Dual Enrolled Student Grade Entry instructions:

- 1. Log into Success Portal
- 2. Click Course (Select either Card View or Report View)
- 3. Click "View Students"
 - a. If a course has at least 1 dual enrolled student then the "View Dual Enrolled Students" section will appear.

		At-Risk 9	(i)	Early Alert Flags Set 0	(i)	Credit Hours 84
	View Withdr	awn Students				
	View Dual Er	rolled Students				
	Qv		Go Actions ↔			
	🔹 🗆 😒	At-Risk		×		
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- 4. Click "Enter Grades"
 - a. The Dual Enrolled Grade Entry page should appear(similar to submitting flags)

Grade Entry	
Numeric Grade Enter Number Grade Here Comments on grade entered Comments are optional	Month Select Month - •
Submit Grade	
irade Entry	Month/Grade Type
Grade Entry Numeric Grade Enter Number Grade Here	Month/Grade Type
Grade Entry Numeric Grade Enter Number Grade Here Comments on grade entered Comments are optional	Month/Grade Type Mid-Term • - Select Type- January February March April May

ii.

i.

b. To view previously submitted grades by expanding "Current Term Grades in this Course"

89 Entered 03/16/2016 03:17 PM
Entered 03/16/2016 03:17 PM

- c. If an instructor would like to update a grade for a month/grade type(mid-term or final) that already exists
 - i. Select the same month/grade type from the drop-down box and the old grade will become inactive. The new grade entered for that month/grade type will become the active/reported grade.



i.