



Midterm Grading Process

1. **All** students should receive a midterm 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). Only FW's are awarded at final grading time since this grade is awarded only if the student does not complete the final exam 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 "interim" from the dropdown menu (highlighted). Once it 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

MyCCSJ Calumet College OF ST. JOSEPH

Home | Admin Tools Logged in as Mariena Avalos | LOGOUT

Admissions Student Records Financials Student Services Settings and Tools Surveys

Grading Roster

Change Current filter settings: Person: [redacted] 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.

Col	Sess	Course	Crns	Rank	Start	End	Location
CCSJ	01	ARTS-495-A Internship	3:00	11			Calumet College of St Joseph CCSJ ARR

Select Interim / Final
Final

Submit Grades

Total (3 records found)

ID	Name	Interim Grade	Final Grade	Input Grade
100120016	[redacted]	A		***
100150040	[redacted]	A		***
100120000	[redacted]	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.