

ATTENDANCE AND GRADING

To improve advisors' abilities to reach out to students and provide meaningful feedback about their course activity, faculty are asked to provide information on students

MEETING DEADLINES IS VERY IMPORTANT, AND PROMPT COMPLETION OF GRADE ROSTERS IS ESSENTIAL TO THE PROCESSING OF MIDTERM ROSTERS AND FINAL GRADES. LATE GRADE ROSTERS MAY RESULT IN STUDENTS AUTOMATICALLY BEING PLACED ON ACADEMIC SUSPENSION OR FINANCIAL AID SUSPENSION!

For sixteen-week courses faculty will be asked for information on this schedule:

- **4 weeks** – This report is an opportunity to identify concerns related to academics and concerns related to attendance. It also serves as the attendance verification roster for Financial Aid purposes. A legend on the roster will aid you in reporting the correct status for students. A space will be available for written comments regarding students, and the comments will be emailed to students. For students who are no longer attending, there will be space to record the last date of attendance. The last date of attendance is needed by the Financial Aid Department.
- **Midterm** – Student grades are recorded in this report (A, B, C, D, F, I, PR) and attendance is marked only for students for whom it is a concern. A space will be available to record the last date of attendance for any students who have stopped attending, and any written comments regarding a student will be emailed to the student.
- **Fall semester only, 11 weeks** - Grade and Attendance marked only for students for whom it is a concern, especially students who should withdraw and enroll in intercession courses which may enable them to complete the necessary credit hours to stay on track toward completion.
- **Final Grade** – Final grades are recorded in this report, plus the last date of attendance for any students who stopped attending.

For eight-week courses faculty will be asked for information on this schedule:

- **2 weeks** – This roster is used in the same manner as the 4-week roster that is completed in 16-week courses.
- **Midterm** – This roster follows the same format as the 8-week roster in a 16-week course.
- **Final Grade** - Final grades are recorded in this report, plus the last date of attendance for any students who stopped attending.

Each student's final grade should be entered to the right of his/her name on the online roster by typing the grade or using the drop-down menu. You must enter a last date of attendance in the next column for any student who stopped attending.

Grades should be recorded for all students enrolled in the class. (Students who received grades of "W" should have the "W's" and the withdrawal date recorded next to their name.) Please do not assign "W" grades.

After grades have been entered you must certify the roster. Mark the certification indicator at the bottom of the roster and SUBMIT.

Midterm Roster - Midterm rosters are very important to the College because they are used as documentation to determine state apportionment funding. The College can receive state funding (apportionment) for students that are attending class at midterm. It is extremely important that faculty submit these rosters. State auditors will review them. These rosters can be accessed through the Blackboard Portal and BlazerNet. Each faculty member is required to enter his/her own grades and keep the login ID and Password confidential. The Illinois Community College Board reviews each roster to insure the credibility of this process.

Final Grade Roster - Final grade rosters are accessed through the Blackboard Portal and BlazerNet. These rosters are available to faculty on the last day of each course each semester. Every student on the roster must be graded in order to submit the roster. Refer to the grading system above for the appropriate assignment of grades for each student. Inform the Enrollment Center if you find any discrepancies on your final grade rosters.