# How to Submit/Enter Student Grades

Instructors teaching dual credit courses are required to enter final grades through their myNTC account by February 1st for fall semester ending courses and June 14th for spring semester ending courses.

1. From **www.ntc.edu**, click "Student Portal", then "Access MyNTC" and then "Sign In".
   Contact NTCs Help Desk, 715-803-1160, if you are unsure of your log in information.
2. From the NTC Faculty Homepage click on "Faculty Center" icon.
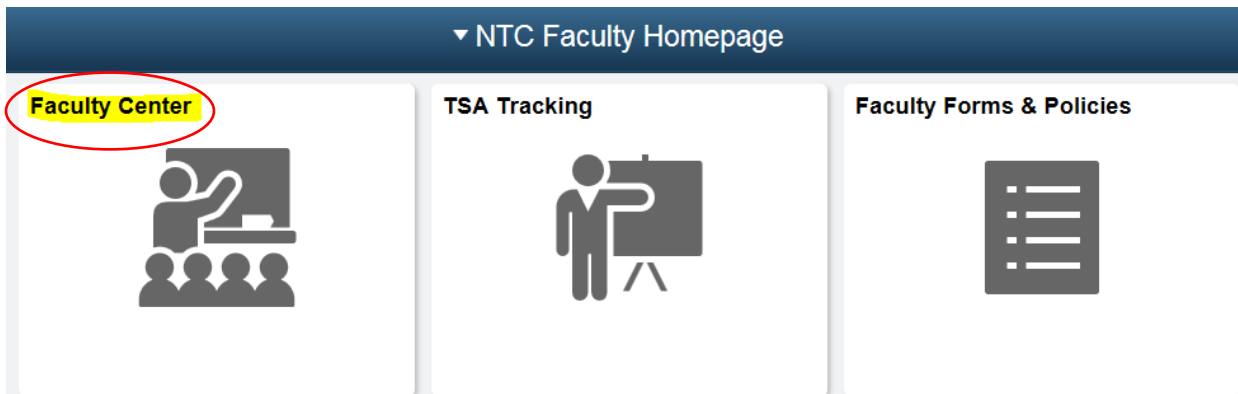
3. Verify you have the correct term selected. If not, click the "Change Term" and select the current term. You should see all courses you are the instructor for listed in My Teaching Schedule.

   If you do not see all of your sections please remember to **page over** to view more of your sections.

4. Click the icon 🖼 for the Grade Roster (section) you would like to enter grades.

5. The Grade Roster will open. Verify that you are in the correct class/section. Click the dropdown arrow next to the student you wish to enter a grade. For dual credit courses please use the following grades only (A, A-, B+, B, B-, C+, C, AU). The "AU" grade should be used for students who have withdrawn or completed the course at a "D" or "F" (failing) level. Please use the grading scale provided by your NTC mentor when determining the appropriate grade.

Display Options	Grade Roster Action
*Grade Roster Type Final Grade ▾ ☐ Display Unassigned Roster Grade Only	Save

Student Grade | **Transcript Note**

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Date
☐ 1	10000	Timberwolf, TC	▾		GRD	Office Assistant-31-106-1 - Office Assistant	1st Year Previous	Date
☐ 2	20000	Student, Sam	▾		GRD	Admin Professional 10-106-6 - Administrative Professional	1st Year Previous	Date

6. When grades are entered for that section, **PLEASE CLICK SAVE** in the Grade Roster Action box. After saving, click on the "Change Class" icon to select a different section.

TIP! You do not have to enter all grades at the same time. You are able to enter grades for select students, click SAVE and return later to enter other grades. A grade posting process will run at midnight, please check your grades the following day to make sure they have been entered and posted correctly. If you have any grade changes please contact Tracy Ravn at 715-803-1782, ravn@ntc.edu.

Grade	Description	Point Value
A **A-** **B+**	Excellent: Course competencies met at highest-attainable level	4.00
B **B-** **C+**	Above average: Course competencies met at above-average level	3.00
C	Average: Course competencies met at average level	2.00
AU	Audit – Use this grade for students who withdrew from class or who completed the class at a D or F (failing) level. The Audit grade will be reflected on the student's record but does not negatively impact their cumulative GPA.	--