# Grading Instructions for ACC Instructors

**ACC Instructors are responsible for checking College Grade Rosters throughout the Open ACC Registration Period. (**See ACC Registration Important Dates at the end of this document).

By checking the college grade roster each Friday, registration errors can be fixed quickly before grades are due. It is very important that only currently registered students are registering for the college credit and that they are registering for the correct college courses. Grade roster checks can also allow students to be advised to drop or request a withdraw, if they are not doing well in the course. Your help to verify accurate registration is important!

> **ACC 2018-2019 grades are due the same day your high school grades are due!**
>
> Grades may be posted earlier, but post only <u>final grades</u>

Grade rosters are available through your myClackamas, CCC Non- Fac Account, available at https://my.clackamas.edu
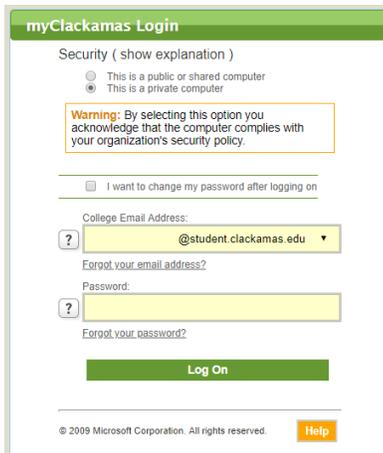


**Log in** using your myClackamas user name (i.e. jane.smith or whatever has been assigned as your log-in) and <u>change the email extension</u> to @clackamas.edu (The system defaults to the student email.)

If you have forgotten your password, click forgot password and follow the steps to reset your password. (Your secondary email is your high school email address). Call the ACC Office if help is needed with the password reset process or if you have forgotten your username-- 503-594-3208. You can also email the ACC office at accinfo@clackamas.edu



**From the CougarTrax menu, click on Faculty Information and then Grading**

**Select the term and submit.**

> Select a term or date range to restrict your class list
> **Term** [2017/FA - Fall Term 2017 ▼]
> **Start Date** [        ]    **End Date** [        ]
>                                        [ SUBMIT ]

**Note: Start and End dates are not needed.**

**Next you select Final Grading in the box at the top; and then select the course you are wanting to check the grade roster for or for posting grades.**

Grading ✕

[ BACK ]                                                                                         ⑦

\* Final Grading is a required field.

**Final or Midterm/Intermediate Grading** [F - Final          ▼]

| Choose One | Class Name and Title | Start Date | End Date | Bldg | Room | Meeting Times | Days of Week | Loc | Term |
|---|---|---|---|---|---|---|---|---|---|
| ● | CLA-100-01 Introduction to Health Care | 06/18/18 | 06/22/18 | T | T116 | 09:00AM - 03:00PM | MTWTHF | CCC | 2018/SU |
| ○ | CLA-100-02 Introduction to Health Care | 06/18/18 | 06/22/18 | T | T118 | 09:00AM - 03:00PM | MTWTHF | CCC | 2018/SU |

**Note:** All courses you are teaching in the term selected, with registration will show up.
If a course is missing, it is because there is no registration. Please contact the ACC Office if you think there is a course missing that should be showing up.

## Available Grade options:

| | |
|---|---|
| A – F | Standard Grades: For grades of D or F, please advise students to drop the college credit by the drop deadline ot remind them of the option to request a W-withdraw instead. Low grades on a college transcript hinder a student's progress in college. **Note: Do not post an F for a student you do not know; first call the ACC office 503-594-3208.** |
| I – Incomplete | Provide date up to 1 year from term's end and enter "I" slash and the grade the student would earn, the missing assignments or exam is not completed—i.e. I/D. |
| W – Withdraw | Enter the W in the grade column and provide date the student stopped attending |
| Y – Never Attended | No credit, no grade points. Must check the never attended box **AND** enter Y grade. |

**Grading Tips and Reminders:**

- If a student stopped attending class and did not drop the college course, enter the last date of attendance in the "last date of attendance" column and give a W for withdraw.
- If a student never attended class, please contact the ACC Office at 503-594-3208 or cherylt@clackamas.edu. The student may have enrolled in the wrong section or it may be possible to enter a Y grade (see below) or submit a drop, depending on the circumstances.
- Don't forget! For grades of "I" (Incomplete), you will need to provide an expiration date. This date should reflect when the work is expected to be completed; it can be up to one calendar year from the current term.
- Tip: If you enter your grades using lower case letters (a, b, c, etc.), after hitting submit return to the graded roster. If you see a capital letter grades (A, B, C, etc.) you know the system accepted your grades.
- Tip: The grading system has time-out limit, so you may want to enter 10-15 grades and then submit, and then enter an additional 15 grades, and so on.
- The grades you submit will be posted to your student's academic record after the Registrar's Office runs the verification process. This process runs at 9:00am, Noon, and 3:00pm each work day. You may change a student's grade in between the verification process. Once the verification process is run, grades cannot be changed on the grade sheet. To change a grade, an on-line change of grade form must be submitted. (Instructions will also be attached to the grading reminder email or can be found on the ACC Website.)
- After your grades are posted, print a pdf copy of your grade sheet, by right-clicking on the grade sheet and hitting print; when asked what printer to select, choose PDF, when you hit print, a PDF document will come up and you can save it to your computer and then email a copy to your high school registrar and to the ACC Office at cherylt@clackamas.edu to confirm your college grades have been posted.
- Be sure to log out of your myClackamas account when you are done posting grades.

## 2018-19 Advanced College Credit (ACC) Important Registration Dates

| | Fall Trimester 1st Semester | Winter Trimester | Spring Trimester 2nd Semester |
|---|---|---|---|
| **ACC Registration Opens** | October 1st 2018 | January 7th 2019 | April 8th 2019 |
| **ACC Registration Closes** | November 2nd 2018 | February 8th 2019 | May 10th 2019 |
| **Payment Due** (If not on Free/Reduced Lunch) A hold will be placed on CCC account if balance is unpaid | November 2nd 2018 | February 8th 2019 | May 10th 2019 |
| **Last day to drop ACC courses with a refund -** Students will receive a refund and no course or grade is recorded on CCC transcript | November 16th 2018 | February 22nd 2019 | May 24th 2019 |
| **Last day to request a Withdraw** (W grade) from ACC Instructor | Students have until the ACC instructor posts CCC grades each term to request a Withdraw from the instructor. Grades are at the discretion of the instructor. The course grading policy is stated in the course Syllabus. | | |