

## Participation Reporting Schedule/Process for Final Grades

### Accessing the Final Grade Page

- Go to [www.jccmi.edu](http://www.jccmi.edu) → e-Services (not Online Classes or Educator) → Employees tab (top right) → Online Grading (lower right). Read instructions for Online Grading, then click “Continue with Online Grading” (bottom). Login (same as JCC email; your name must be the instructor of record).
- Select the “Term” (drop down menu); click on “Submit.” Select “Final Grading” (drop down menu); put a check mark by the course (only one course at a time); click on “Submit.”
- From this point you have 20 minutes to complete grades for this course.

### Entering Final Grades

- Use these valid final grades: 4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.5 0.0 or I (for Incomplete)
- For courses that are Pass/Fail, enter a P or an F.
- Do not enter an expiration date, just the numerical grade.
- After entering and checking the grades or letter symbol, click on “Submit.”

**Special note:** Use “Menu” (top right corner) for next selection of class. Do not use “Back” button.

### Changes

- If something goes wrong, don’t submit. Do quit and start over.
- Once you submit, all changes must be made using the “Change of Grade” form.
- You will be asked to re-submit your grades if an invalid grade is submitted.

**You have 20 minutes to submit your grades for each course.  
If you exceed 20 minutes, you will be timed out and must log in again.**