Fresno City College Faculty Gradebook Checklist (5/21/2024)

At Start of Semester

❑	ID gradebook method	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) 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. 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.
❑	ID method to record attendance/manage rosters	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) Admissions and Records requires attendance records contain the section #, student names, and student ID #s. The student ID # appear in Canvas as the SIS #. 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. 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. TUTORIAL: https://www.3cmediasolutions.org/privid/387545?key=7c45d1256ed0365bb29357eedbbab8ed268c5316
❑	At end of week 1, compare self-service roster with attendance roster/official gradebook	If there is a discrepancy, ID/correct roster discrepancy: 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 (SCCCD) roster in self-service. Utilizing self-service, faculty can retract/invalidate the permission code.

❑	Drop students when necessary, based on your drop policy	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. TUTORIAL: https://www.3cmediasolutions.org/privid/387549?key=9f2f7cb4e12daa61ee690fd9f65de47d19fb5289
❑	Prior to census, routinely check SCCCD email for ADD/Drop activity	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.

One Week Prior to Census

❑	Compare your official attendance records/official gradebook with the official roster listed in self-service. Check for discrepancies.	If all names align, you are ready for census. 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). 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).

On Census

❑	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.	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). Students who are dropped on or after Census, up to the final (student) drop deadline (indicated in self-service), receive a "W". TUTORIAL: https://www.3cmediasolutions.org/privid/387547?key=119b4ea38ce600f95871d39026a7e5e086c296a9

One Week Prior to End of Semester

❑	Compare the self-service roster with your attendance roster/official gradebook	If there is a discrepancy, ID/correct issue: 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. 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. 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.
❑	Prepare attendance rosters for submission.	Although these are not due until you submit your grades, you will save time and potential drama by ensuring your attendance rosters: • 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) 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.

Submitting Final Grades (end of semester)

❑	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.
❑	Prepare gradebook for assigning grades and electronic submission.	In Canvas, download (export) your complete gradebook into an Excel spreadsheet. https://scccd.instructure.com/courses/58783/pages/end-of-semester-guides 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). **For the gradebook**: • 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.
❑	Through self-service faculty, assign final grades for the course.	Every enrolled student must have a grade assigned and the assigned grade must match what is noted in the gradebook you will submit electronically. 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. 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. TUTORIAL: https://www.3cmediasolutions.org/privid/387551?key=2d6674b5ed53761634bef3b65008839d1d1aa899

❑	Submit final gradebook	Admissions and Records require faculty to submit their final gradebook. 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: • 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. • Contains a grading scale: If faculty use a varied grading scale differing from the standard 10 point/percentage between grades, it must be included. <u>Standard grading scales</u> are still recommended to be included, but not required. • 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.
❑	Prepare attendance rosters for submission and submit final attendance rosters.	Admissions and Records require faculty to submit their gradebook AND their attendance rosters. 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: • 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. • If using roll-call attendance, faculty are not required to replace the Canvas ID with the students' SIS ID **For attendance rosters:** • 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. TUTORIAL: https://www.3cmediasolutions.org/privid/401314?key=ac1b3c864000c198851ebb1cb95f1597d81ea6db
❑ Successful submission		
		GRADING COMPLETE:

Faculty will receive a confirmation email once all grades have been entered in Self-Service. The message will read: "*Thank you! Your grades for [Course Name-Section#] have been received.*"

1) Faculty will not receive the message until **all** grades in the section are entered.
2) If faculty remove a grade in Self-Service, it also removes the grade from Colleague and no additional messaging is sent.
3) If faculty change a grade after all grades are entered, there is no additional messaging.

ATTENDANCE ROSTERS:
Faculty will receive a confirmation email when grades attendance rosters are submitted. The message will read: "Your roster(s) for *[Course Name-Section#]* have been downloaded for review by the Fresno City College Admissions and Records Office. The review process may take up to 6 weeks. If anything further is needed, you will be contacted via email."

ROSTER SUBMISSION COMPLETE:
Within six weeks after submission, faculty will receive an email from FCC Records that will either read:
1) "Thank you for your submission of your electronic roster for section *[Course Name-Section#]*. **Congratulations**, upon review of the roster, it has been determined that the file is complete**.** With rosters to review for over 2400 courses this xx term, your attention to detail is greatly appreciated."
2) **Missing and/or Incomplete Roster Submission**. The message will read: Admissions & Records has asked that the following rosters be submitted and/or corrected as listed below. Please address these issues as soon as possible." The message will detail the missing modifications. This may include cross-listed sections; missing dates/attendance; grade scale. Your Dean/Division Office will be copied on this message.

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

![FC] Fresno City College

Complete these two steps:

Step 1: Enter a final letter grade of A-F for each student on 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 on your class roster in Self-Service
- 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')
  - o **Late Instructor Drops:**
    1. Leave Final Grade blank. If student never attended and never dropped, check mark "never attended".
    2. Send an email to records@fresnocitycollege.edu to request the Late Instructor Drop link.
- Submit and repeat for each of your classes

Assigning 'I' Incomplete Grade: Select the "I" grade and **assign an expiration date** 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 the 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-A*TT*
- **Separate files:** MATH-2A-12345-DAVIS-2022FA-GRD & MATH-2A-12345-DAVIS-2022FA-A*TT*

Submit files in MS Excel only (.xls or .xlsx file format, not .CSV due to data loss issues)

Your file(s) must include the following:
- ✓ **Minimum of 4 graded items** totaling/supporting the final score
- ✓ **Highlighted columns:** SIS User ID#, final score/percentage, and final letter grade
- ✓ **Grade scale** when not using a standard scale (see example). Scale 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 the report into Excel, then you can edit it to include dates and legend. **Legend:** Asynchronous example when using assignments as attendance markers: *Zero Score=absence Score=Present.*
  Note: All classes require records of attendance.

Standard 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