

Spring 2021 Final Grade Entry

Final grade entry for spring term will be available via your My Chemeketa account **beginning Wednesday, April 28th at 8 A.M.** Grade entry will remain open throughout the grading period. The **deadline for submitting grades is 10 A.M. on Monday, June 14th,** after which grade entry will be closed. Please submit your grades as early as possible.

Any **Missing grades** are assigned a place holder grade of 'M'. When grades are not submitted on time the 'M' grade is manually entered by Enrollment Services. Missing grades negatively impact students' financial aid, transcripts, scholarships, applications to other schools/programs etc.... If your student receives an 'M' grade, as soon as possible use the [Electronic Grade Change](#) function to change the 'M' to the appropriate grade.

Prior to the grade entry deadline, log into your [My Chemeketa \(https://login.chemeketa.edu\)](https://login.chemeketa.edu) account and confirm that all of your assigned courses are available to you. If you're unable to login, click on "Need Help?" located in the top right corner of the login box. Then click '*Forgot My Password?*' and follow the steps. If this does not work call the Technology Help Desk; available weekdays from 8 am to 5 pm (503.399.7899).

- **To enter your grades-**
 - Log into My Chemeketa with your username and password.
 - From the Faculty page, select Grading, and then choose Assign final grades.
 - Select the appropriate term.
 - Select the course you intend to grade from the drop down list.
 - The students in the course will be displayed.
 - Use the drop down list to select the appropriate grade for each student.
 - Do not enter anything in the 'last date of attendance' or 'attend hours' fields.
 - Proof your entries and when satisfied click Submit.
 - Repeat these steps for any other courses you are teaching.

- **Helpful Hints**
 - You can enter your grades from anywhere as long as you have a computer and internet access.
 - When using the scroll wheel be aware that selecting a grade and then rolling the wheel will scroll through the grade choices and you may inadvertently choose the wrong grade. Check your grade entries carefully.
 - Only the instructor of record may enter grades for a course.
 - Submitted grades can be changed using the grade entry steps outlined above as long as it is before the deadline for grade submission.
 - To alter student grades after the grade submission deadline has passed use the [Electronic Grade Change](#) function.

- **Grade entry assistance is available-**
 - Additional assistance:
 - Tech Hub/Digital Media Lab (academicinnovation@chemeketa.edu)
 - Chemeketa Outreach Campuses have trained staff available to help during normal business hours.
 - Instructional areas have trained staff that can guide you through grade entry, but they cannot enter grades for you.
 - Contact eme.smith@chemeketa.edu for assistance with grade submission.

Chemeketa Community College's Grading System

For additional clarification or questions, please contact your Dean'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.
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.