

## GRADE SUBMISSION PROCEDURES

Review Grade Entry deadlines under Academics > Faculty  
(CCPH instructors: Please contact [Michaele Druckenbrodt](#) for grade entry dates)

### ENTERING GRADES

- Log in to MyZSC - Click on **Academics** - Click on **Faculty** in sidebar.
- Below "Grade Entry Deadline", click on **View Course List** under "Grade Entry".

The screenshot shows the 'Faculty' page with a 'Grade Entry Deadline' section. Below it is a table titled 'Grade Entry Deadlines' with the note 'All Grades are due by Midnight'. The table has columns for Term Code and Date. Below the table is a 'Grade Entry' section with a 'View Course List' link, which is highlighted with a red arrow.

Grade Entry Deadlines	
<i>All Grades are due by Midnight</i>	
Term Code	Date
May-mester	
First Term	
Eight-Week Term	
Full Term	

- In the "Search Criteria", select the appropriate **Term** in the dropdown box (you MUST select a Term with a Subsession, i.e. FL FF 2018 Fall Full Semester or SP PH 2019 CCP High School Term).
  - (CCPH instructors: Check with [Michaele Druckenbrodt](#) for the semester/term you need to select)
- Click on **Search**.

The screenshot shows the 'Grade Entry - Grading Course List' page. It displays 'Course List for: Theresa A Kolk-Conner'. Below this is a search criteria section with two dropdown menus: 'Course Program' set to 'All' and 'Term' set to 'FL F1 2018'. A yellow highlight is under the 'Term' dropdown, and a yellow circle highlights the 'Search' button.

- Click on the course to enter grades. If you have more than one course, **do not** hit the back button in your browser! Click on the **Grading Course List** link under the title "Grade Entry" to go back to your course list.
- Below the column entitled "Final Grade":
  - Select the appropriate grade for each student.
  - **IMPORTANT:::** A grade of "**F**" is given to a student who *earns* that grade. A grade of "**FN**" is given to a student who *stops attending class*. Both F and FN need to have Last Date of Attendance entered in the box. (i.e.; 03/29/2019) or your grade entry will not be accepted.
  - Click on "Save".
- Once the system has processed the grades for the course, you will see "Grades Successfully Updated". You will also receive a confirmation email after you have entered all grades for a class and submitted them.
- Click on logout at the top of the screen when completed.

Please contact the registrar, Theresa Kolk-Conner ([tkolk@zanestate.edu](mailto:tkolk@zanestate.edu)) if you have any questions  
(CCPH instructors: Please contact [Michaele Druckenbrodt](#) – [mdruckenbrodt@zanestate.edu](mailto:mdruckenbrodt@zanestate.edu)).

### **Incomplete Grades (I)**

The policy regarding incomplete grades must be strictly enforced. Grades of “I” will automatically be changed to “F” if no grade revision has been received in the Registrar’s Office on or before the end of the second week of next term.

An **Incomplete Grade Agreement** (signed by student and faculty) is required to be submitted at the end of the term if the published deadline is going to be exceeded. The form can be obtained at the Registrar’s Office in College Hall, Room 119 or found on My ZSC (Academics > Faculty Center and look for “Grading, Registration, Petition Guides” on the right side).