

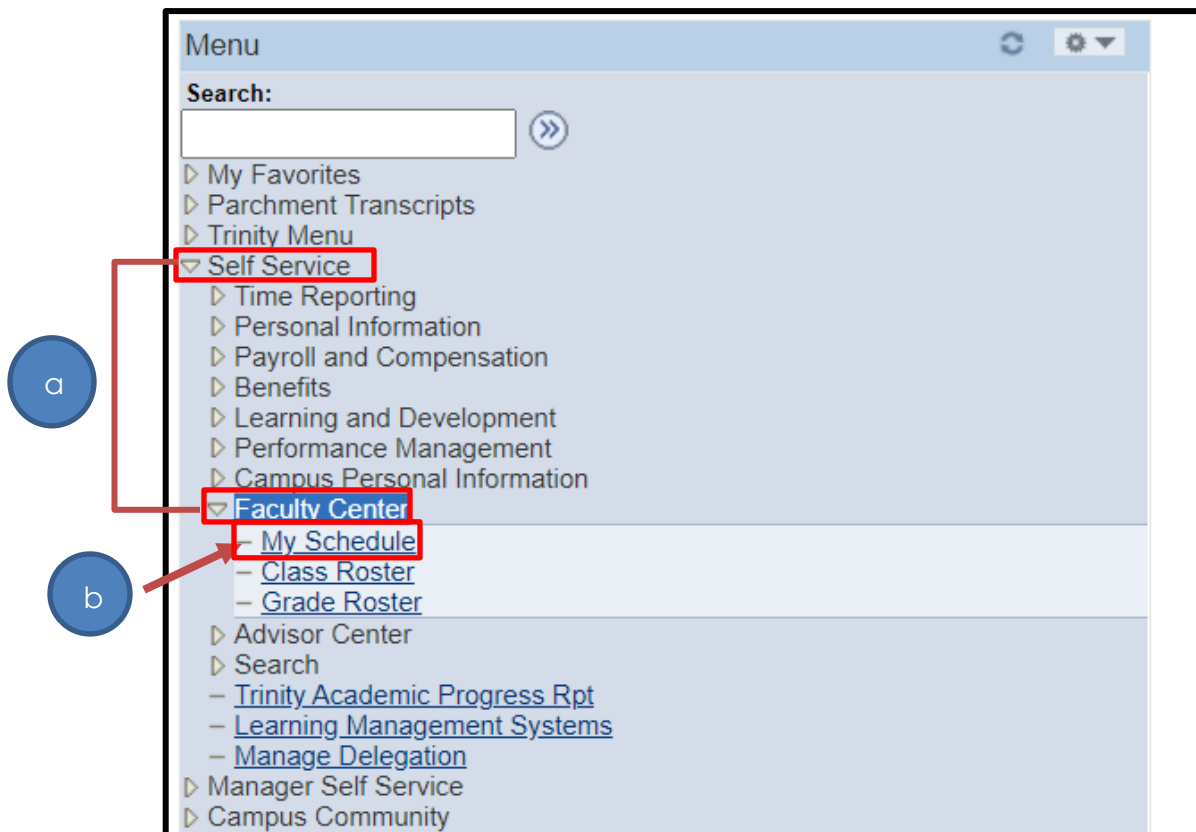
## Grade Submission Guide for Faculty

### Navigating to Grade Rosters

Submitting Grades for your students is an easy process done through your TCOOnline account. This section will cover how to find your Grade Rosters.

Click on the following link and sign into your TCOOnline account (<http://tconline.trincoll.edu>).

- a. Expand **Self-Service**, then **Faculty Center**
- b. Click on **My Schedule**

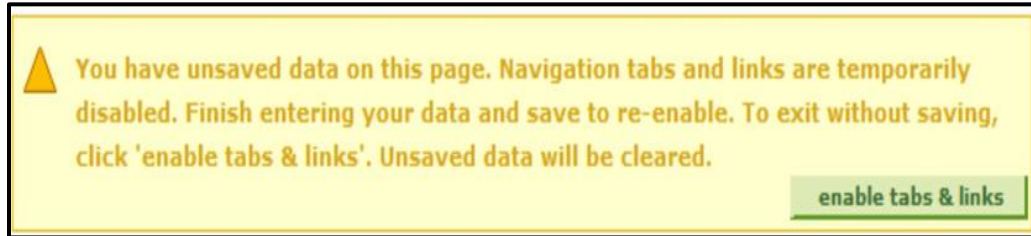


### Entering Grades

On the **My Schedule** page, click on the **Gradebook** icon to the left of the class you wish to grade.

1. Enter the grade for each student by using the drop-down menu in the grade column, or by typing the grade in the box.

- a. **Yellow Warning Box:** A yellow warning box will appear at the top of the grade roster once you enter your first grade (see below). **You can ignore this box and continue to enter grades.** The yellow box is a reminder to click **Save** (at the bottom of the page).



- b. **Partial Rosters:** You may enter partial rosters and finish later, but remember to **Save** your partial roster.
- c. **Large Courses:** Large courses might have more than one page in the grade roster. Be sure to enter all grades.
- d. **W Grades:** You cannot enter grades online for students already graded with a W (withdrawal).
- e. **Posted Grades:** At least twice a day, the Registrar's Office will post grades that have been entered and saved to the student transcripts. Once a grade is posted, you cannot change it online; you must submit a Change of Grade request (see instructions below).
2. **Saving Grades:** Click **Save** several times while entering grades so your work is not lost if you lose your connection to TCOOnline.
3. **Grading Multiple Courses:** After you have finished entering and saving grades for a class, click on **Select a Different Class** to enter grades for another class.

## Important Information

Keep in mind the following when you are entering grades.

### WELL Courses

If a student is enrolled in a class with the WELL subject code, a grade roster will appear. Since these are non-graded classes, there is no need to enter a grade.

**IMPORTANT:** If a student listed on a WELL class roster failed to attend or adequately complete the class, please send an email indicating that to [registrar.office@trincoll.edu](mailto:registrar.office@trincoll.edu).

### Blank Grades

A grade should be assigned for every student whose name appears on your roster. Grades left blank by you will be assigned the grade of "NGR" (no grade received) by the Registrar's Office.

### Outstanding NGR Grades

All "NGR" grades that are not converted to regular grades within 15 days of the last day of exams will

be converted to "F."

### **Incomplete Grade Requests (IN Grade)**

Students who want an "IN" (incomplete) must file a Course Incomplete Petition with the Academic Affairs Committee. For more information, refer to the [Course Incomplete Petition webpage](#).

### **Withdrawal**

A grade of "W" (withdrawal) appears on your online roster for all students who officially withdrew from your course by the withdrawal deadline. Please assign a letter grade to every student for whom a "W" does not appear.

### **Change of Grade**

Any change to a grade submitted on your roster should be via the new secure, [Grade Change Form](#).

If you have any questions, please contact the Registrar's Office at ext. 2118 or [registrar.office@trincoll.edu](mailto:registrar.office@trincoll.edu).