

MANAGING CLASSES AND GRADES

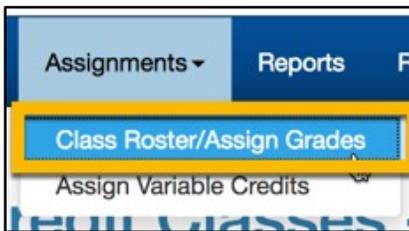
The most common tasks you will perform in SERS are

- Assigning grades.
- Tracking a student's status in a class.
- Assigning variable credits, if allowed by your consortium.

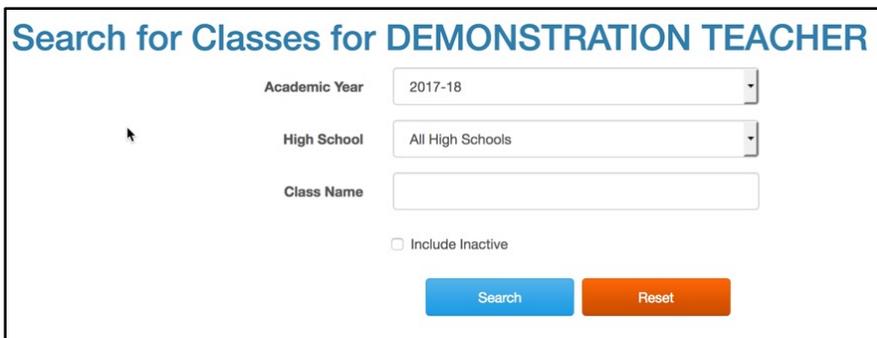
To perform these tasks, you will first need to locate the class.

Finding Your Class

1. Open the Assignments menu. Select Class Roster/Assign Grades.



2. The Search screen will open. The current school year will be the default. Complete as much information as needed to locate your course. Only articulations with which you are associated will be returned in the search results. Select the Search button.

A screenshot of a search form titled 'Search for Classes for DEMONSTRATION TEACHER'. The form includes three dropdown menus: 'Academic Year' (set to 2017-18), 'High School' (set to All High Schools), and 'Class Name' (empty). There is an unchecked checkbox for 'Include Inactive'. At the bottom are 'Search' and 'Reset' buttons.

3. Search results will display below the search form. Select the Class Name to update the roster or assign grades.

Class Details	+ High School	+ Class Name <small>(click to manage class info)</small>	+ Year
Details	Yakima School of the Arts	Demonstration Class	2017-18

Assigning Grades or Updating Student Status

You cannot modify a student's grade or status unless the grading window is open. CTE Dual Credit staff establishes the dates for grading windows.

1. [Search for the class](#) you want to work with.
2. When the class roster is open, you can update each student's status or assign a grade. Note that when you assign a grade, the student status is automatically set to Completed, and that the Completed status requires a grade to be assigned.

Grade	Student Class Status	
---	In Progress	D
A-	Completed	D
---	Dropped	D
---	Not In Class	D

3. When you have completed all of your updates, select **Save Changes**. If you would like to reset the roster to the state it was in when you opened it, select **Discard Changes**. Selecting the printer icon above and to the right of the roster will generate a print-friendly version of the roster.

Class Roster for Demonstration Class 2017-18

Grading Window is Currently Open

Include Graded Students

[Save Changes](#) [Discard Changes](#)

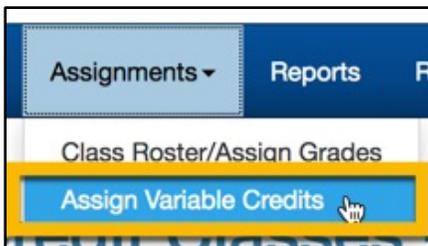
Assigning Variable Credits

Some consortiums allow students to earn a range of credits for a college course. If your class is in an articulation with a course that has variable credits, you must indicate how many credits a student earned before the student's credit can be transcribed at the college.

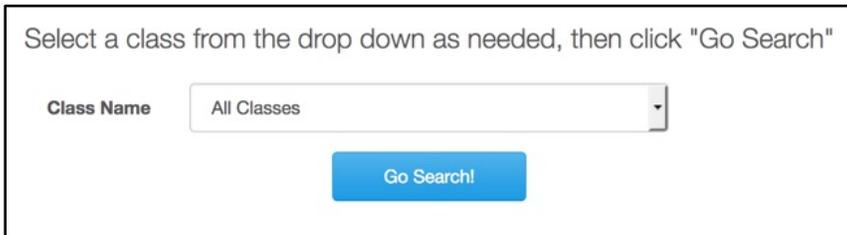
You will not be able to assign variable credits until you have [assigned a grade to a student](#) who is enrolled in a class that allows variable credit.

If your consortium does not use variable credits, you will not need the Assign Variable Credits function.

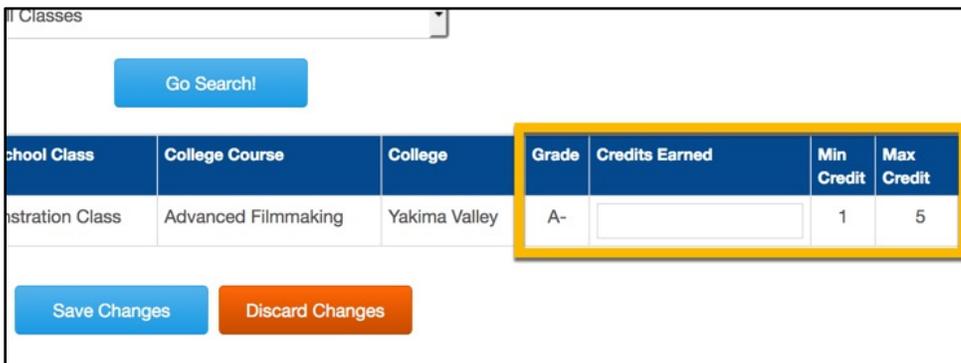
1. Open the Assignments menu. Select Assign Variable Credits.



2. Select the class name you would like to work with and click Go Search! or select Go Search! to return all students to whom you need to assign variable credit.

A screenshot of a search interface. It features a text input field labeled 'Class Name' with a dropdown menu currently showing 'All Classes'. Below the input field is a blue button labeled 'Go Search!'. The entire interface is enclosed in a rectangular box.

3. In the search results, enter the number of credits for each student. The assigned grade and the minimum and maximum possible credits are displayed. Select Save Changes.

A screenshot of a search results table. The table has columns for 'School Class', 'College Course', 'College', 'Grade', 'Credits Earned', 'Min Credit', and 'Max Credit'. A row is shown with 'Administration Class', 'Advanced Filmmaking', 'Yakima Valley', 'A-', and '1' in the 'Credits Earned' column. The 'Credits Earned' column is highlighted with a yellow box. Below the table are two buttons: 'Save Changes' and 'Discard Changes'.