



Oregon Institute of Technology

TECHweb FOR DUAL CREDIT TEACHERS

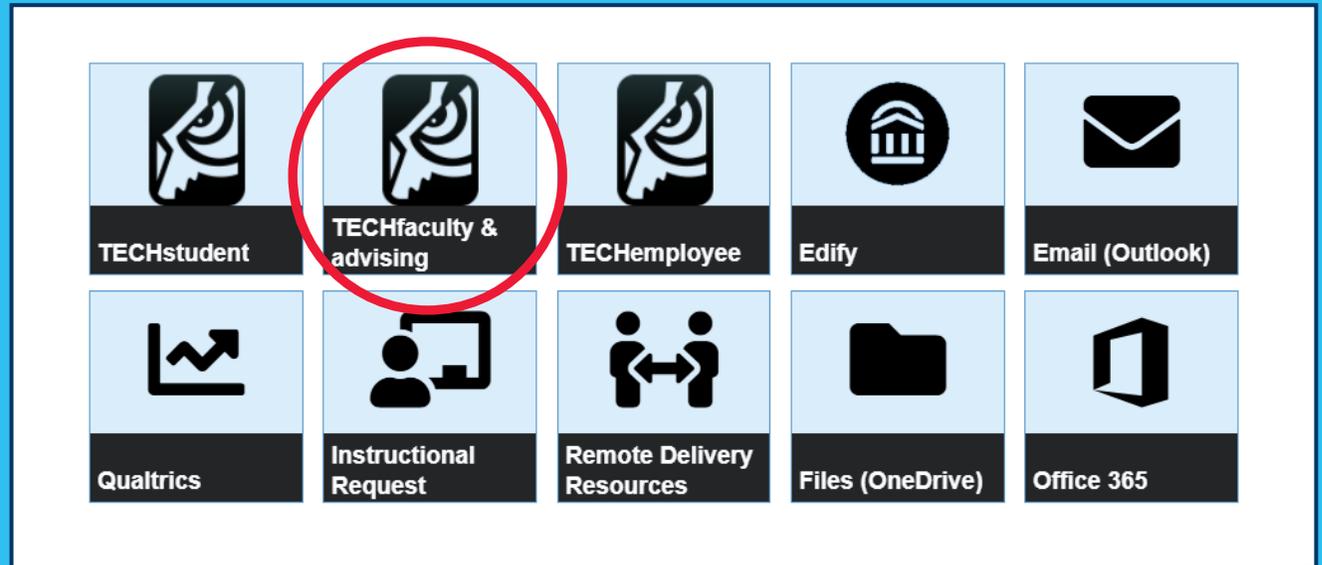
**Entering Grades - During Grading Window
Entering Grades - Grade Changes**

Oregon's Polytechnic University

Log In to TECHweb

1. Log in to TECHweb.
2. Select "TECHfaculty & advising".

Don't see the TECHfaculty button?
Log out of your account and log
back in.



Step 1: Entering Grades During Grading Window

1. Click "Final Grade Entry".

The screenshot displays the 'Faculty Services' dashboard for a user named Gale Harbor Bloom. The dashboard is organized into several sections:

- Faculty:** A list of links including Course Assignments, Class List (Roster), Faculty Detail Schedule, Faculty Schedule Search, Student Profile, Attendance Roster, Canvas, and Inspire (Advising).
- Advising:** A list of links including Advisee Search, DegreeWorks Audit, Credit Transfer Evaluation, Advising Report, and Student Schedule Planner.
- Grading:** A list of links including Final Grade Entry (circled in red) and Grade Change E-Form.
- Departmental Advising:** A list of links including Departmental Advising Reports.

Step 2: Enter Grades

1. Select the appropriate course to enter your grades.

To enter grades for a previous term, continue to the next slide.

The screenshot shows the 'TECHstudent' interface. At the top, there are navigation links for 'Faculty & Advisors' and 'CRN Listing'. Below this is a 'Class List' section with a dropdown menu set to 'Fall 2024 - 202401'. Underneath is a 'Select Course' section. A table displays course information with columns for Subject, Course Title, CRN, and Enrollment Count. The table contains one row: WRI 121Z, 10H | Composition I | 11227 | 44.

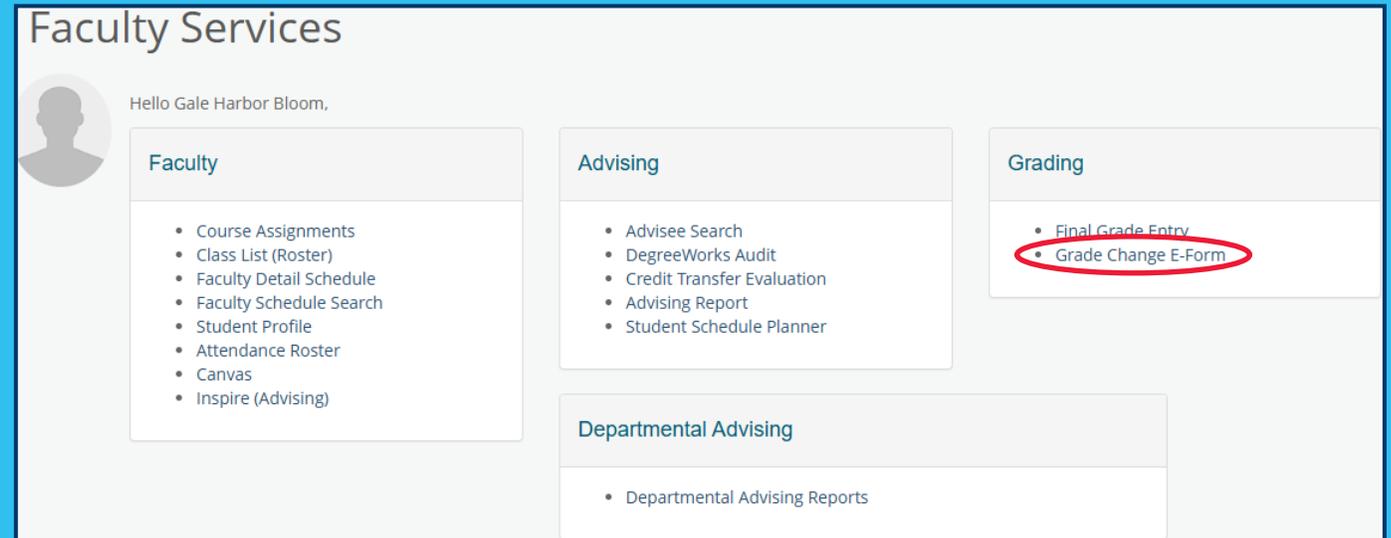
Subject	Course Title	CRN	Enrollment Count
WRI 121Z, 10H	Composition I	11227	44

Step 1: Entering Grade Changes

Follow these instructions if you have fewer than 30 students.

1. Click "Grade Change E-Form".

If you have 30 or more students, send grades (including student names, ID numbers, and your CRN) via an encrypted email to **Nicole.Ayers@oit.edu**.



The screenshot displays the 'Faculty Services' dashboard for Gale Harbor Bloom. It features a navigation menu with three main sections: Faculty, Advising, and Grading. The 'Grading' section is expanded, showing two options: 'Final Grade Entry' and 'Grade Change E-Form', with the latter circled in red. Below these sections is a 'Departmental Advising' section with a link to 'Departmental Advising Reports'.

Faculty Services

Hello Gale Harbor Bloom,

- Faculty**
 - Course Assignments
 - Class List (Roster)
 - Faculty Detail Schedule
 - Faculty Schedule Search
 - Student Profile
 - Attendance Roster
 - Canvas
 - Inspire (Advising)
- Advising**
 - Advisee Search
 - DegreeWorks Audit
 - Credit Transfer Evaluation
 - Advising Report
 - Student Schedule Planner
- Grading**
 - Final Grade Entry
 - **Grade Change E-Form**
- Departmental Advising**
 - Departmental Advising Reports

Step 2: Select Appropriate Term and Course

1. Select appropriate term, course, and select one student per form.

If the list of courses for the selected term is disabled, it is you either have gradeable course for the selected term or grades have not been rolled into history. Please check with the Registrar's Office for when you may submit grade changes for the selected term.

	Term Description	Term Code	Acad Year
Select the term for the grade change:	<input type="text" value="Click to select"/>	<input type="text"/>	<input type="text"/>
Select the course for the selected term:	<input type="text" value="Click to select"/>		
Select the student for the grade change:	<input type="text" value="Click to select"/>		

Step 3: Enter Grade Change

1. Enter the appropriate grade in the “**Change Grade To**” field.
2. Type “**Dual Credit**” in the “**Grade Change Reason**” box.
3. Click “**Submit**” and verify that you are not a robot.
4. Repeat for each of your students.

Grade Change Information

The new grade and the reason for grade change must be complete.

- If you are submitting a non-passing grade (F, NP), enter the last date of attendance along with the reason for grade change.
- If you are changing a grade from an incomplete, please state 'Incomplete removal' as the reason.

Change Grade To	Grade Change Reason	Last Attendance Date
<input type="button" value="Click to select"/>	<input type="text"/>	<input type="text"/>