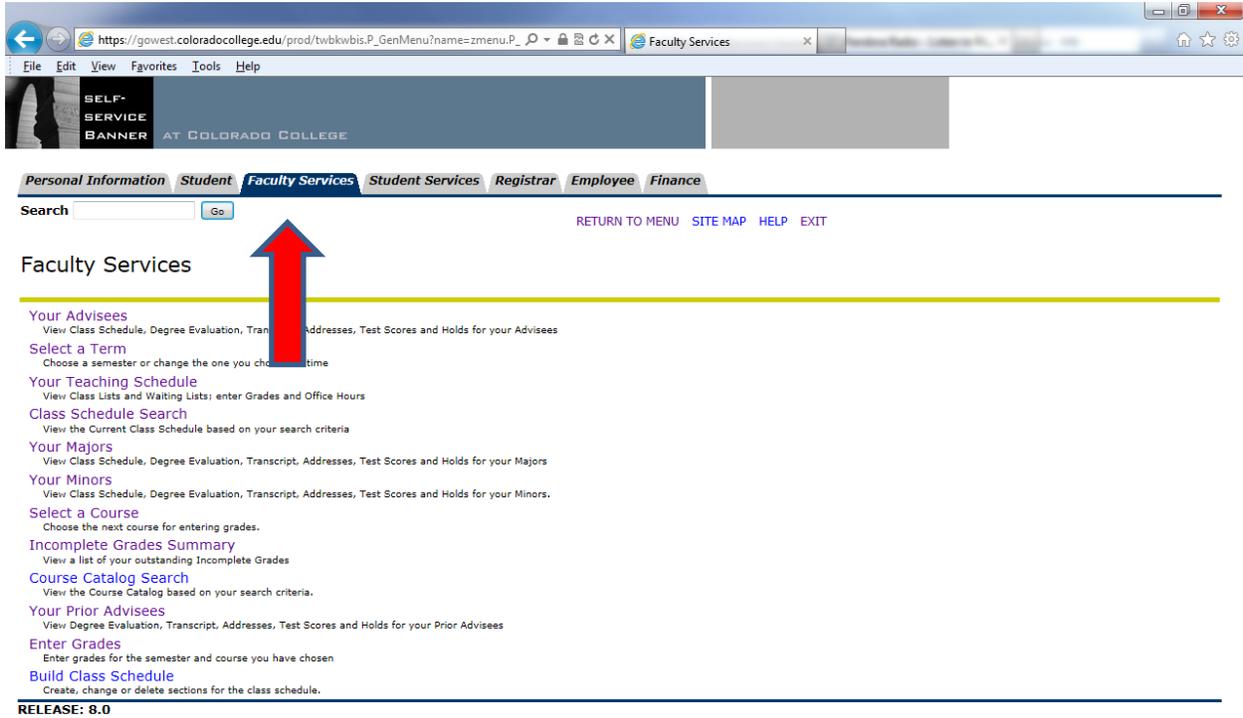


Faculty Enter Grades Instructions

1. Click on the "Faculty Services" tab in your SSB menu.

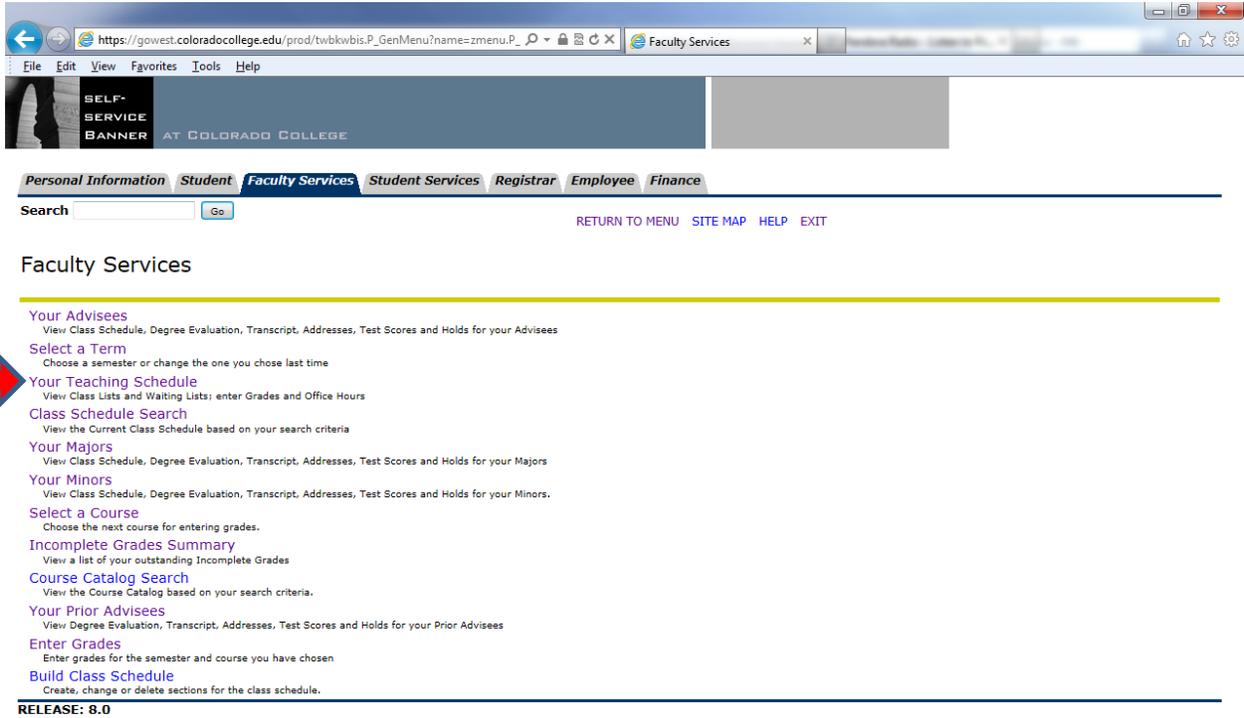


The screenshot shows a web browser window with the URL https://gowest.coloradocollege.edu/prod/twblkbis.P_GenMenu?name=zmenu.P_. The browser's address bar shows the page title "Faculty Services". The navigation menu includes tabs for "Personal Information", "Student", "Faculty Services", "Student Services", "Registrar", "Employee", and "Finance". A red arrow points to the "Faculty Services" tab. Below the navigation menu, there is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Faculty Services" and lists several options:

- [Your Advisees](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Advisees
- [Select a Term](#)
Choose a semester or change the one you chose. Time
- [Your Teaching Schedule](#)
View Class Lists and Waiting Lists; enter Grades and Office Hours
- [Class Schedule Search](#)
View the Current Class Schedule based on your search criteria
- [Your Majors](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Majors
- [Your Minors](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Minors.
- [Select a Course](#)
Choose the next course for entering grades.
- [Incomplete Grades Summary](#)
View a list of your outstanding Incomplete Grades
- [Course Catalog Search](#)
View the Course Catalog based on your search criteria.
- [Your Prior Advisees](#)
View Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Prior Advisees
- [Enter Grades](#)
Enter grades for the semester and course you have chosen
- [Build Class Schedule](#)
Create, change or delete sections for the class schedule.

RELEASE: 8.0

2. Click on “Your Teaching Schedule”



The screenshot shows a web browser window with the URL https://gowest.coloradocollege.edu/prod/twblkwbis.P_GenMenu?name=zmenu.P_. The browser's address bar shows the page title "Faculty Services". The website header includes the "SELF-SERVICE BANNER AT COLORADO COLLEGE" logo. Below the header is a navigation menu with tabs for "Personal Information", "Student", "Faculty Services", "Student Services", "Registrar", "Employee", and "Finance". A search bar is located below the navigation menu, with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Faculty Services" and lists several links with descriptions:

- [Your Advisees](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Advisees
- [Select a Term](#)
Choose a semester or change the one you chose last time
- [Your Teaching Schedule](#)
View Class Lists and Waiting Lists; enter Grades and Office Hours
- [Class Schedule Search](#)
View the Current Class Schedule based on your search criteria
- [Your Majors](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Majors
- [Your Minors](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Minors.
- [Select a Course](#)
Choose the next course for entering grades.
- [Incomplete Grades Summary](#)
View a list of your outstanding Incomplete Grades
- [Course Catalog Search](#)
View the Course Catalog based on your search criteria.
- [Your Prior Advisees](#)
View Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Prior Advisees
- [Enter Grades](#)
Enter grades for the semester and course you have chosen
- [Build Class Schedule](#)
Create, change or delete sections for the class schedule.

RELEASE: 8.0

- Select the course that you want to enter grades by clicking on the "Class List". It should be highlighted in blue. In this example, I am clicking on the number 17.

https://gowest.coloradocollege.edu/prod/zwlkifac.P_FacSched Faculty Schedule

Note: If your class is cross-listed, the size of the individual sections is displayed under "Class List" and "Waiting List". In order to see or email the entire class or waiting list, click on the numbers under "Combined Class List" and "Combined Waiting List". Grades cannot be entered from the combined lists.

CRN	Course	Title	Block	Units	Instructor	Limit	Class List	Waiting List	Combined Class List	Combined Waiting List
Summer 2013										
30143	GS199 101	Internship: Translation Excellence	B	0.25	Phillip C. Apodaca	1	1	0	1	
30154	GS199 111	Internship: American Civil Liberties Union	A-C	0.25	Phillip C. Apodaca	1	1	0	1	
Fall 2013										
10002	00000 1111	(taking a block off)	1	0.00	Phillip C. Apodaca	5	17	0	17	
11156	GS199 1111	Internship: Diversified Machine Systems	1	0.25	Phillip C. Apodaca	1	1	0	1	
11120	GS199 1121	Internship: Energy Vision	1	0.25	Phillip C. Apodaca	1	1	0	2	
11157	GS199 1131	Internship: 93XRT Chicago's Finest Rock	1	0.25	Phillip C. Apodaca	1	1	0	1	
11206	GS199 11C1	Internship: YMCA Boulder Valle	1	0.25	Phillip C. Apodaca	1	1	0	1	
11210	GS199 11D1	Internship: Gazette Newspaper	1	0.25	Phillip C. Apodaca	1	1	0	1	
11233	GS199 11E1	Internship: WOPLAH: Western Organization for People Living with HIV/AIDS in Mumias, Kenya	1	0.25	Phillip C. Apodaca	1	1	0	1	
11234	GS199 11F1	Internship: Lama Mountain	1	0.25	Phillip C. Apodaca	1	1	0	1	
10003	00000 2211	(taking a block off)	2	0.00	Phillip C. Apodaca	5	9	0	9	
10004	00000 3311	(taking a block off)	3	0.00	Phillip C. Apodaca	5	2	0	2	
10005	00000 4411	(taking a block off)	4	0.00	Phillip C. Apodaca	5	1	0	1	
Spring 2014										
20001	00000 5511	(taking a block off)	5	0.00	Phillip C. Apodaca	5	2	0	2	
20002	00000 6611	(taking a block off)	6	0.00	Phillip C. Apodaca	5	1	0	1	
20003	00000 7711	(taking a block off)	7	0.00	Phillip C. Apodaca	5	1	0	1	
20004	00000 8811	(taking a block off)	8	0.00	Phillip C. Apodaca	5	3	0	3	

[\[Return\]](#)

RELEASE: 8.0

4. Click on the word "Enter" in the Grade column.

00000 1111 -- (taking a block off)

CRN: 10002 Class List: 17
Block: 1 Waiting List: 0

Number	Student Name	ID	Class	Major	Transcript	Student E-mail	Units	Grade	Writing Evaluation
1	Usaama Alnoai	101263	Senior	Political Science	Transcript	Email Usaama.Alnoai@Colorado.edu	0.000	Enter	Enter
2	Ro		Senior	Biology	Transcript	Email Ro@Colorado.edu	0.000	Enter	Enter
3	As		Senior	Art	Transcript	Email As@Colorado.edu	0.000	Enter	Enter
4	Ga		Senior	Economics	Transcript	Email Ga@Colorado.edu	0.000	Enter	Enter
5	kfr		Sophomore	Undeclared	Transcript	Email kfr@Colorado.edu	0.000	Enter	Enter
6	Eli		Senior	Mathematical Economics	Transcript	Email Eli@Colorado.edu	0.000	Enter	Enter
7	Jos		Senior	Geology	Transcript	Email Jos@Colorado.edu	0.000	Enter	Enter
8	Fio		Junior	Environmental Science	Transcript	Email Fio@Colorado.edu	0.000	Enter	Enter
9	Joh		Senior	Environmental Science	Transcript	Email Joh@Colorado.edu	0.000	Enter	Enter
10	Jes		First-Year	Undeclared	Transcript	Email Jes@Colorado.edu	0.000	Enter	Enter
11	Cl		Senior	Art	Transcript	Email Cl@Colorado.edu	0.000	Enter	Enter
12	Pet		Sophomore	Undeclared	Transcript	Email Pet@Colorado.edu	0.000	Enter	Enter
13	Jar		Senior	Biology	Transcript	Email Jar@Colorado.edu	0.000	Enter	Enter
14	Elk		Sophomore	Undeclared	Transcript	Email Elk@Colorado.edu	0.000	Enter	Enter
15	Ha		Senior	Mathematics	Transcript	Email Ha@Colorado.edu	0.000	Enter	Enter
16	Jac		Junior	Biology	Transcript	Email Jac@Colorado.edu	0.000	Enter	Enter
17	Kir		Senior	Romance Languages	Transcript	Email Kir@Colorado.edu	0.000	Enter	Enter

[Email class](#)

[\[Return\]](#)

[\[Return to Your Teaching Schedule \]](#)

RELEASE: 8.1

5. Click on the Grade drop down box in the grade column and select the appropriate grade.

Grade Worksheet

833435 Phillip C. Apodaca
Fall 2013
Sep 25, 2013 03:03 pm

Course Information
00 000 1111 -- (taking a block off)
CRN: 10002
Students Registered: 17

⚠ Please submit the grades often. There is a 30 minute time limit starting at 03:03 pm on Sep 25, 2013 for this page.

Final Grades

Number	ID	Name	Units	Track	Grade	Writing Evaluation	Potential	Posted	Tutor
1			0.00	G	None	N/A	<input type="checkbox"/>	N	Usa...@coloradoCollege.edu
2			0.00	G	None	N/A	<input type="checkbox"/>	N	Rob...@ColoradoCollege.edu
3			0.00	G	A-	N/A	<input type="checkbox"/>	N	Ash...@ColoradoCollege.edu
4			0.00	G	B+	N/A	<input type="checkbox"/>	N	Gab...@oloradoCollege.edu
5			0.00	G	B	N/A	<input type="checkbox"/>	N	kfrie...hoo.com
6			0.00	G	C+	N/A	<input type="checkbox"/>	N	Eli.C...oloradoCollege.edu
7			0.00	G	C	N/A	<input type="checkbox"/>	N	Jose...ColoradoCollege.edu
8			0.00	G	C-	N/A	<input type="checkbox"/>	N	Fior...loradoCollege.edu
9			0.00	G	D+	N/A	<input type="checkbox"/>	N	Joha...ColoradoCollege.edu
10			0.00	G	D	N/A	<input type="checkbox"/>	N	Jesu...loradoCollege.edu
11			0.00	G	NC	N/A	<input type="checkbox"/>	N	Clai...ColoradoCollege.edu
12			0.00	G	I	N/A	<input type="checkbox"/>	N	Pete...oradoCollege.edu
13			0.00	G	IP	N/A	<input type="checkbox"/>	N	Jam...oloradoCollege.edu
14			0.00	G		N/A	<input type="checkbox"/>	N	Eller...radoCollege.edu
15			0.00	G		N/A	<input type="checkbox"/>	N	Han...oloradoCollege.edu
16			0.00	G		N/A	<input type="checkbox"/>	N	Jacob...wsky@coloradoCollege.edu

- When you are finished entering grades, press the submit button to send them to the Registrar's Office for processing. That's it!

Please submit the grades often. There is a 30 minute time limit starting at 03:44 pm on Sep 25, 2013 for this page.

Number	ID	Name	Units	Track	Grade	Writing Evaluation	Potential Tutor	Posted
1			0.00	G	A	N/A		N
2			0.00	G	B	N/A		N
3			0.00	G	A	N/A		N
4			0.00	G	A-	N/A		N
5			0.00	G	A-	N/A		N
6			0.00	G	A-	N/A		N
7			0.00	G	A-	N/A		N
8			0.00	G	A-	N/A		N
9			0.00	G	C+	N/A		N
10			0.00	G	B+	N/A		N
11			0.00	G	A-	N/A		N
12			0.00	G	A	N/A		N
13			0.00	G	B	N/A		N
14			0.00	G	B	N/A		N
15			0.00	G	A	N/A		N
16			0.00	G	B	N/A		N
17			0.00	G	A-	N/A		N

Submit Reset

Please submit the grades often. There is a 30 minute time limit starting at 03:44 pm on Sep 25, 2013 for this page.

[Return]

[Select a different term | Select a different course]

RELEASE: 8.2

- Grades will be due exactly 12 days from the end of the block, at which point the grades you have submitted will post to the students' transcripts. After that, you will no longer be able to make changes to those grades. You will however, be able to submit any additional grades not already submitted.

8. You can confirm the submission of your grades by viewing your class list and the grades will be listed.

Class List

00000 1111 -- (taking a block off)

CRN: 10002 Class List: 17
Block: 1 Waiting List: 0

Number	Student Name	ID	Class	Major	Transcript	Student E-mail	Units	Grade	Writing Evaluation
1	[Redacted]	101365	Senior	Political Science	Transcript	Usaama.Alnaji@ColoradoCollege.edu	0.000	A	Enter
2	[Redacted]		Senior	Biology	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
3	[Redacted]		Senior	Art	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
4	[Redacted]		Senior	Economics	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
5	[Redacted]		Sophomore	Undeclared	Transcript	[Redacted]@shoo.com	0.000	Enter	Enter
6	[Redacted]		Senior	Mathematical Economics	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
7	[Redacted]		Senior	Geology	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
8	[Redacted]		Junior	Environmental Science	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
9	[Redacted]		Senior	Environmental Science	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
10	[Redacted]		First-Year	Undeclared	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
11	[Redacted]		Senior	Art	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
12	[Redacted]		Sophomore	Undeclared	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
13	[Redacted]		Senior	Biology	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
14	[Redacted]		Sophomore	Undeclared	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
15	[Redacted]		Senior	Mathematics	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
16	[Redacted]		Junior	Biology	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter
17	[Redacted]		Senior	Romance Languages	Transcript	[Redacted]@ColoradoCollege.edu	0.000	Enter	Enter