Instructions: Manual Method

GO TO LINK
MY.TOCC.EDU/ICS/
LOGIN WITH CREDENTIALS
2. “QUICK LINKS”
+ MY COURSES

LISTED ARE THE COURSES YOU ARE CURRENTLY TEACHING.
LEFT CLICK ON CLASS

3. LEFT-CLICK ON GRADEBOOK
**Students who are enrolled into the course, will appear.

Note: If there are any students missing, please let me know. It is important to report them to me so we can get them into system to retrieve their grades at the end of the semester.

4. LEFT-CLICK ON “FINAL GRADE WEIGHTING”
5. LEFT-CLICK ON “CHANGE WEIGHTING METHOD”
6. “SELECT MANUAL METHOD”

*****IMPORTANT*****

AN ADDITIONAL STEP HAS BEEN ADDED TO THE INSTRUCTIONS, PLEASE FOLLOW THOROUGHLY.
7. - SELECT “LETTER GRADE RANGES”

<table>
<thead>
<tr>
<th>Your current weighting method:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Manual Method</td>
</tr>
</tbody>
</table>

**Final Grade Weighting: Weighting Method**

Use this screen to choose the method you want to use to determine the final grade for this course. Usually, this method is based on what you have outlined in your syllabus.

- **What is a final grade weighting method?**

For this course, I'd like to use:

- **The Point Method**
  All assignments are weighted based on their point value.

- **The Unit Method**
  Grouped by Unit, with each Unit weighted equally and its assignments weighted by point value.

- **The Type Method**
  Grouped by Type, with each Type weighted manually and its assignments weighted equally.

- **The Manual Method**
  You enter each student's final grade by hand.
8. SELECT “BASIC ‘ABCDF’ OPTION AND ““SAVE””

9. CLICK ON “MAIN SCREEN” BUTTON.
10. ENTER IN THE LETTER GRADE FOR EACH STUDENT.

11. “SAVE GRADES”
12. LEFT-CLICK ON SUBMIT GRADES
RECORD OF ATTENDANCE FOR EACH STUDENT.

FILL IN MISSING INFORMATION.

MUST “SELECT ALL”

WHEN COMPETELED: LEFT-CCLICK ON “SUBMIT SELECTED GRADES.

(NOTE: NO CHANGES CAN BE MADE ONCE THEY ARE SUBMITTED ON THIS SCREEN)