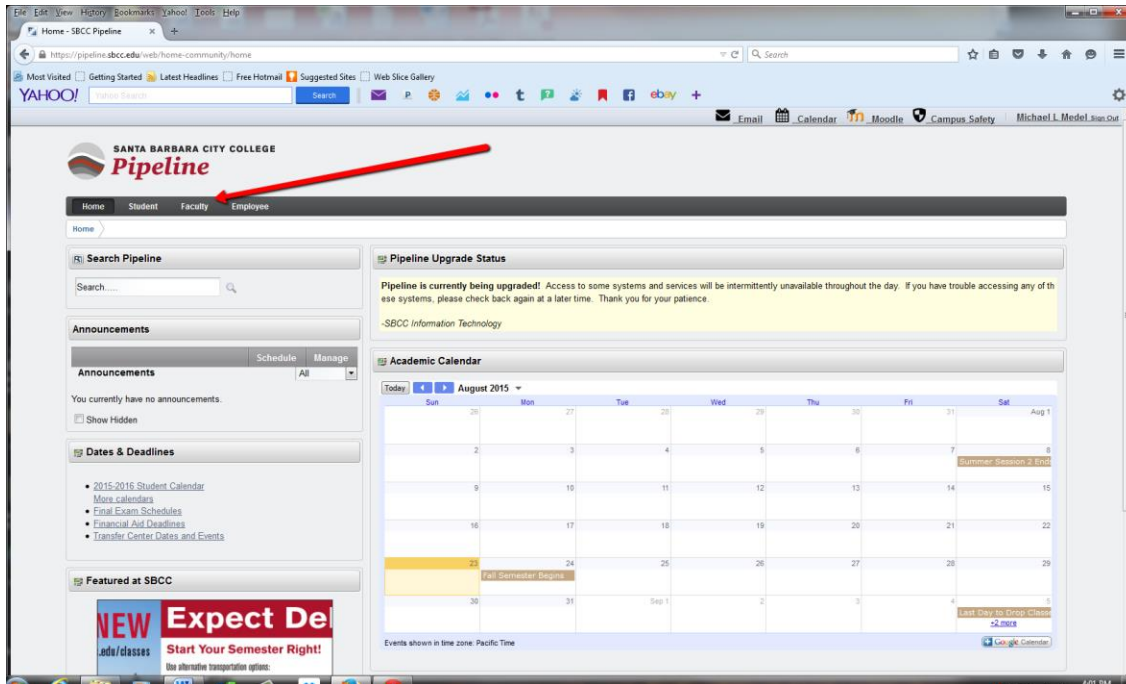


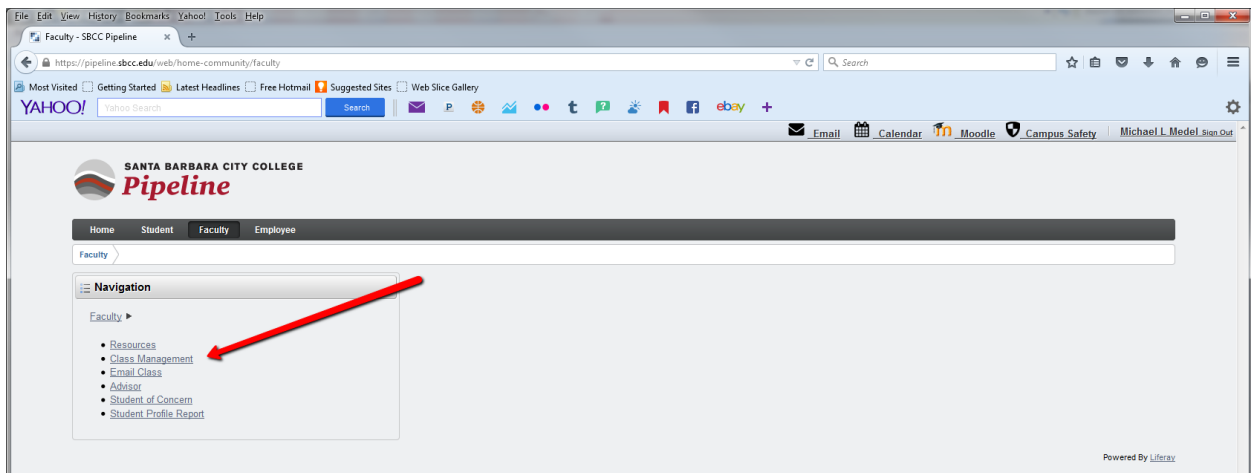
One College: Entering Final Grades

Before grading, please make sure your all your students who attended class have attendance hours. Be sure to drop students who did not attend class with NS from your drop roster. Dropping students must be done before the end of day of your last class meeting.

STEP 1: In pipeline, click on the “Faculty” tab.



STEP 2: Click on “Class Management and then “Grades”



STEP 3: Select the term and year for which you are entering grades and click “Submit”

PIPELINE

Back to
teach Tab

Personal Information Student **Faculty Services** Employee

Search Go

RETURN TO MENU SITE MAP HELP

Select Term

Select a Term: Fall 2015

Submit

RELEASE: 8.3

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STEP 4: Select the course title and CRN and click “Submit”

PIPELINE

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teach Tab

Personal Information Student **Faculty Services** Employee

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Select a CRN

CRN: COMM 131 0: Fund Of Public Speaking, 18501 (27)

Submit

[Enter CRN Directly]

RELEASE: 8.3

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STEP 5: You will see your course title, CRN and the enrollment count at the top left of the screen. The page will display sets of 25 students. If you have more than 25 students enrolled you will see multiple record sets as shown below.

Final Grades

Enter final grades and attendance hours (if applicable). If Confidential appears next to a student's name, directory information may not be released.

Course Information
Fund Of Public Speaking - COMM 131 0
CRN: 18501
Students Registered: 27

Please submit the grades often. There is a 60 minute time limit starting at 11:42 am on Jun 16, 2015 for this page.

Record Sets: 1 - 25 26 - 30

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999999.999	Registration Number
1			3.000	**Web Registration** Apr 13, 2015	None	N		None	33
2	Womackman, Marisa C.	K004550	3.000	**Web Registration** Apr 09, 2015	None	N		None	22
3	Wreeda, Victor	K003580	0.000	Withdrawn After Census Jun 09, 2015	Not Gradable Y		None	None	14
4	Wright, Gillian N.	K006331	3.000	**Web Registration** Apr 16, 2015	None	N		None	39
5	Wrenal, Angelina M.	K002669	3.000	**Web Registration** Apr 07, 2015	None	N		None	6
6	Wright, Kyle A.	K005945	3.000	**Web Registration** Apr 13, 2015	None	N		None	32
7	Wright, Dennis S.	K004732	3.000	**Web Registration** May 19, 2015	None	N		None	52
8	Wright, Deborah	K005371	3.000	**Web Registration** Apr 07, 2015	None	N		None	8
9	Wright, Victor	K006140	3.000	**Web Registration** Apr 29, 2015	None	N		None	49
10			3.000	**Web Registration** Apr 09, 2015	None	N		None	4

The Names of the enrolled students will appear along with the student's SBCC ID. If a student has withdrawn from your course, the grade roster will identify under the section "Registration Status" as **Withdrawn After Census Not Gradable**. Under the "Grade" column please assign a grade for each student who has positive attendance only. Do not grade students who did not attend. Once grades have been entered for all students, you must click on the "Submit" button before you can move on to the next record set (page) of students. In the example below, once you have entered the grades for the first 25 students, you would click "submit" before moving on to students 26-30 on the next page. You do not need to enter any information into the "Last Attended Date" section.

NOTE: Please be sure to review the grades that you entered for each student prior to clicking on the submit button. Once you submit the grades they will be locked at 11:59pm daily. Grade changes after this time will need to be requested through the Information & Registration Office.

Record #	Name	CRN	CRS	Section	Registration	Grade	CRS	Section	Grade	CRS	Section	Grade
9	Escobedo Vazquez, Victor Hugo	K00140	3.000	0	Apr 07, 2015 **Web Registration** Apr 29, 2015	None	N		None	49		
10	Garza-Morano, Kevin	K00945	3.000	2	Apr 06, 2015 **Web Registration**	None	N		None	4		
11	Gonzalez, Lenny J.	K00627	3.000	2	Apr 09, 2015 **Web Registration**	None	N		None	17		
12	Gregory, Joey A.	K00360	3.000	3	Apr 26, 2015 **Web Registration**	None	N		None	45		
13	Hendley, Kevin A.	K00468	3.000	0	Apr 13, 2015 Withdrawn After Census Not Gradable Y Jun 09, 2015	None	N		None	51		
14	Hessner, Kathleen Y.	K00111	3.000	3	Apr 13, 2015 **Web Registration**	None	N		None	34		
15	Isaacson, Ann B.	K00509	7.000	0	May 28, 2015 Withdrawn After Census Not Gradable Y	None	N		None	3		
16	Jacobson, Luke J.	K00549	2.300	2	Apr 08, 2015 **Web Registration**	None	N		None	10		
17	Ledford, Kyle A.	K00959	1.300	1	May 19, 2015 **Registered**	None	N		None	53		
18	Liu, Beiguo	K00623	7.300	3	Apr 09, 2015 **Web Registration**	None	N		None	19		
19	Moore, Brandon	K00555	0.300	0	Apr 12, 2015 **Web Registration**	None	N		None	29		
20	Nguyen, Kevin H.	K00447	3.300	3	Apr 06, 2015 **Web Registration**	None	N		None	1		
21	Reed, Tyler H.	K00637	3.000	3	Apr 13, 2015 **Web Registration**	None	N		None	31		
22	Quinn, Leah J.	K00505	1.300	1	Apr 27, 2015 **Web Registration**	None	N		None	47		
23	Sanchez-Segura, Victor F.	K00447	3.300	3	Apr 09, 2015 **Web Registration**	None	N		None	18		
24	Sepulveda, Maria F.	K00523	3.300	3	Apr 06, 2015 **Web Registration**	None	N		None	2		
25			7.300	0	Apr 16, 2015 **Web Registration**	None	N		None	41		

Record Sets: 1 - 25 26 - 30

Submit Reset

Grade key:

P - Passed class

NP - No pass

SP - Satisfactory Progress (effective spring 2017 - for noncredit classes only, if no grading of P/NP, please use this grade)

Contact your program manager as to what grades you will use for your program