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.
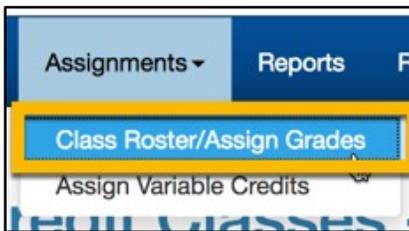
2. **The Search screen will open.** The current school year will be the default. Complete as much information as needed to locate your course. Only articulations with which you are associated will be returned in the search results. **Select the Search button.**
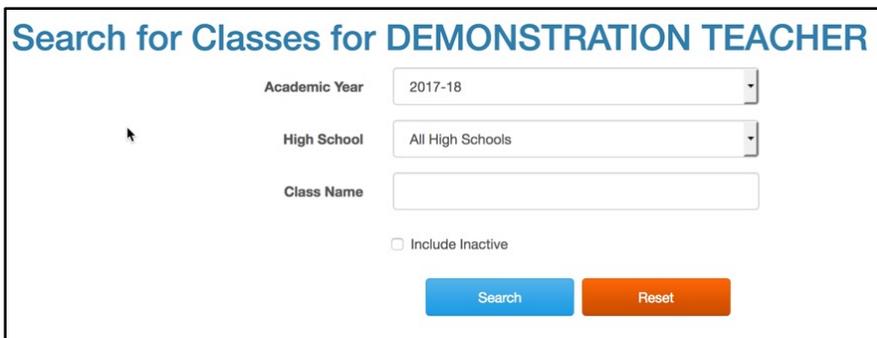
3. Search results will display below the search form. Select the Class Name to update the roster or assign grades.

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.

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.

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.**
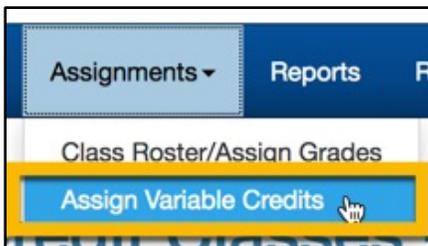
2. **Select the class name you would like to work with and click Go Search!** or select Go Search! to return all students to whom you need to assign variable credit.
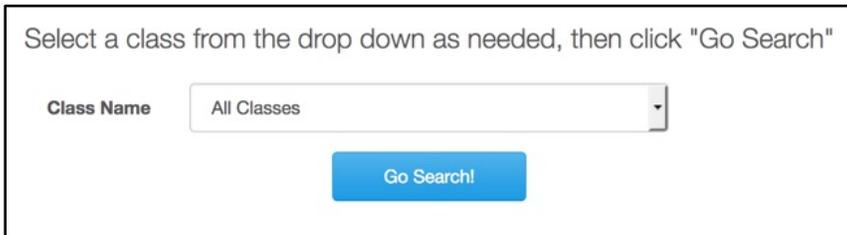
3. **In the search results, enter the number of credits for each student.** The assigned grade and the minimum and maximum possible credits are displayed. **Select Save Changes.**