

# Official Grade Reporting, e-Learning

- Final Grading is now done through [Self Service](#). Faculty should login to Self-Service directly as most functions are no longer available if you login through Webadvisor.
- *The new policy of not withdrawing a student at census who did not attend means they will still appear on your roster. They should have a check mark next to “Never Attended.” If they never attended, they should be awarded a grade of “F” and the Last Day of Attendance should be the final day of the semester. If you are awarding an I [Incomplete] grade, you should also put in a LDA of the final day of the semester.*
- The Never Attended button will be available and if you didn’t check it off when your Final Class List was submitted, you can check it off now, while submitting your final grades.

Complete these steps in order to officially submit your grades:

1. Be sure you are ready to provide final grades to an entire class. Although the system allows partial grading to be submitted, course grading will not be considered complete until **all** grades are entered. Once you enter grades, they are official, and will be available to the students possibly as soon as the next morning.
2. First, **log into Ocean Connect**. Select [Self Service](#) for Faculty and Staff.

## Self-Service for Faculty and Staff

*Self-Service Home Page.*

3. In Self Service click Faculty.



### Faculty

Here you can view your active classes and submit grades and waivers for students.

4. From the faculty screen, select the section, then select FCL/Grading and choose the grades for each student. Once done, Post Grade.

Roster	Attendance	Census	FCL / Grading	Books	Permissions			
Overview Final Class Roster								
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Final Class Roster	Class Level	Credits
	[REDACTED]							

5. If you have a student in your class who is not listed on this roster, the student has either been withdrawn or never registered. Contact Registration and Records with questions about these students. Email [registrar@ocean.edu](mailto:registrar@ocean.edu) or call 732-255-0304.
6. Verify that your grades are correct, and print or save the page for your records.
7. Once grading is completed for all sections you are teaching, log out. If you feel you may have submitted a grade in error, contact the Academic Administrator at [elearningadmin@ocean.edu](mailto:elearningadmin@ocean.edu) to get a [Change of Grade Form](#). You can't change verified grades online.

Grades should be submitted as soon as possible after the conclusion of the course. **The final deadline for grade submission is 72 hours from the last day of the term for Full Time tenured faculty and 48 hours for all other faculty.** Your cooperation with this deadline is **essential**, and much appreciated!

Remember, we will be running Academic Standing and graduating students and this is not possible without 100% of the grades.

Thank you for your timely cooperation.

**Bridget Root, BBA**  
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*\*\* Submitted grades should match the letter/numerical grade equivalent from your syllabus\*\**

#### Grade Choices Are

- A Excellent
- B+ Very Good
- B Good
- C+ Above average
- C Average
- D Below average
- F Failure (Last date of attendance must be entered.)

Incomplete – Should be assigned only if the student has approached you for extra time on particular assignments, and you have agreed to allow it. Once the student has completed the work, you must submit a Change of Grade Form, converting the “I” to the appropriate earned grade. There is a deadline of 30 days **beyond the semester**, after which all outstanding “I” grades will become “F” grades.  
(See the [registration calendar](#) for the date.)

- R Audit – Should only be assigned if the student initially registered to audit the course.

**You CANNOT issue a student a “W” at this point.**