



College NOW

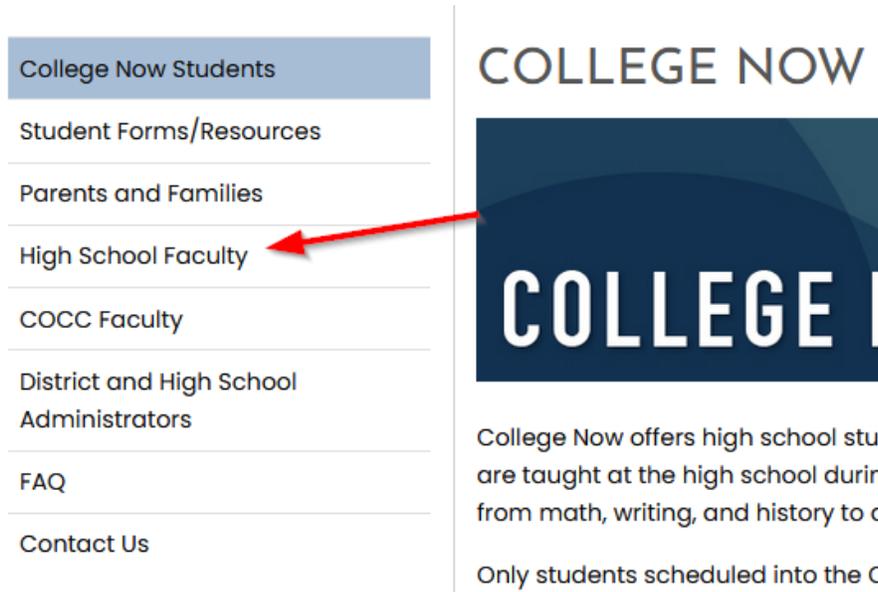
High School Faculty Instructions Entering COCC College Now Final Grades

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 Faculty".



3. Click on "Bobcat Web Account".

HIGH SCHOOL FACULTY

Welcome! Below you will find important information for teaching College Now courses through COCC as well as accessing your Bobcat Web account to view rosters and enter grades.



BOBCAT WEB ACCOUNT



CANVAS



COCC PASSWORD RESET/MANAGER



COCC ALERT

Current College Now Faculty

Resources

Instructions

4. Click on "Faculty and Advisors".

The logo for Central Oregon Community College, featuring a stylized blue and white circular design.

CENTRAL OREGON
community college

Home Student **Faculty and Advisor** Employee

A cartoon bobcat mascot wearing a white t-shirt with "COCC" and "HUNTER" written on it.

Hello Erika,
Welcome to your Bobcat Web Account!

The following information may be helpful

5. Click on "Rosters and Grades".

Home Student **Faculty and Advisor** Employee

A cartoon bobcat mascot wearing a white t-shirt with "COCC" and "HUNTER" written on it.

Faculty and Advisor Resources

Welcome to your faculty and advisor resource page!

- [Help With Your Bobcat Web Account](#)
- [Instructional Resources](#)

Faculty Schedules, Rosters, and Grades
View schedules, manage rosters, enter registration add/drop approvals, and submit grades and grade change forms.

Student Information for Advising
Access student academic information including Grad Tracks and set advising requirements.

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

7. 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

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 ECE	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

Records Found: 6

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8. 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		<input type="text" value="A"/>				
Brady, Nathaniel	820318556		<input type="text" value="A-"/>				
Brady, Nathaniel	820318556		<input type="text" value="B"/>				
Brady, Nathaniel	820318556		<input type="text" value="B-"/>				
Brady, Nathaniel	820318556		<input type="text" value="C"/>				
Brady, Nathaniel	820318556		<input type="text" value="C-"/>				
Brady, Nathaniel	820318556		<input type="text" value="D"/>				
Brady, Nathaniel	820318556		<input type="text" value="D-"/>				
Brady, Nathaniel	820318556		<input type="text" value="E"/>				
Brady, Nathaniel	820318556		<input type="text" value="E-"/>				
Kali Quick	820318556		<input type="text" value=""/>				
Lila Quick	820312877		<input type="text" value=""/>				

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.

<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="B-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="C"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="E-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>