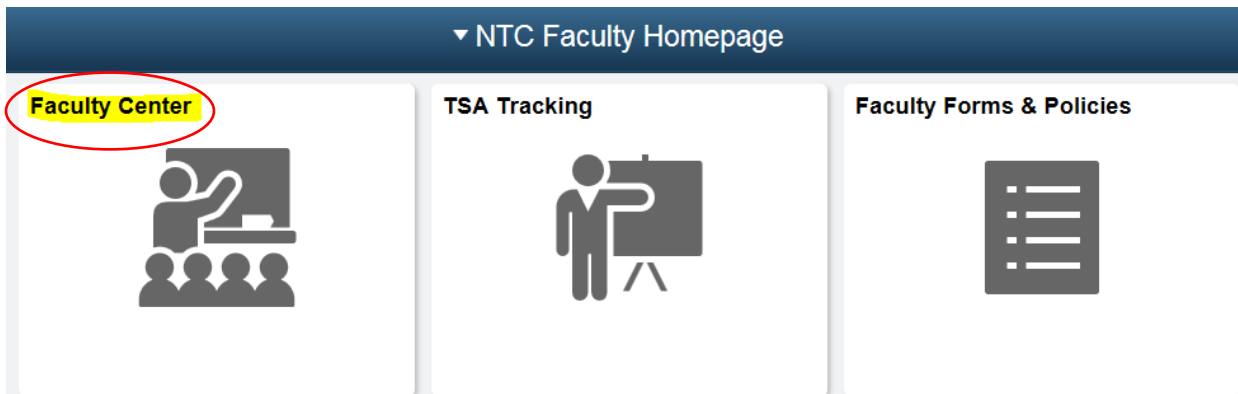


How to Submit/Enter Student Grades



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.

My Schedule

2016 Spring | Northcentral Technical College Change Term

Download All Rosters for this Term View Personal Data Summary
My Exam Schedule

Term Information

Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Learning Management

My Teaching Schedule > 2016 Spring > Northcentral Technical College

Personalize | View All | First 1-20 of 51 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	BUSTECH 10106100-01A (61087)	MODERN OFFICE TECHNOLOGIES (Lecture)	6	Mo 9:00AM - 11:50AM	A164-Wausau Campus A Bldg	Jan 25, 2016- May 16, 2016
				TBA	ONLINE INSTRUCTION	Jan 25, 2016- May 16, 2016
	BUSTECH 10106100-01B	MODERN OFFICE TECHNOLOGIES	5	Mo 9:00AM - 11:50AM	T125-Antigo Campus CCC	Jan 25, 2016- May 16, 2016

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 The “AU” grade should be used for students who have withdrawn or completed the course at a “D” or “F” (failing) level.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 Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action

Save

Student Grade Transcript Note

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Date
<input type="checkbox"/>	1 10000	Timberwolf, TC	▼		GRD	Office Assistant-31-106-1 - Office Assistant	1st Year Previous	Date
<input type="checkbox"/>	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	Excellent: Course competencies met at highest-attainable level	4.00
A-		
B+		
B	Above average: Course competencies met at above-average level	3.00
B-		
C+		
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.	--