



College NOW

High School Faculty Instructions Entering COCC College Now Final Grades

Below are instructions on how to enter final grades for your COCC College Now class(es). Please note: If you haven't already activated your COCC Bobcat Web Account (step 1) and then enrolled in COCC's multi-factor authentication (DUO) (step 2), please stop here and do these two steps first. Instructions for both steps are on the [College Now High School Faculty Resource webpage](#).

1. Visit cocc.edu and click on College Now under the "Academics" tab.



2. Select "High School and COCC Faculty".

College Now

College Now courses are COCC courses taught at your high school, during school hours, and by COCC approved high school instructors. Courses can range from core classes like math, writing and history to technical courses, including automotive technology, graphic design or culinary arts.

College Now courses cost \$25 per credit, and only students scheduled into dual credit approved courses at their high school are eligible to register.

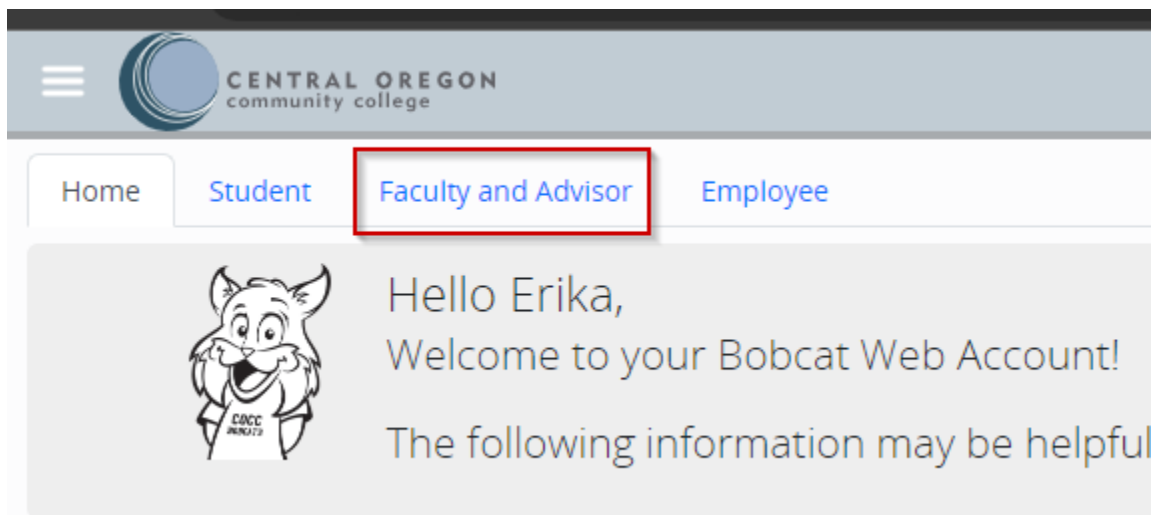


3. Click on “Bobcat Web Account”.

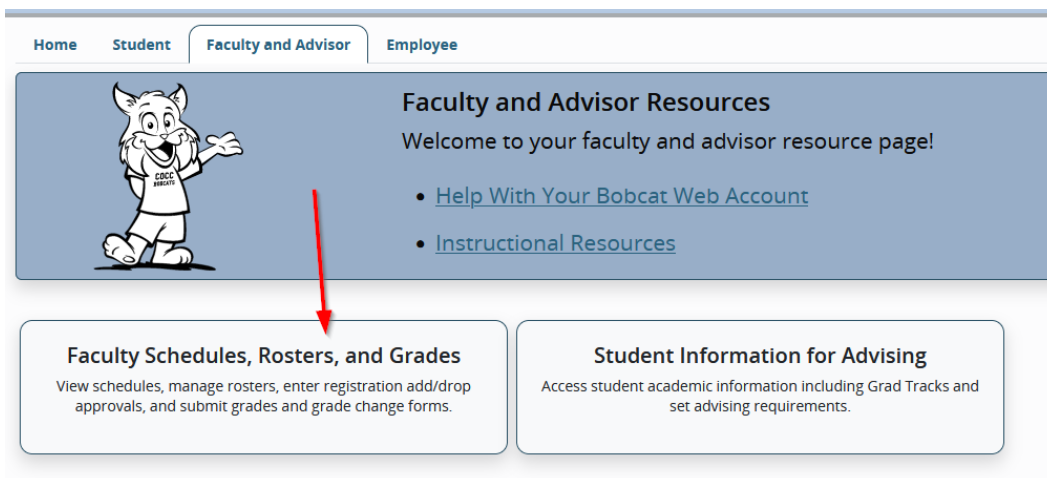
High School and COCC Faculty



4. Click on “Faculty and Advisors”.




5. Click on “Rosters and Grades”.



6. Select “Grade Entry”.

Rosters and Grades ×



For assistance, please contact Admissions and Records at records@cocc.edu.

Class Rosters

Manage class rosters including waitlists

Registration Overrides

Enter student add/drop approvals

Grade Entry

Submit final and midterm grades

Grade Changes

Submit grade change/incomplete extension form

Class Search

Search schedule of classes by term

Faculty Detail Schedule

View detailed schedule by term

Class History

List of current and past classes

- Click in the row of the section you want to enter final grades. If there are multiple sections for a course (ex: Three WR 121 classes) click on one of the classes to see the students who are registered for that class. Note: Make sure you are clicking on the white space in the row to open the roster.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	BA - Business	218	0	Personal Finance	202310 - Winter 2023	15452
Not Started	Not Started	HST - History	203	0	20th Century United States	202320 - Spring 2023	25436
Not Started	Not Started	ED - Education	173	0	Movement, Music & Arts in ECC	202320 - Spring 2023	25498
Not Started	Not Started	BAK - Baking and Pastry Arts	101	0	Intro to Baking & Pastry	202320 - Spring 2023	25505
Completed	Not Started	FA - Film Arts	101	0	Introduction to Film	202340 - Fall 2023	45067
Not Started	Not Started	FA - Film Arts	101	0	Introduction to Film	202340 - Fall 2023	45637

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- Enter the grade from the drop-down menu for each student. Please see [COCC's grading policy](#) if you would like more information on grading. COCC does not have A+ or C- as grades.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
Brady, Nathaniel	820318556						
Brady, Nathaniel	820318556						
Brady, Nathaniel	820318556						
Brady, Nathaniel	820318556						
Brady, Nathaniel	820318556						
Brady, Nathaniel	820318556						
Kali Quick	820318556						
Lila Quick	820312877						

Please Note: Students who dropped the course should not show on your final grades roster. If the student withdrew from the class a "W" will appear in the grade box. DO NOT CHANGE THIS GRADE. If a student should have withdrawn from the class but there isn't a "W", please have them submit the College Now drop/withdraw form ASAP. Entering a "W" will not withdraw the student.

- Click the "Save" button at the bottom of the screen often and again when finished (Note: you will be logged out after 20 minutes of inactivity and will lose any unsaved entries). Please Note: Only the first 25 students on your roster will appear on the screen. If you have more than 25 students, click "Submit Grades", then scroll to the bottom of the page and click on the next set of students.
- Check to see if any grades were mis-entered or missed.

A			
B-			
B			
C			
B-			

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