



## Final Grading Process

1. **All** students should receive a final grade. Students who have initiated a withdrawal will still appear on the roster and grades cannot be changed. Students may be awarded any of the following appropriate grades: (A, A-, B+, B, B-, C+, C, C-, D+, F, FW, E, I, or P). A grade of FW may be assigned to a student if the student failed to initiate a withdrawal and did not complete the final or its equivalent.
2. Log in to your My CCSJ portal.
3. Navigate to and click on **Student Records** on the top menu. Click on **Grading Roster** from the options.



4. Choose the course for which you wish to grade and click on 'Grading Roster'.
5. Once on the Grading Roster, select "final" from the dropdown menu (highlighted). Once 'final' is selected, a dropdown menu will appear with all possible grade options (highlighted). Select one grade per student. Click on 'submit grades'.



Wednesday, May 03, 2023

# My CCSJ

Calumet College  
OF ST. JOSEPH

Home | Admin Tools Logged in as Marlena Avalos | LOGOUT

Admissions
Student Records
Financials
Student Services
Settings and Tools
Surveys

## Grading Roster

Change

Current filter settings: Person: ██████████ Term: 2022: Spring 2023 Dept: ARTS Crse: 495 Sect: A App. Year:

Faculty Class List
Student Attendance Summary
Competency Grading
Preliminary Grading

There are 3 students (Final Grade) not Graded

Click the "Submit Grades" Button to save the grades, otherwise it won't be saved.

Coll	Sess	Course	CrHrs	Days	Start	End	Location
CCSJ	01	ARTS-495-A Internship	3.00	M			Calumet College of St Joseph CCSJ ARR

Select Interim / Final
PDF

Submit Grades

Total (3 records found)					
ID	Name	Interim Grade	Final Grade	Input Grade	
100129816	██████████	A		***	
100159049	██████████	A		***	
100129600	██████████	A		***	

Submit Grades

MyCCSJ supported browsers and operating systems

**Internet Explorer**

- Windows XP: Not supported
- Windows Vista: Internet Explorer 8 or later
- Windows 7 / 8: Internet Explorer 10 or later

**Mozilla Firefox - [Download Firefox](#)**

- Windows XP: Firefox 25 or later
- Windows Vista / 7 / 8: Firefox 25 or later
- OS X 10.5.7 or later: Firefox 25 or later

**Google Chrome - [Download Chrome](#)**

- Windows XP: Chrome 30 or later
- Windows Vista / 7 / 8: Chrome 30 or later
- OS X 10.5.7: Chrome 30 or later

- If "Submit Grades" is not selected, grades will not be saved nor received in the Registration office. Once grades are saved, any grade changes must be requested. Please see the grade change document to learn how to request a grade change for any course, any semester.