



Linn-Benton

Community College

COLLEGE NOW GRADING PROCEDURES

Each College Now IOR approved instructor enters grades electronically through the LBCC website according to LBCC term grading deadlines. ***NOTE:** If you are not the IOR (Instructor of Record) for your course, please submit final grades to your College Now Faculty Liaison to complete this step.

Log onto Webrunner (click on the Continue to Single Sign-On under the Current Students section), use your LBCC X# (user ID) and PIN (choose forgot PIN if you cannot remember). Please find instructions [HERE](#) on how to claim your account (*this is a one-time only process, so not needed if previously completed in prior year*).

- ★ Click on **FACULTY & ADVISOR** tab.
- ★ Click on **FINAL GRADES**
- ★ Click on **SELECT TERM** – Fall 2024, etc.
- ★ Click on the **CRN** for your College Now class (it should appear in the pull down menu)
 - STUDENT class list will appear. The students listed have filled out the **High School Partnerships Application**, please contact Amy Sadowsky via email sadowsa@linnbenton.edu if a student is not listed on the student class list in WebRunner.
- ★ Choose the **GRADE A – F**. **Do not select Optional or leave blank.**
(No steps are required to “roll grades”. This process is completed by LBCC Admissions Office)
****If you are NOT an instructor of record - please submit grades to your LBCC Faculty Liaison for grade entry.**
- ★ **SAVE/SUBMIT**
- ★ **PLEASE GRADE ALL STUDENTS LISTED ONLINE**

GRADE CHANGE: To change or update a grade, the College Now teacher can submit the Grade Correction & Incomplete Grade Assignment form online:
<https://ffforms.linnbenton.edu/Forms/GradeCorrection>

Questions please contact:
Amy Sadowsky
College Now Coordinator
sadowsa@linnbenton.edu