

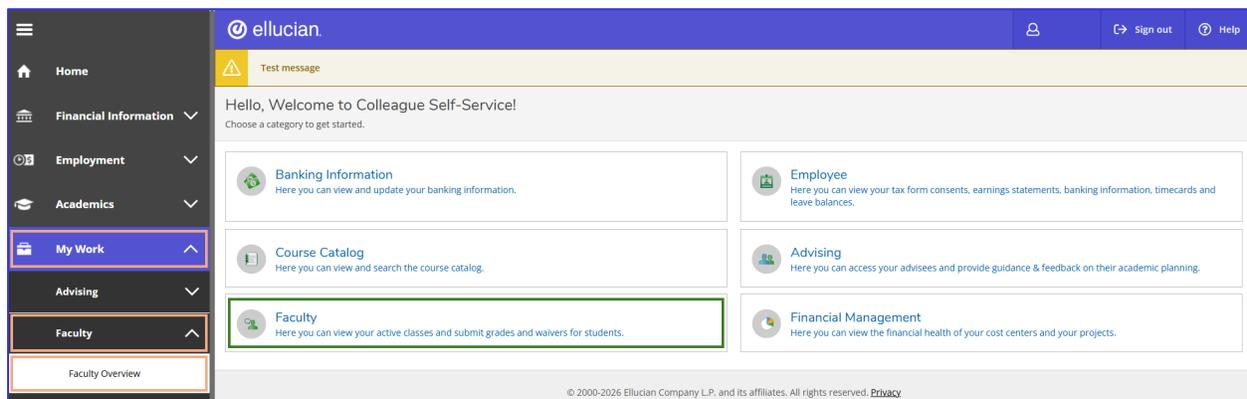
How to Grade a Course

Login to Self-Service:

go.lclark.edu/selfservice

You can access the Faculty page two ways:

- **From the homepage:** Click the **Faculty** tile.
- **From the hamburger menu (☰) at the top left:** Select **My Work**, then **Faculty** and then choose **Faculty Overview** from the drop-down menu.



- **Select** the course section you want to grade.

Note: Your course sections are listed by semester, with the current semester listed on the bottom and future semesters listed on top.

The screenshot shows the Lewis & Clark course management interface. At the top, there is a navigation bar with the Lewis & Clark logo, a user profile icon labeled 'lc02-1234', and links for 'Sign out' and 'Help'. Below the navigation bar, there is a breadcrumb trail: 'My Work > Faculty > Faculty Overview'. The main content area is titled 'Manage your courses by selecting a section below'. It displays two tables of course sections.

Section	Times	Locations	Availability	Books	Census Dates
LAW-111-C: Law Class 3	T 3:15 PM - 4:40 PM 1/9/2023 - 5/2/2023 Th 2:55 PM - 4:20 PM 1/9/2023 - 5/2/2023	McCarty Classroom Complex, 4 Lecture McCarty Classroom Complex, 4 Lecture	84 / 84 / 0		
LAW-111-B: Law Class 2	M/W 10:35 AM - 12:00 PM 1/9/2023 - 5/2/2023	McCarty Classroom Complex, 4 Lecture	66 / 68 / 0		

Section	Times	Locations	Availability	Books	Census Dates
LAW-111-A: Law Class	M/W 9:00 AM - 10:25 AM 8/29/2022 - 12/16/2022	McCarty Classroom Complex, 3 Lecture	1 / 60 / 0		

- **Select Grading.**

The screenshot shows the Lewis & Clark course management interface for the 'Grading' tab of the LAW-111-A: Law Class section. The navigation bar at the top is identical to the previous screenshot. The breadcrumb trail is 'My Work > Faculty > Faculty Overview'. The main content area is titled 'Section Details' and includes a link to '< Back to Courses'. The section title is 'LAW-111-A: Law Class'. Below the title, the following information is displayed: 'Law - Fall 2022', 'Law Campus', 'M/W 9:00 AM - 10:25 AM', '8/29/2022 - 12/16/2022', 'McCarty Classroom Complex, 3 Lecture', and 'Seats Available 1 / 60 / 0'. There are four tabs: 'Roster', 'Grading' (which is highlighted with a yellow box), 'Permissions', and 'Waitlist'. Below the tabs, there are buttons for 'Print', 'Email All', and 'Export'. A table below the buttons displays student information:

Student Name	Student ID	Class Level	Preferred Email
Student A She/Her/Hers	1234567	2L	studenta@lclark.edu

- **Select Final Grade.**
- Enter the students' grades using the dropdown menu in the **Final Grade** column.

LAW-111-A: Law Class

Law - Fall 2022
Law Campus

M/W 9:00 AM - 10:25 AM
8/29/2022 - 12/16/2022
McCarty Classroom Complex, 3 Lecture

Seats Available ⓘ 1 / 60 / 0

Waitlisted ⓘ

Roster **Grading** Permissions Waitlist

Overview **Final Grade**

Student Name ^	Student ID ^	Never Attended ^	Last Date of Attendance ^	Final Grade ^	Expiration Date ^	Class Level ^	Credits
Student A	1234567	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	2L	3
Student B	2345678	<input type="checkbox"/>	M/d/yyyy		M/d/yyyy	3L	3
Student C	3456789	<input type="checkbox"/>	M/d/yyyy		M/d/yyyy	2L	3

- **For courses offered for letter grades** you will see the A – F grades plus XT (extended time), HR (honors credit), CR (credit), and NC (no credit) grades. Only use the HR, CR, NC grades for MSL and international LLM students.
- **Courses with a credit/no credit grading scheme or pass/fail grading scheme,** you will see only the pass/fail or credit/no credit grades available for the course section.

Note: There is no **submit** or **enter** button, once you have finished grading for your class. However, once all grades are entered a message with a time and date stamp will appear in the upper-right hand corner confirming that grading is complete.

LAW-111-A: Law Class
Law - Fall 2022
Off-Campus Section
Seats Available 1 / 2 / 0

Roster **Grading** Permissions Waitlist

Overview **Final Grade**

Final grading completed on 11/21/2022 at 2:44 PM by Law Prof

Student Name ^	Student ID ^	Never Attended ^	Last Date of Attendance ^	Final Grade ^	Expiration Date ^	Class Level ^	Credits
 Student A	1234567	<input type="checkbox"/>	M/d/yyyy	CR	M/d/yyyy	3L	3

Please contact the **Law Registrar's Office** with any questions.

lawreg@lclark.edu

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