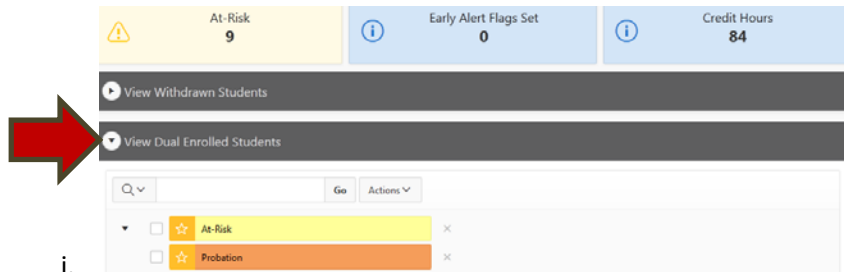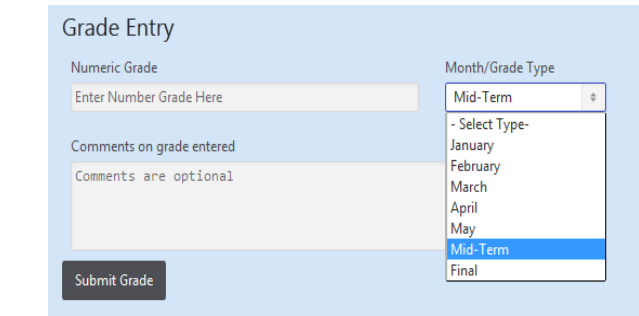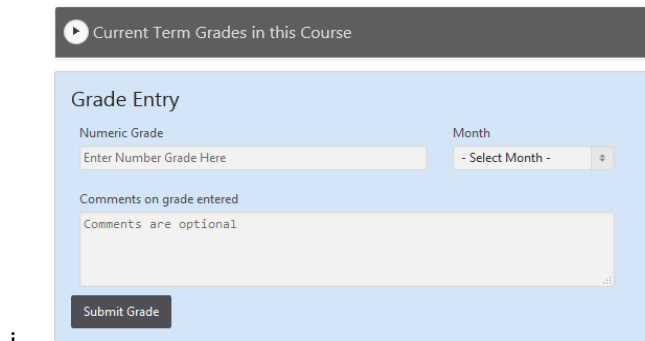Dual Enrolled Student Grade Entry instructions:

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.
      i.
4. Click "Enter Grades"
   a. The Dual Enrolled Grade Entry page should appear(similar to submitting flags)
      i.
      ii.
   b. To view previously submitted grades by expanding "Current Term Grades in this Course"

Current Term Grades in this Course

January
78
Entered 03/16/2016 03:06 PM

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

March
91
Entered 03/16/2016 03:23 PM

1 - 3   Next ▶

Grade Entry

Numeric Grade   Month
Enter Number Grade Here   - Select Month -

    i.

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.

d.