


Entering Grades in Jics

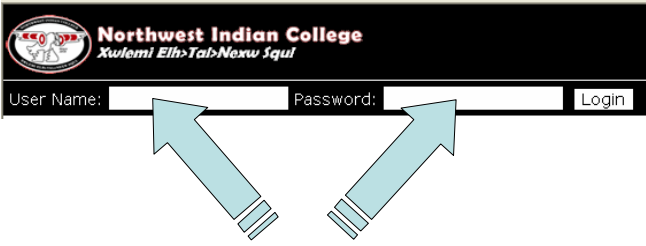
Step 1 – Go to jics



http://jics.nwic.edu/ics


jics.nwic.edu/ics

Step 2 – Log In



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



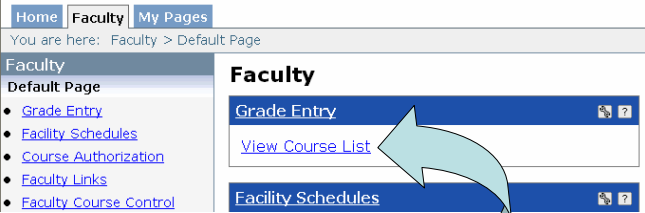
Welcome back **Jason Myers** ([Personal Info](#) | [Logout](#))

Home **Faculty** My Pages

You are here: Home

Click on the Faculty tab

Step 4: View Course List



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

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Step 5: Select Your Course

Search Criteria:

Division: Term:

Course	Cr Hrs	Clock Hrs
CMPS 101 OL 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
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remember to
LOGOUT