

Fresno City College Faculty Gradebook Checklist

At Start of Semester

<input type="checkbox"/> ID gradebook method	<ol style="list-style-type: none"> 1. Utilize Canvas gradebook: https://scccd.instructure.com/courses/58783/pages/prior-to-first-day (scroll down to “set up gradebook”) OR; 2. Create Excel spreadsheet OR; 3. Other method (e.g., publisher LMS) <p>Admissions and Records requires the gradebook to contain the section #, student names, and student ID #s. If you utilize Canvas gradebook, this information is already included.</p> <p>When teaching cross-listed sections, each section must have a separate gradebook. Some faculty find it easiest to separate the gradebook by section at the end of the semester.</p>
<input type="checkbox"/> ID method to record attendance/manage rosters	<ol style="list-style-type: none"> 1. Visit Canvas faculty virtual hub: https://scccd.instructure.com/courses/58783/pages/prior-to-first-day (scroll down to “make attendance plan”) OR; 2. Create Excel spreadsheet OR; 3. Other method (e.g., publisher LMS) <p>Admissions and Records requires attendance records contain the section #, student names, and student ID #s. The student ID # appear in Canvas as the SIS #.</p> <p>When teaching cross-listed sections, each section must have a separate attendance roster. Some faculty find it easiest to separate the attendance rosters at the end of the semester.</p> <p>Attendance must be recorded for all sections, including asynchronous online classes. All students are required to meet the number of course hours indicated in the COR, regardless of a course being F2F, online synchronous, or asynchronous. Faculty can utilize weekly assignments, discussions, quizzes, or some other form to take weekly attendance.</p> <p>TUTORIAL: https://www.3cm mediasolutions.org/privid/387545?key=7c45d1256ed0365bb29357eedbbab8ed268c5316</p>
<input type="checkbox"/> At end of week 1, compare self-service roster with attendance roster/official gradebook	<p>If there is a discrepancy, ID/correct roster discrepancy:</p> <ol style="list-style-type: none"> 1. Drop no-show students (as “no show”) via self-service 2. Update gradebook/roster with students who have added your class 3. Provide students a deadline to add those who are showing up to class but are not on the official (SCCDD) roster in self-service. Utilizing self-service, faculty can retract/invalidate the permission code.

<input type="checkbox"/> Drop students when necessary, based on your drop policy	<p>Drop students via self-service. Admissions and records require a last day of attendance be reported for all students who are dropped. To identify this date, refer to your attendance records or, if using Canvas, utilize Canvas (People link) for last day of participation.</p> <p>TUTORIAL: https://www.3cm mediasolutions.org/privid/387549?key=9f2f7cb4e12daa61ee690fd9f65de47d19fb5289</p>
<input type="checkbox"/> Prior to census, routinely check SCCCD email for ADD/Drop activity	<p>Faculty receive an email for students who are added/dropped prior to census. Use these emails to update your attendance rosters/gradebook. If using Canvas gradebook, the adds/drops are automatically reflected in the Canvas gradebook.</p>

One Week Prior to Census

<input type="checkbox"/> Compare your official attendance records/official gradebook with the official roster listed in self-service. Check for discrepancies.	<p>If all names align, you are ready for census.</p> <p>If there is a discrepancy, drop students that need to be dropped. For students who have been attending your class but never added your class, add ASAP. These students MUST add the class prior to the day BEFORE CENSUS. Students cannot add your class after the day prior to census (i.e., students cannot add on or after the census).</p> <p>Students dropped prior to the day before census do not receive a mark on their transcripts (i.e., No shows and drops prior to census will not appear on transcripts).</p>
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On Census

<input type="checkbox"/> Log into self-service and certify rosters for every section you are teaching. If you are teaching a cross-listed section, you must certify your roster for each section.	<p>All faculty receive an email reminder to certify their rosters on census. The section census date is indicated in self-service (in the specific course in the "CENSUS" tab).</p> <p>Students who are dropped on or after Census, up to the final (student) drop deadline (indicated in self-service), receive a "W".</p> <p>TUTORIAL: https://www.3cm mediasolutions.org/privid/387547?key=119b4ea38ce600f95871d39026a7e5e086c296a9</p>
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One Week Prior to End of Semester

<p><input type="checkbox"/> Compare the self-service roster with your attendance roster/official gradebook</p>	<p>If there is a discrepancy, ID/correct issue:</p> <ol style="list-style-type: none">1. Student should have been dropped but was not: email records@fresnocitycollege.edu ASAP to secure and submit an Instructor Late Drop request.2. Student appears on roster but was dropped or doesn't belong on roster: email records@fresnocitycollege.edu ASAP to secure and submit an Instructor Late Drop request. <p>Any student dropped after census but before the drop deadline should remain on the roster (even if they no longer appear self-service) with their last date of attendance. Any other students who do not belong or are not supposed to be on your rosters should be dropped with the late instructor drop request.</p> <p>NOTE: Students who are dropped after the drop deadline receive an "F" grade, so it is important that faculty review/correct rosters prior to census and the end of the semester.</p>
<p><input type="checkbox"/> Prepare attendance rosters for submission.</p>	<p>Although these are not due until you submit your grades, you will save time and potential drama by ensuring your attendance rosters:</p> <ul style="list-style-type: none">• Contain the correct section # in the file name• The section # is listed at the top of the attendance roster• The student's name AND ID number is listed. In Canvas, it is the SIS number.• List actual dates for each week (NOT "week 1, week 2...")• Identify and list the last day of attendance on the spreadsheet for students that were dropped or stopped attending class. This information will expedite submitting your grades.• Include an attendance legend (e.g., T=tardy; A=absent; P=present) <p>Name and save your file by section name and number (e.g., BA-31-1234-Garcia). Don't forget, if you are teaching cross-listed or combined sections, separate attendance rosters must be submitted for each section, with only the students enrolled in the respective section listed.</p>

Submitting Final Grades (end of semester)

<input type="checkbox"/> All grades are due at 12 NOON Monday after the semester ends.	If you are unable to meet this deadline, contact your Dean ASAP, faculty missing this deadline are subject to disciplinary action.
<input type="checkbox"/> Prepare gradebook for assigning grades and electronic submission.	<p>In Canvas, download (export) your complete gradebook into an Excel spreadsheet. https://scccd.instructure.com/courses/58783/pages/end-of-semester-guides</p> <p>In the downloaded gradebook from Canvas, in the final columns, there will be columns titled: Current Score; Unposted Current Score; Final Score; Unposted Final Score. Note and delete the duplicate columns (i.e., only keep the FINAL SCORE columns).</p> <p>For the gradebook:</p> <ul style="list-style-type: none">• Letter grades must be assigned to every enrolled student (i.e., no “pass” or “fail”)• Include a grading legend (e.g., 90-100% = A; 80-89% = B)• The final grade posted for each student will reflect the score in your downloaded gradebook (final column titled: FINAL SCORE).• For students receiving “F” grades, next to the column with the final grade (FINAL SCORE column), include the last day of attendance.• If teaching a cross-listed section, two separate gradebooks must be submitted. From the master file, rename each file by section number. Then, using the official roster, for each file, delete students that do not belong in the respective section.
<input type="checkbox"/> Through self-service faculty, assign final grades for the course.	<p>Every enrolled student must have a grade assigned and the assigned grade must match what is noted in the gradebook you will submit electronically.</p> <p>Students who receive an “F” grade must have a last date of attendance reported. Check your rosters and/or Canvas PEOPLE link. This date must match your attendance rosters.</p> <p>PRIOR to leaving the FINAL GRADE page in self-service, CAREFULLY review the assigned grade. If, after assigning and submitting grades, you discover a grading error, log back into the section and make the correction. Most grades are run in the late evening, but if you attempt to make a correction after the grades have been verified, contact Admissions and Records ASAP. They will assist you in correcting the error.</p> <p>TUTORIAL: https://www.3cm mediasolutions.org/privid/387551?key=2d6674b5ed53761634bef3b65008839d1d1aa899</p>

<input type="checkbox"/> Submit final gradebook	<p>Admissions and Records require faculty to submit their final gradebook.</p> <p>In self-service, upload your final gradebook through the DAILY WORK icon on the left side of the self-service page. Use the pull-down menu in the DAILY WORK: FACULTY menu and select “Electronic Submission of Rosters.” Follow the prompts to submit, but prior to submitting, review your gradebook. Make certain the file:</p> <ul style="list-style-type: none"> • Contains the correct section # in the file name • Lists the section # at the top • Lists both the student’s name AND student ID number. In Canvas, it is the SIS number. • If the section is cross-listed, two separate gradebooks must be created and submitted, with each file only listing students enrolled in the respective section.
<input type="checkbox"/> Prepare attendance rosters for submission and submit final attendance rosters.	<p>Admissions and Records require faculty to submit their gradebook AND their attendance rosters.</p> <p>In self-service, upload your attendance rosters through the DAILY WORK icon on the left side of the self-service page. Use the pull-down menu in the DAILY WORK: FACULTY menu and select “Electronic Submission of Rosters.” Follow the prompts to submit, but prior to submitting, review your attendance rosters and gradebook. Make certain both files:</p> <ul style="list-style-type: none"> • Contain the correct section # in the file name • The section # is listed at the top • The student’s name AND student ID number is listed. In Canvas, it is the SIS number. <p><u>For attendance rosters:</u></p> <ul style="list-style-type: none"> • List actual dates for each week (NOT “week 1, week 2...”) • Include an attendance legend (e.g., T=Tardy; A=Absent; P=present) • If teaching a cross-listed section, two separate rosters must be submitted. From the master file, rename each file by section number. Then, using the official roster for each file, delete students that do not belong in the respective section. <p>TUTORIAL: https://www.3cm mediasolutions.org/privid/401314?key=ac1b3c864000c198851ebb1cb95f1597d81ea6db</p>

FACULTY GRADING QUICK GUIDE

FINAL GRADES ARE DUE BY 12 P.M. MONDAY, AFTER CLASS ENDS

Complete these two steps:

Step 1: Enter a final letter grade of A-F for each student in your Self-Service class roster

Step 2: Upload your Grade & Attendance Files in Self-Service- Daily work tab-faculty

If your course ends early, get your grades entered and files uploaded before the end-of-term to avoid system overload.

Step 1: Enter final grades in Self-Service

- Enter a Final Grade for each enrolled individual in your Self-Service roster
- For Positive Attendance courses: hours must be entered first and then letter grade received
- For Pass/No Pass - enter a letter grade A-F and the system will convert it to P or NP
- Non-credit Courses - Enter Y = Completed or N = Not Completed
- If student earned an 'F' grade, indicate the last date of attendance (required for 'F' grade)
- If student stopped attending/participating, enter the last date of attendance/participation and enter grade earned (likely 'F')
- **Late Instructor Drops -**
 1. Leave Final Grade blank. If student never attended and never dropped - check mark 'never-attended'
 2. **Contact your division office to request the late instructor drop form link.**
- Submit and repeat for each of your sections.

Assigning 'I' Incomplete Grade - assign an expiration date to the student that is no later than the end of the following semester (excludes summer). Submit the Report of Incomplete Form with student signature directly to the A&R Office by email to records@fresnocitycollege.edu . Students should never be handed an Incomplete Form to submit themselves.

Step 2: Upload your Grade and Attendance rosters

File name format: *Section-LastName-Term-Type* (examples):

- **All in one file:** MATH-2A-12345-DAVIS-2022FA-GRD-ATT
- **Separate files:** MATH-2A-12345-DAVIS-2022FA-GRD & MATH-2A-12345-DAVIS-2022FA-ATT

Submit files in MS Excel only (.xls or .xlsx file format, no .CSV due to data loss issues)

Your file(s) must include the following:

Minimum of 4 graded items totaling/supporting a final score

Highlighted columns: SIS user id #, final score/percentage, and final letter grade

Grade scale (see example) must reflect how grades were calculated points or %

Attendance: Headers must include dates. Courses with scheduled meeting times must include all dates of the class. If using Canvas - download report into Excel, then you can edit to include all necessary data if needed. **Legend:** Asynchronous example when using assignments: *Zero Score= absence Score=Present.*

Grade Scale	Example:
90 to 100	A
80 to 89.9	B
70 to 79.9	C
60 to 69.9	D
0 to 59.9	F

Self-Service Help Desk 559-499-6072 option #6.

Note: All classes require records of attendance with legend. Canvas reports can be used or see example below.

1 Example of Attendance sheet with Dates in Header

A	D	E	F	G	H	I
Student	SIS Login ID	Root #	Section	Assignment: Week 3 (207078)	Assignment: Week 1 (207076)	Assignment: Week 6 (207081)
Date of Attendance				7/8/2017	6/24/2017	7/28/2017
Points Possible				15	15	15
	742534	scccd.i	BA-15-75441	15	15	15
	24894	scccd.i	BA-15-75441	0	13	0

See Faculty Hub for tutorial videos and instructions:

<https://www.fresnocitycollege.edu/academics/online-learning/index.html>

Admissions and Records Contacts:

Send all emails to records@fresnocitycollege.edu or call Bobbie Tello-Perez (559) 443-8636