

ACC Grading in myClackamas for Non-CCC Faculty

- 1) Grade rosters are available through myClackamas at: <https://my.clackamas.edu>
Log-in with your Username and Password.
- 2) From the myClackamas menu:
 - a. Click on Faculty Information
 - b. Click on Grading
 - c. Select a term and submit
 - d. You must select final from the drop down menu before selecting a grade roster:
 - e. Begin entering grades for students listed on your roster.

Please note that all courses for which you are the instructor of record will appear. If a course is missing, please contact the ACC Office (503-594-3208 or cherylt@clackamas.edu).

2010-2011 Grade Due Dates:

Trimester 1 December 17th
 Trimester 2 March 18th
 Trimester 3 June 17th

Semester 1 February 4th
 Semester 2 June 17th

Grades may be posted earlier, but post only final grades.

Tips and reminders:

- NEW! If a student stopped attending class, enter the last date of attendance in the “last date of attendance” column. If the student never attended class, please contact the ACC Office at 503-594-3208 or cherylt@clackamas.edu. The student may have enrolled in the wrong section.

Grade options are:

A – F (Please do not post an F to a student you do not know; first call the ACC office 503-594-3208)

I – Incomplete (provide date 1 year from term end)

W – Withdraw (provide date student stopped attending)

- Tip: If you enter your grades using lower case letters (a, b, c, etc.), after hitting submit return to the graded roster. If you see a capital letter (A, B, C, etc.) you know the system accepted your grades.
- The grades you have submitted will be posted to your student’s academic record after the Registrar’s Office runs the verification process. This process runs at 9:00am, Noon, and 3:00pm each work day.
- Tip: You may change a student’s grade in between the verification process. Once the verification process is run, grades cannot be changed electronically.
- Don’t forget! For grades of “I” (Incomplete), you will need to provide an expiration date. This date should reflect one calendar year from the current term (e.g. 121508).
- Be sure to log out once you have finished working in CougarTrax/myClackamas.

If you have questions or need assistance, please contact the ACC Office at 503-594-3208 or cherylt@clacamas.edu
 You can also contact the Registrar’s Office at 503-594-exts. 3377, 3374, or 3370 or at registrar@clackamas.edu