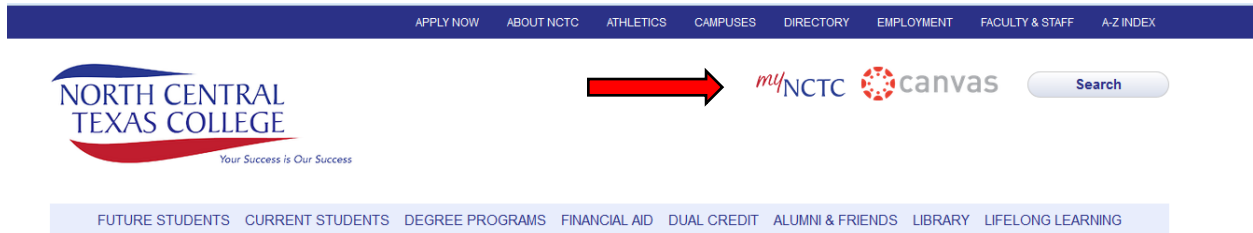
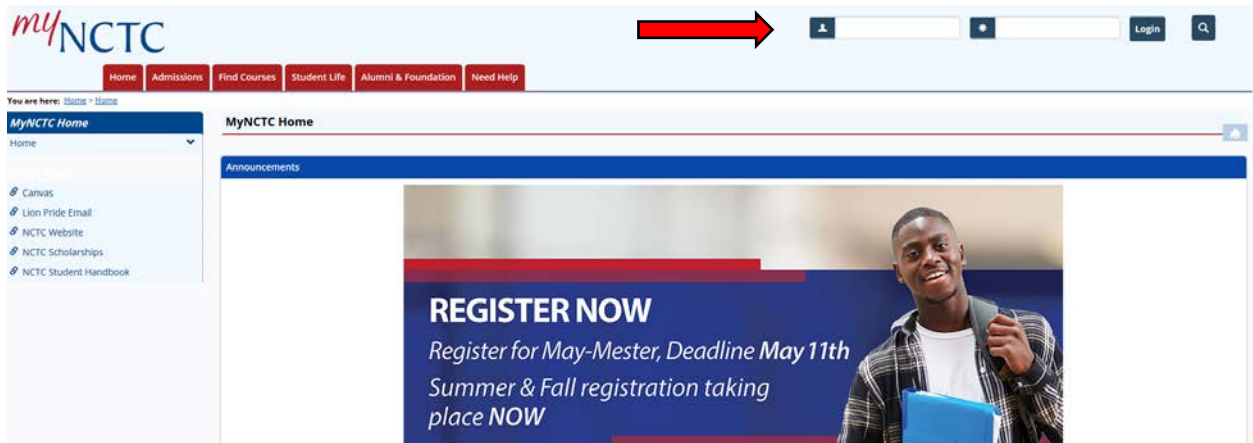


# Faculty Instructions for Final Grade Entry

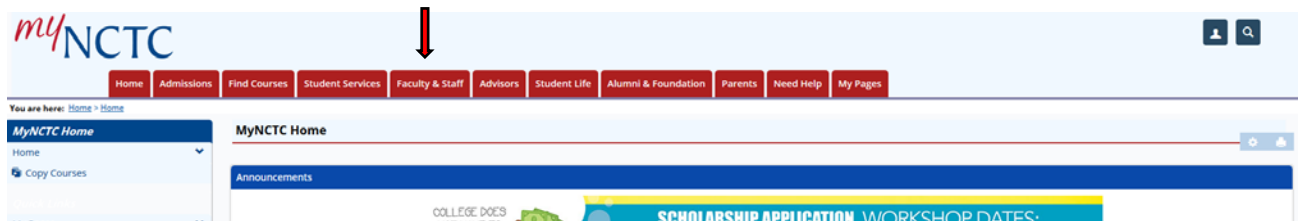
From the North Central Texas College website, [www.nctc.edu](http://www.nctc.edu), click on the MyNCTC icon in the center of the page.



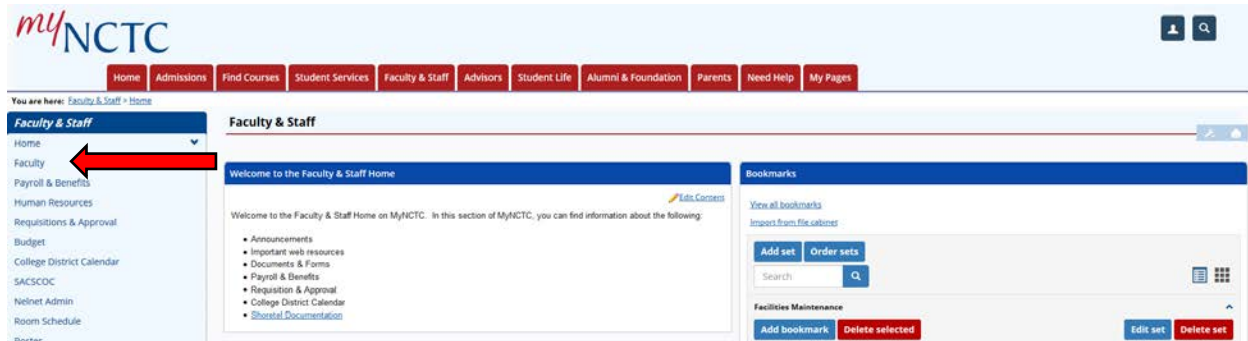
Login to MyNCTC using your NCTC username and password.



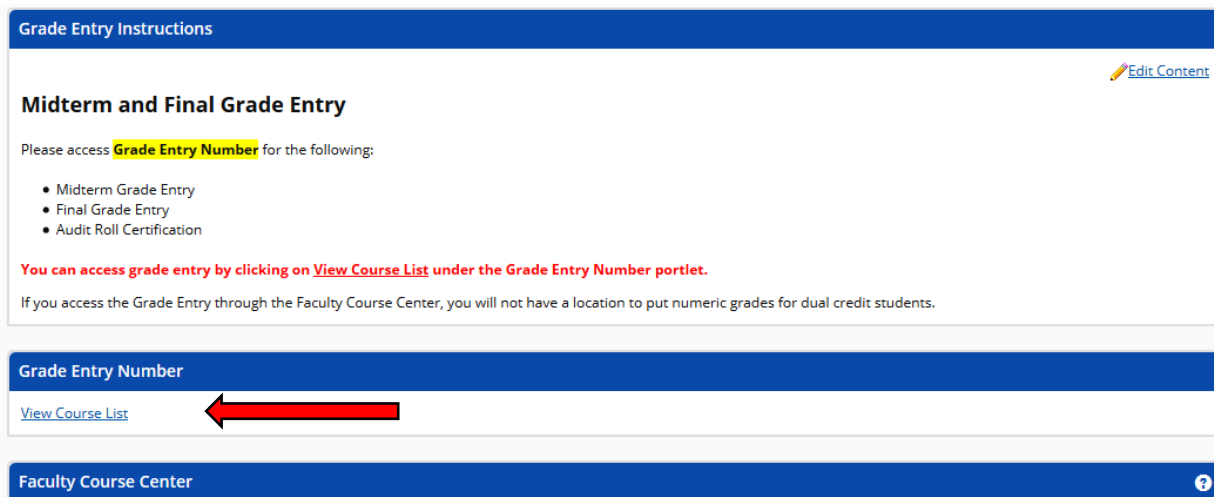
After you login, click **Faculty & Staff**.



On the left-hand side of the page, select **Faculty**.



Under **Grade Entry Number**, click **View Course List** to access your courses.



After you have selected View Course List, it will take you to the Grade Entry Number-Grading Course List. The current default semester is the summer semester. Please change the Term to 2017-2018 Summer (All Terms). Then click Search.

**Grade Entry Number - Grading Course List**


**Course List for: Kate Richardson**

To enter/change grades, first select a Division and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.

**Search Criteria:**

Division:  Term:

No courses match the given search criteria. Please change the search criteria and search again.



2017-2018 - Summer (All Terms)  
 2018-2019 - Fall - Fall December Minimester  
 2018-2019 - Fall - Fall 2nd 8 Week  
 2018-2019 - Fall - Fall 1st 8 Week  
 2018-2019 - Fall - Fall 16-week Term  
 2018-2019 - Fall (All Terms)  
 2017-2018 - Summer - Summer III 10 Week  
 2017-2018 - Summer - Summer II 5 Week  
 2017-2018 - Summer - Summer I 5 Week  
 2017-2018 - Summer (All Terms)  
 2017-2018 - Spring - Spring May Minimester  
 2017-2018 - Spring - Spring 2nd 8 Week  
 2017-2018 - Spring - Spring 1st 8 Week  
 2017-2018 - Spring - Spring Term  
 2017-2018 - Spring (All Terms)

Your course list for the Summer term should now show up. Click on the course in which you would like to grade.


**Grade Entry Number - Grading Course List**

**Course List for: Kate Richardson**

**Search Criteria:**

Division:

Course	Catalog	Title	Cr Hrs	Clock Hrs	Final
<a href="#">ENGL 1301 100</a>		COMPOSITION I	3.00	48.00	Y
<a href="#">ENGL 1302 810</a>		COMPOSITION II	3.00	48.00	Y
<a href="#">ITCC 1414 390</a>		CCNA 1: INTRO TO NETWORKS-HYBRID	4.00	80.00	N



It will take you to the **Update Student Grades** window. You can begin entering the **Final Grade** for all students who are on your course roster. If the student is receiving the grade of 'F', please make sure you enter the last date of attendance. If the student never attended your course, please enter the first date of the semester.

**In addition to entering the letter grade, numeric grades should also be entered for all Dual credit students.** You will enter the numeric grade in the box under Final Grade Number. Dual credit students will be noted under the Class as High School Student.

**Grade Entry Number - Update Student Grades**

**ENGL 1302 810 COMPOSITION II - Update Student Grades**

Student List for: Undergraduate 2017-2018 - Spring - Spring Term ENGL 1302 810 COMPOSITION II

Instructors: Kristen Weinzapfel, Kate Richardson

Cross-listed Courses:

Course Grading Type: College Level Coursework Default Grade: Select... Set Default Grade

Default Last Date of Attendance: 5/7/2018 Set Default LDoA

FERPA Restr.	Student	ID	Grad?	Final Grade	Final Grade Number	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Division
			Y	Select...	0.00			10	48.00		High School Student	UG
			Y	Select...	0.00			10	48.00		High School Student	UG
			Y	Select...	0.00			10	48.00		High School Student	UG
			Y	Select...	0.00			10	48.00		High School Student	UG
			N	Select...	0.00			10	48.00		High School Student	UG
			N	Select...	0.00			10	48.00		High School Student	UG

Once you have reviewed your Final Grades, you will select the Save button at the bottom of your grade roster.

		Y	Select...	10	48.00	High School Student	UG
		N	Select...	10	48.00	High School Student	UG
		Y	Select...	10	48.00	High School Student	UG
		Y	Select...	10	48.00	High School Student	UG
		Y	Select...	10	48.00	High School Student	UG
		Y	B	10	48.00	High School Student	UG
		Y	A	10	48.00	High School Student	UG

Save Cancel