

## Participation Reporting Schedule/Process

**Follow these steps to enter:** You have 20 min to submit your grades for each course you are grading.

1. [www.jccmi.edu](http://www.jccmi.edu) – (go to website)
2. e-Services (not on line classes ) (not Educator)
3. Employee tab
4. Online grading (a reminder of the directions will appear) click Continue with On-line grading (bottom of page)
5. Novell login (same as email or JCC computer access and your name must be the instructor of record)
6. Choose Semester (in drop down menu)
7. Mid term - for participation choose mid term in drop down menu (for Final grading see instruction below) then...  
Check course (can only do one at a time) click Submit (you may need to scroll down because of the legends)
8. Follow below directions by date (remember it's 20 min from here to submit grades or you will time out)
9. After entering the letter symbol or grades, **check your submission**, click Submit. Once you submit, all changes must be made via the change of grade form.

**SPECIAL NOTE:** Use menu (top right corner) **do not use back button** for next selection of class

### **For Gr 1: the following values should be used**

- H** - The student is not doing acceptable work and needs **H**elp to be successful.
- Q** - The student has not participated and the instructor believes they have unofficially withdrawn (**Q**uit). The student will be dropped/withdrawn only if all the student's courses reflect a "Q". A letter indicating the importance of every class, including the first, will be sent to the student.
- V** - The instructor **V**erifies that the student is participating and doing acceptable work

### **For Gr 2: the following values should be used**

- H** - The student is not doing acceptable work and needs **H**elp to be successful.
- Q** - The student has not participated and the instructor believes they have unofficially withdrawn (**Q**uit). A "Q" will result in an instructor initiated drop/withdraw. The student is notified by mail of the action.
- V** - The instructor **V**erifies that the student is participating and doing acceptable work.

### **For Gr 3: the following values should be used**

- H** - The student is not doing acceptable work and needs **H**elp to be successful.
- Q** - The student has not participated and the instructor believes they have unofficially withdrawn (**Q**uit). A "Q" will result in an instructor initiated drop/withdraw. The student is notified by mail of the action.
- V** - The instructor **V**erifies that the student is participating and doing acceptable work.

### **For Gr 4 -"Mid-Semester Evaluation" enter a valid grade**

4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.5, and 0.0

**16 week courses, all others two days following the end of course**

### Final Grade Reporting Process

repeat steps 1 to 9 choosing Final (not Mid Term) on step 7 in drop down menu

4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.5, and 0.0

Do not enter a expiration date, just the numerical grade

**Check your enteries**, click Submit. Once you submit corrections **must** be made on 'Change of Grade' form.