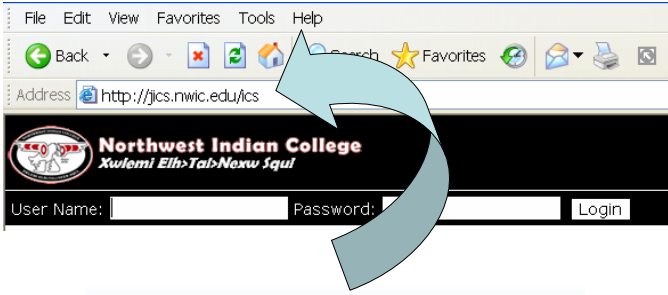


# Entering Grades in Jics

## Step 1 – Go to jics



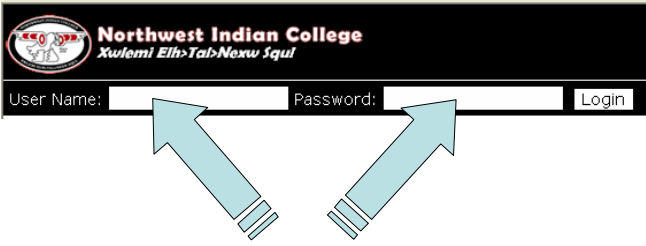
Address <http://jics.nwic.edu/jics>

**Northwest Indian College**  
*Xwilemi Elh>Tal>Nexw Squl*

User Name:  Password:  Login

**jics.nwic.edu/jics**

## Step 2 – Log In

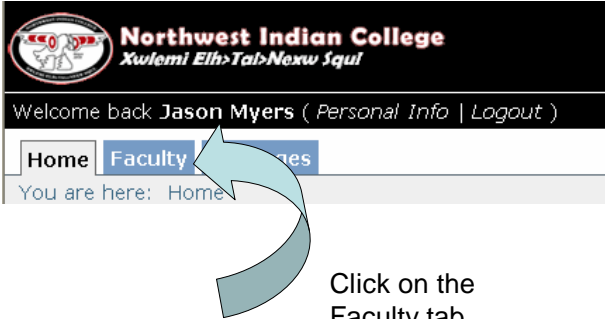


**Northwest Indian College**  
*Xwilemi Elh>Tal>Nexw Squl*

User Name:  Password:  Login

Enter the Username and Password  
that was given to you  
*(it is not the one you log into your e-mail with)*

## Step 3 – Select Faculty



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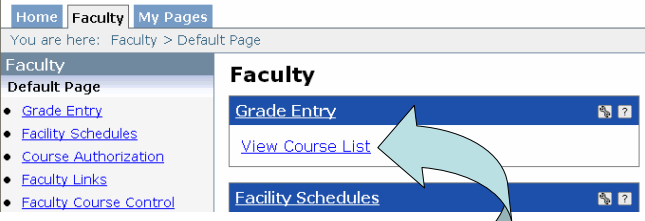
Welcome back **Jason Myers** ( [Personal Info](#) | [Logout](#) )

Home **Faculty** My Pages

You are here: Home

Click on the  
Faculty tab

## Step 4: View Course List



Home **Faculty** My Pages

You are here: Faculty > Default Page

**Faculty**

- [Grade Entry](#)
- [Faculty Schedules](#)
- [Course Authorization](#)
- [Faculty Links](#)
- [Faculty Course Control](#)

**Faculty**

- [Grade Entry](#)
- [View Course List](#)
- [Faculty Schedules](#)

Select **View Course List**  
to see your courses

# Entering Grades in Jics

## Step 5: Select Your Course

Search Criteria:

Division:  Term:

Course	Cr Hrs	Clock Hrs
<a href="#">CMPS 101 OL</a> Intro Computers	3.00	0

Select your course from the list

## Step 6: Assign Grades

Student	ID	Grad?	Midterm Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course
Ricard, Frank	xxxx	N	Select...		<input type="text" value="0"/>	<input type="text" value="0"/>	
Beckwith, Ron	xxxx	N	Select...		<input type="text" value="0"/>	<input type="text" value="0"/>	
Grey, Jeremy	xxxx	N	Select...		<input type="text" value="0"/>	<input type="text" value="0"/>	
Cleary, Claire	xxxx	N	Select...		<input type="text" value="0"/>	<input type="text" value="0"/>	
Cleary, William	xxxx	N	Select...		<input type="text" value="0"/>	<input type="text" value="0"/>	
Lodge, Zach	xxxx	N	Select...		<input type="text" value="0"/>	<input type="text" value="0"/>	
Martin, Mitch	xxxx	N	Select...		<input type="text" value="0"/>	<input type="text" value="0"/>	

Select the grade for each student from the drop-down menu

## Step 7: Click Save

Ricard, Frank	xxxx	
Beckwith, Ron	xxxx	N
Grey, Jeremy	xxxx	
Cleary, Claire	xxx	
Cleary, William		
Lodge, Zach	xx	N
Martin	xxxx	N

Click **Save** when you are done

## Step 8: Log Out

Northwest Indian College  
*Xwilemi Elh>TaibNexw Squl*

Welcome back Jason Myers ( [Personal Info](#) | [Logout](#) )

[Home](#) [Faculty](#) [My Pages](#)

You are here: [Faculty](#) > Default Page

remember to  
**LOGOUT**