OCEAN COUNTY COLLEGE EARLY COLLEGE PROGRAM
EMBEDDED INSTRUCTOR GRADING INSTRUCTIONS

Please complete these steps in order to officially submit your grades:

1. Be sure you are ready to provide final grades to an entire class. Partial grading of a class won't be accepted. Once you enter grades, they are official, and will be available to the students possibly as soon as the next morning.

2. **Log into Ocean Connect** and select **Faculty.**
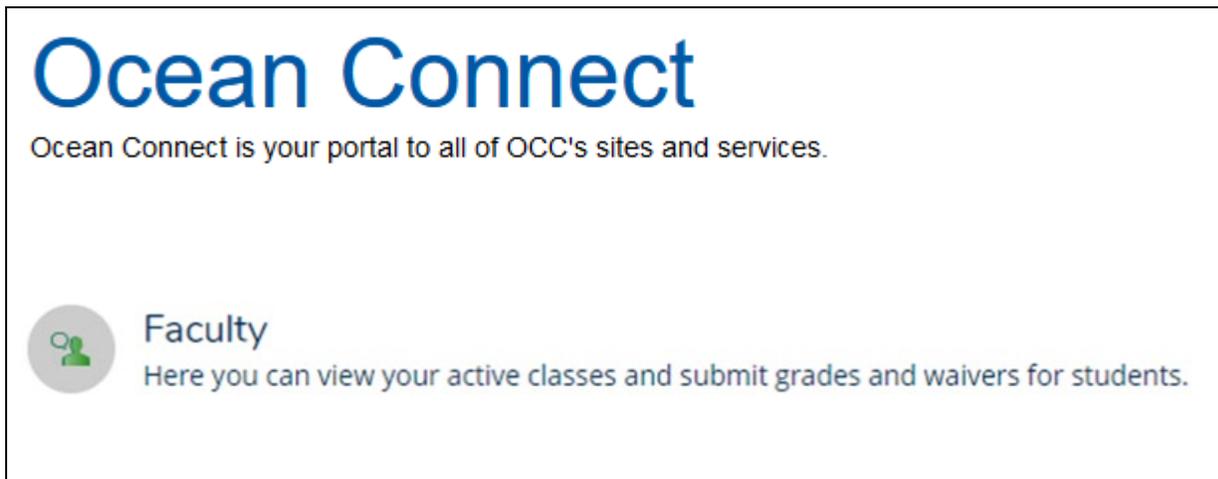
**Note**: If you do not see **Faculty**, click on *Student Planning* (not the + sign) and then on the left side, there will be a side bar. Click on *Daily Work* and then click on *Faculty…* you should be able to enter grades from there.***

3. From the faculty screen, select the correct section for which you wish to submit grades.

| Manage your courses by selecting a section below		
2020 Fall Semester		
Section	Times	Locations
ENGL-152-14: English II	T/Th 8:00 AM - 9:15 AM 9/8/2020 - 12/23/2020	Remote, RMOT Lecture

4. Then, navigate to FCL/Grading >> Final Grade.
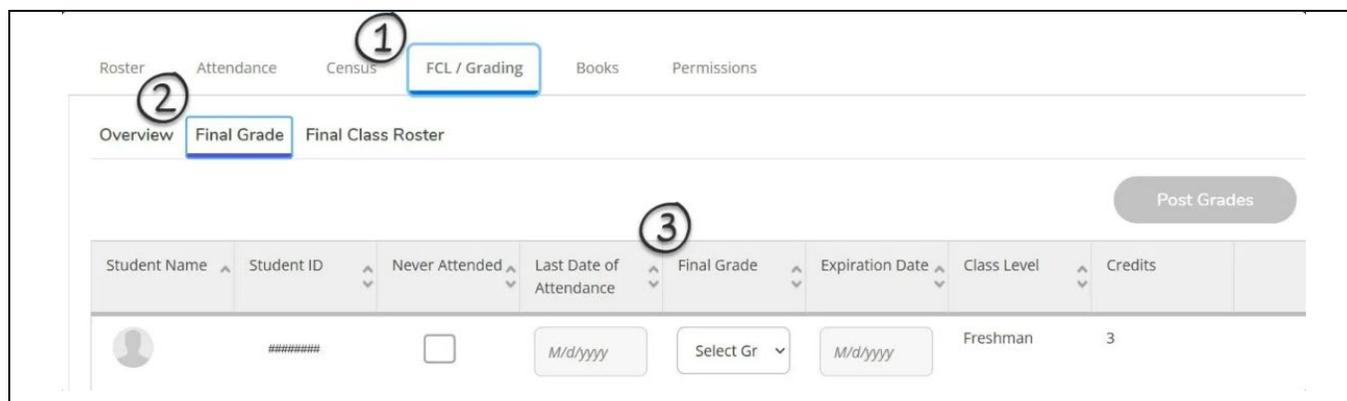
5. Using the drop-down list, choose the grades for each student that corresponds to their grade per the syllabus (Policy #5154). See the example below. If you have a student in your class who is not listed on this roster, the student has either been withdrawn or never registered. Contact Registration and Records with questions about these students. Email registrar@ocean.edu or call 732-255-0304.

Grade	Quality Points	Numerical Equivalent	Grade Interpretation
A	4.0	90-100	**Excellent**
B+	3.5	87-89	**Very Good**
B	3.0	80-86	**Good**
C+	2.5	77-79	**Above average**
C	2.0	70-76	**Average**
D	1.0	60-69	**Below Average**
F	0.0	59 & below	**Failure** (Last date of attendance must be entered.)
LP			**Lab Pass** – if the student passed the lab. (For use by Science Lab instructors only)
LF			**Lab Fail** – if the student did not pass the lab. (For use by Science Lab instructors only)
P			**Pass** - Rarely, a course runs as pass/fail. This is not an appropriate grade unless the entire course is run as pass/fail.
I	0.0		**Incomplete** – Should be assigned only if the student has approached you for extra time on particular assignments, and you have agreed to allow it. Once the student has completed the work, you must submit a Change of Grade Form, converting the "I" to the appropriate earned grade. There is a deadline of 30 days into the next semester, after which all outstanding "I" grades will become "F" grades
R			**Audit** – Should only be assigned if the student initially registered to audit the course.

6. Verify that your grades are correct. Once every student has a grade and you've looked it over for accuracy, select "Post Grades" in the upper right corner.
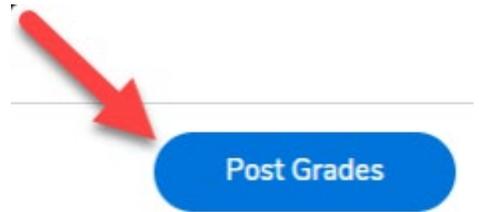
7. You will then see the Grading Confirmation Form. Click "ok" to complete submission of grades for that section. You will then be taken back to your list of courses so that you may grade other sections you may be teaching.

8. Once grading is completed, log out. If you feel you may have submitted a grade in error, please see your department administrator to get a Change of Grade Form. You cannot change verified grades online.