


Posting Grades in ctcLink (Updated 12/6/2023)

[5 minute video showing frequently missed steps](#) (December 2023)

1. From the **My Schedule** page, you can access your **Grade Roster** for a given class by selecting the **Grade Roster** icon () next to the class you wish to view.
2. Make sure that the **Grade Roster Type** field is set to **Final Grade**.
3. You can enter grades for each student using the **Roster Grade** drop-down menu. To add a grade to multiple students, you can click the **Select** check box for those students, choose a grade in the “**add this Grade to Selected Students**” drop-down menu below the grade roster and click the “add this Grade to Selected Students.”
4. Depending upon the grade, you may be required to enter the last date of attendance. The box will appear when required. The last date of attendance can be assigned individually to a student or added to multiple students by selected the checkbox for those students, then click “**add this last attend date to selected students.**”
5. There maybe students on multiple pages. You can navigate using the arrow or select to View All.
6. To view any students for whom you have not yet entered grades, click the **Display Unassigned Roster Grade Only** checkbox under the **Display Options** group box.
7. **IMPORTANT!** After you have entered grades for each student, you must update the **Grade Roster Status** drop-down menu to **Approved** and click save in order for Enrollment Services to post your grades.

Here is an explanation of the Grade Roster Status options:

1. **Not Reviewed:** Select this and click **Save** if you are not finished entering grades but would like to save any grades that you have entered.
2. **Approved:** Select this option and **Save** if your grades are finished and ready to be posted. If you need to change the grades prior to posting, change the status back to **Not Reviewed** and click **Save**.

Please do not use Ready to Review.

FAQs:

What happens if you miss the deadline?

Enrollment Services runs a list for missing grades. This list is shared with Deans, Vice President of Instruction, Vice President of Strategic Enrollment Management and Student Success, plus folks around campus that depend on grades to run reports like Academic Warning, Financial Aid eligibility, Athletic Eligibility, and transcript orders.

I cannot submit my grades on time due to (fill in the blank):

Life happens. We tell our students the same thing. Please reach out to your Dean with details and an expected date you will enter them. Your Dean will let me know when to expect the missing grades.

I made an error! (Before grades post)

No worries! Please change the Grade Roster status back to Not Reviewed, update as needed, and click save.

I made an error! (After grades post, within the next quarter)

No worries! Please email gradechanges@everettcc.edu. One of us will be happy to change it.

I made an error! (After grades post, after the following quarter)

No worries! Please email gradechanges@everettcc.edu and copy your dean for approval. If it has been more than one quarter since grades were posted, we do need Dean's approval.

Issuing an Incomplete Grade?

Please make sure to fill out the form available in the Intranet under e-forms. It is the student's agreement and understanding about the process. We run the Incomplete Job the day grades post. This will turn the I grade from the previous year to an F grade.