

Entering Grades in PeopleSoft

1. [Log in](#) to your ctcLink account (if you have forgotten your login credentials, contact IT).
2. Once you're logged in, click on the "Faculty Center" icon in the lower left-hand side of the page.



3. Once you're in the Faculty Center, click on the "Grade Roster" on the left-hand side of the page.



4. When you're in your grade roster, you will see the class you're currently viewing and the option to change the class. You can change between classes by selecting Change Class which takes you back to the My Schedule page. On the My Schedule page, you can choose a different class from your course schedule.

FALL 2021 | Regular Academic Session | Skagit Valley College | Undergraduate

CCB 99 - F3 (24678) Change Class

Academic Skills (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:20AM	Lewis Hall L330 Computer Lab	Jocelyne Slepyan	09/21/2021 - 12/10/2021

5. If this is the class you want to select, then scroll down and you'll see a list of your students (I've blurred the names of mine here). You'll notice there is a drop-down box beside each student name, enter the appropriate grade for each student. Save your work often; the grade roster times out after 20 minutes, and any unsaved entries will be lost.

ID	Name	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis	Program and Plan	Level
1	Ed	<input type="text"/>			BGB	Professional Technical - Business Management AAS	Freshman
2	For	<input type="text"/>			BGB	Professional Technical - Early Childhood Assoc In Educ	Sophomore
3	Fo	<input type="text"/>			BGB	Academic - Business DTA/MRP	Freshman
4	Fo	<input type="text"/>			BGB	Transitional Studies - High School Completion HSC	Freshman
5	Hi	<input type="text"/>			BGB	Academic - Academic Transfer AA DTA	Freshman

6. Scroll to the bottom of the page to save your grade entries. A nice new feature of ctLink is the option to enter the same great for several students at once; look for the tab at the bottom of the page.

<- Add this grade to selected students

Notify Selected Students Notify All Students

Save

7. Once you have finished entering your grades and clicked "Save" at the bottom of the page, scroll back up the page and look for the "Grade Approval Action" box. Within the box, you'll see an "Approval Status" drop-down box. Scroll to "Approved" if you are ready to submit your grades and click "Save."

Grade Roster Action

*Approval Status Save

Not Reviewed
Ready for Review