Grade Reporting, e-Learning

*-- **Every** student on your roster must be issued a final grade. --*

Complete these steps in order to officially submit your grades:

1. Be sure you are ready to provide final grades to the 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 to view.

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 correct section.
5. Then navigate to Grading >> Final Grade

Roster	Attendance	Census	Grading	Books	Permissions

Overview | Final Grade | Final Class Roster

- Using the drop-down list, choose the grades for each student that corresponds to their grade per the syllabus. See the examples below.

Sample Scenarios	Never Attended	Last Date of Attendance	Final Grade
Student Earned a Passing Grade	☐	M/d/yyyy	A
Student Attended and Earned a Failing Grade	☐	Final Day Of Term	F
Student Issued an Incomplete	☐	Final Day Of Term	I
Student Never Attended, Never Withdrew	☑	M/d/yyyy	F

6. Verify that your grades are correct. Once **every student has a grade**, and you've looked it over for accuracy, select "Post Grades" in the upper right corner. Once submitted, these grades can not be changed via Self-Service. If you feel you may have submitted a grade in error, contact the Academic Administrator at elearningadmin@ocean.edu to submit a Change of Grade Form. You cannot change verified grades online. You can also not issue an incomplete once grades have been submitted.

7. If you have a student in your class who is not listed on this roster, the student was either dropped or withdrawn. Contact Registration and Records with questions about these students. Email registrar@ocean.edu or call 732-255-0304.

8. Once grading is completed for all sections you are teaching, log out.

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!

** Submitted grades should match the letter/numerical grade equivalent from your syllabus**

Grade	Quality Points	Numerical Equivalent	Grade Interpretation
A	4.0	90-100	Excellent
B+	3.5	87-89	Very Good
B	3.0	80-86	Good
C+	2.5	77-79	Above average
C	2.0	70-76	Average
D	1.0	60-69	Below average
F	0.0	59 & below	Failure (Last date of attendance must be entered.)
I	0.0		Incomplete: Refer to Policy # 5154 to see eligibility for an Incomplete. Once the student has completed the work, you must submit a Change of Grade Form, converting the "I" to the appropriate earned grade. Students have 30 days **beyond the semester**, after which all "I" grades will automatically become "F."
R			Audit – Should only be assigned if the student initially registered to audit the course.

You cannot issue a "W" at this point.