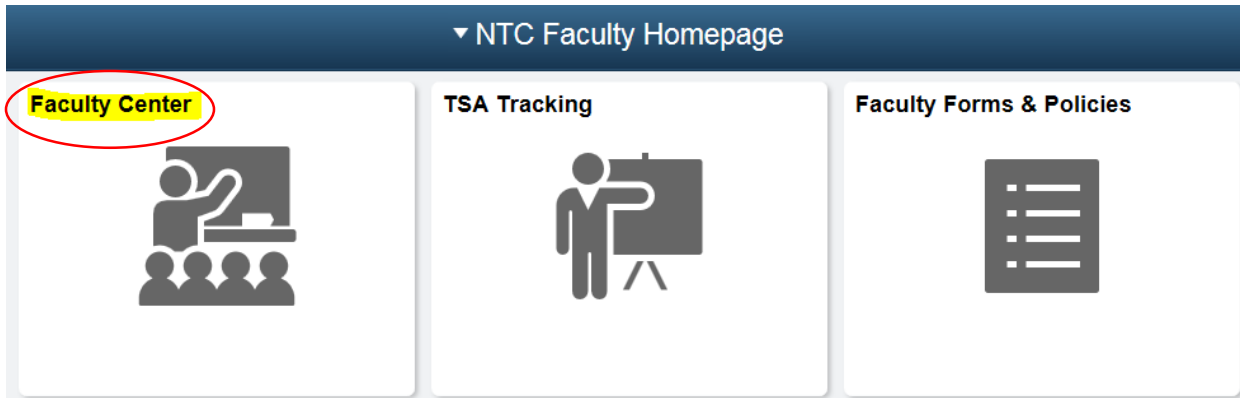


# How to Submit/Enter Student Grades



1. From [www.ntc.edu](http://www.ntc.edu) or <http://intranet.ntc.edu> Click **MyNTC** and click on the “Sign In” icon. *The sign in information is what you use to view your paycheck.*
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

Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Learning Management

Term Information

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.

Display Options

\*Grade Roster Type

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	<input type="text" value=""/>		GRD	Office Assistant-31-106-1 - Office Assistant	1st Year Previous	Date
<input type="checkbox"/>		2 20000	Student, Sam	<input type="text" value=""/>		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. Once the overnight grade posting process runs you will no longer be able to change a student’s grade. Grade change requests can be submitted through the electronic “Change of Grade Form” found within the NTC Faculty Homepage and under the “Faculty Forms and Policies” icon.

▼ NTC Faculty Homepage

Faculty Center

TSA Tracking

Faculty Forms & Policies

▼ Faculty Forms & Policies

Student Referral Form

Change of Grade Form

Incomplete Course Work Form