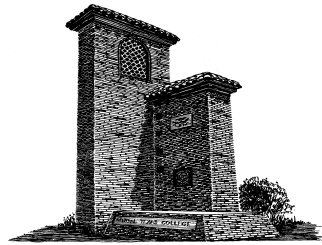


Colleague Learning Guide

Restricted Grading Through Colleague

**CENTRAL
TEXAS
COLLEGE**



Education for the Individual

Restricted Grading
Central Texas College

Central Texas College
COLLEAGUE LEARNING GUIDE
Restricted Grading

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Restricted Grading
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The Family Educational Rights and Privacy Act of 1974 grants to students certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by the College. Central Texas College's institutional policy is consistent with the intent, guarantees, and safeguards embodied in the legislation.

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Step 1 Accessing FGRN

- A. In the **ST** module, enter **FGRN (Final Grading by Name)** in the **Quick Access** box, and click on **Go**.
- B. In the **Course Section Lookup** prompt (see Figure 1), enter the *course section, and click on **OK**.

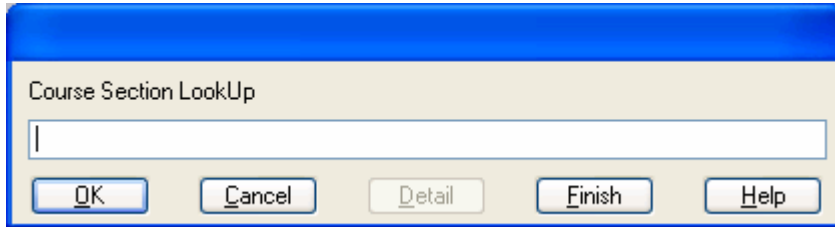


Figure 1

- *A section look up can be performed in the following ways:
- Use the 5 digit synonym # (verify time, date and location)
 - Use the entire term and section name FAL05 BUSI-2301-TD001
 - **FAL05 BUSI-2301 (If using term, make sure dates are correct)
 - **FAL05 BUSI
 - **BUSI-2301-TD001
 - **BUSI-2301
 - **BUSI

**Using these methods will result in a resolution screen. Choose the appropriate section from the resolution screen and continue with the process.

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Step 2: Entering Grades on the FGRN Screen

- A. On the **FGRN** screen, enter the letter grade of the student in the **Final Grade** field (see Figure 2). **NOTE:** Use the arrow keys on the keyboard to go up and down the Final Grade Column as the Tab key will take three extra steps.

Name	ID	Final Grade	Vfrd Grade	Expire Date	Class	Crs Stat	Credits	CEU
1		B				N	4.00	
2		C			FRESH	N	4.00	
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Grades Verified Date/Opr: 08/17/05 DATATEL Verify Now: Yes

Figure 2

- B. Review the grades and use the arrow keys to make corrections before verifying.
- C. Enter the current date in **Grades Verified Date/Opr** field. This will date/time stamp the data entry date.
- D. Enter Yes in the **Verify Now** field. This will physically take all the grades entered in the **Final Grade** field and move them over to the **Verified Grade** field.

NOTE: The verification process is consulting with a translate table so that if the student took the course pass fail and the faculty member turned in a grade of “B” it will change it to a “P”.

- E. Click on **Save**, and when the **Alert** prompt appears, click on **Update**.

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Note: Figure 3 is what the screen looks like after it has been verified.

FGRN-Final Grading by Name

Section: ABDR-1419-12355 Term: Fall 2005
Title.: Basic Metal Repair Loc.: Central Campus

Instructors: 1 D. Donaldson 2

Name	ID	Final Grade	Vrfd Grade	Expire Date	Class	Crs Stat	Credits	CEU
1		B	B			N	4.00	
2		C	C		FRESH	N	4.00	
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Grades Verified Date/Dpr Verify Now

Element Students Adding Value 3
Grade LookUp

Figure 3