How to enter your final grades via My Chemeketa

Use any computer that is connected to the Internet and has a current version of either Internet Explorer or Netscape Navigator.

1.   Go to **http://my.chemeketa.edu** and enter your user name and password in the fields on the left side of the screen; click the **OK** button to log in. If you do not know your user name and password, contact the Information Technology Help Desk at 503.399.7899.

2.   Select **Final Grade Entry** from the **Faculty Shortcuts** pop-up list.

3.   You will be asked to select a term; choose the term for which you wish to enter grades and click the **Submit Term** button.

4.   You will see some instructions and a 'Select CRN' pop-up list. The list contains all of the courses for which you have grading authority. To assign grades, select the course from the pop-up list and click the **Submit CRN** button. **Reminder:** If a course has recitation or lab components, final grades are always submitted in the *lecture* portion of a course.

5.   A list of students in the course will be displayed. Across from each student's name, a pop-up list of grades will be available; assign the appropriate grade for each student by selecting it from the pop-up list. Instructor-assigned grades include A, B, C, D, F, IB, IC, ID, IF, NP, and P. **Reminder:** Leaving the choice as 'None' indicates that a grade is missing and causes problems for student's financial aid, transcripts, etc.

6.   When you have assigned all the grades for every student in the course, click the **Submit Grades** button at the bottom of the page.

7.   Repeat steps for every course you're teaching.

8.   You may alter student grades up until the grade deadline. Follow the steps above to get to the appropriate course and change the student grades.

Grading System

The following Grade System descriptions are from the current Chemeketa catalog and are posted for students under My Chemeketa FAQs: Accessing Your Final Grades. For additional clarification or questions, please contact your Director's office.

Grade	What It Means

A	**Excellent.** An indication that the student has met the stated outcomes and course criteria at the highest level, demonstrative mastery or required knowledge and skills.
B	**Very Capable.** An indication that the student has met the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills.
C	**Competent.** An indication that the student has met the stated outcomes and course criteria but with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.
D	**Limited Success.** An indication that the student has only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.
F	**Failure.** An indication that the student has not adequately met the stated outcomes and criteria of the course.
IB IC ID IF	**Incomplete.** An 'I" must be requested by the students and is given at the instructor's discretion when some essential requirement of the course has not been completed, and additional time is granted for completion of coursework. A contract will specify the length of additional time to complete the course material (standard is one-term). If the contract is not fulfilled then the "I" grade will revert to the specified letter grade. An "I" does not entitle a student to satisfy a prerequisite requirement for another course.
P	**Pass.** Acceptable performance. A grade of "P" represents satisfactory achievement which would have been graded "C" or better on the regular grading scale, but is given instead of a letter grade. A maximum of eight "P" credits are allowed toward an associate's degree.
NP	**No Pass.** Unacceptable Performance. Does not satisfy requirements for entry into courses where prerequisites are specified.
PL	**Pass.** This grade is used to indicate satisfactory achievement of course outcomes and criteria for Credit for Prior Learning and Credit for Prior Certification.
X	**Audit.** This mark is used when a student participates in the course but does not wish to receive a grade or credit for the course.
R	**Course Repeated.** The "R" mark is used upon student request when a course taken at Chemeketa has been repeated and the student receives a higher grade in the repeated course. If a course is repeated more than once, only the original grade can be changed to an "R." This mark cannot be used to change "N" or "I" grades.

M	**Missing Grade.** This mark appears when an instructor neglects to enter a grade for the course. Students receiving an "M" should contact the instructor as soon as possible to request that their grade be entered. Instructors use the online grade change function to change the "M" to the appropriate grade.

Grade Entry Resources

*In order to enter your grades, you **must** have you're My Chemeketa user name and password! No one can enter your grades for you because your name is tied directly to the course(s) you're teaching.* You can enter your grades anytime during the grading period (including weekends). The information below is for those who would like *assistance* with the process or who need access to a computer in order to enter grades.

Where to go for computer access and help:

You can enter your grades on most any Internet-connected computer! If you have access to a computer at home or at work, you can probably enter your grades using that computer. Many public access locations (such as libraries and public schools) also provide access to Internet-connected computers. Remember: you'll need you're My Chemeketa user name and password to get into the system! It's a good idea to test the computer you're thinking of using *before* you need to actually enter your grades. If you can successfully log in to My Chemeketa on the computer, you should be able to do grade entry.

Tech Hub/Digital Media Lab—Building 9, Room 126. Faculty guides are available for drop-in assistance on navigating through My Chemeketa and they can walk you through the grade entry process.

Chemeketa Library—Building 9. Computers are available during the library's regular hours of operation. Please check with the library for specific hours of availability.

Chemeketa Outreach Campuses. During the grade entry period, trained staff will be available to offer assistance during regular business hours at all four outreach campuses (Dallas, McMinnville, and Woodburn). Help also may be available at other times; check with staff at the specific outreach campus for that information.

Staff Office Areas. Instructional staff secretaries have received training on the grade entry process. They cannot enter grades for you, but can help guide you through the grade entry process on My Chemeketa.

Other Help. If you have questions about the grade entry process, or if you have extenuating circumstances that make it impossible to submit your grades in the timeframe allowed, **please contact your Dean or Director.**