

Lewis & Clark Graduate School

Self-Service - Faculty Grading

Basic Navigation

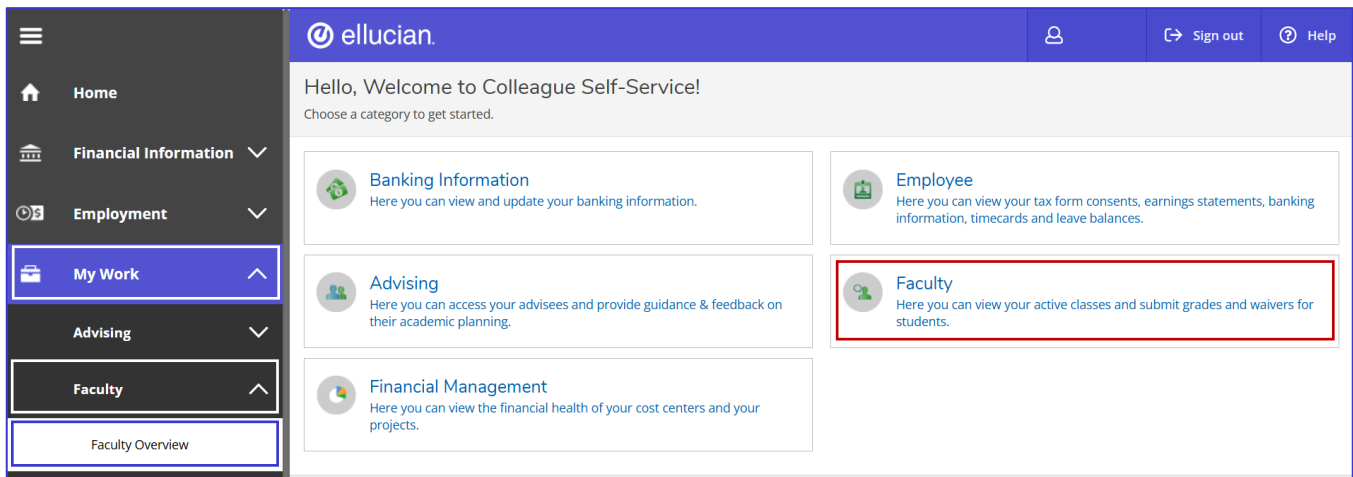
As we transition away from WebAdvisor to **Self-Service**, your grading screens are going to look a little different. Please follow the steps below to enter your grades.

How to Access Self-Service

- **Go to the Website:** Navigate to **graduate.lclark.edu**.
- **Find the Registrar:** Click on the link labeled **Registrar**.
- **Locate Self-Service:** Scroll down the page until you see the **Self-Service Link**.
- **Log In:** Enter your **LC username and password** to sign in.

You can access the Faculty page two ways:

- **From the homepage:** Click the **Faculty** tile.
- **From the hamburger menu (☰) at the top left:** Select **My Work**, then **Faculty** and then choose **Faculty Overview** from the drop-down menu.



- **Select the course section you want to grade.**

Note: Your course sections are listed by semester, with the current semester listed on the bottom and future semesters listed on top.

ellucian. My Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Grad - Spring 2024

Section	Times	Locations	Availability	Books	Census Dates
AT-526-01: Clinical Skills/Art Therapy	M 9:00 AM - 12:00 PM 1/8/2024 - 2/12/2024	Corbett Annex, 100 Lecture	0 / 14 / 14 / 0		
AT-517-02: Art Therapy/Trauma Treatment	TBD	TBD	15 / 0 / 15 / 0		
AT-526-01: Clinical Skills/Art Therapy	TBD	TBD	1 / 0 / 1 / 0		
AT-570-02: Art Therapy Candidacy	TBD	TBD	8 / 0 / 8 / 0		
CTSP-595-01: Master's Thesis Research	TBD	TBD	2 / 0 / 2 / 0		

Grad - Fall 2023

Section	Times	Locations	Availability	Books	Census Dates
AT-501-CW: Theories of Counseling	M 9:00 AM - 12:15 PM	TBD	1 / 0 / 1 / 0		

- **Select Grading.**

ellucian. My Work · Faculty · Faculty Overview

Section Details

< Back to Courses

AT-526-01: Clinical Skills/Art Therapy

Grad - Spring 2024
Graduate Campus

M 9:00 AM - 12:00 PM
1/8/2024 - 2/12/2024
Corbett Annex, 100 Lecture

Seats Available 0 / 14 / 14 / 0

Waitlisted 0

Roster **Grading** Permissions Waitlist

Overview Final Grade

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Test Student 1	123456						1
Test Student 2	123457						1
Test Student 3	123458						1

- **Select Final Grade.**
- Enter the students' grades using the dropdown menu in the **Final Grade** column.

The screenshot shows the ellucian interface for a course section. The course is AT-526-01: Clinical Skills/Art Therapy. The interface includes a navigation sidebar, a top header with 'ellucian' and 'Sign out'/'Help' buttons, and a main content area. The main content area has tabs for 'Roster', 'Grading', 'Permissions', and 'Waitlist'. The 'Grading' tab is active, showing a table of students with columns for 'Student Name', 'Student ID', 'Never Attended', 'Last Date of Attendance', 'Final Grade', 'Expiration Date', 'Class Level', and 'Credits'. A dropdown menu is open over the 'Final Grade' column, listing options: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, CR, DFD, F, I, NC, RQ. A red arrow points to the dropdown menu in the first row of the table.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Test Student 1	123456	<input type="checkbox"/>	M/d/yyyy	<input type="text" value=""/>	M/d/yyyy		1
Test Student 2	123457	<input type="checkbox"/>	M/d/yyyy	<input type="text" value=""/>	M/d/yyyy		1
Test Student 3	123458	<input type="checkbox"/>	M/d/yyyy	<input type="text" value=""/>	M/d/yyyy		1

- **Courses with a standard A-F grading scheme will have the following grade options:** A, A-, B+, B, B-, C+, C, C-, D+, D, D-, CR, DFD, F, I, NC, RQ
- **Courses with a credit/no credit grading scheme will have the following grade options:** CR, DFD, I, NC

Note: There is no **submit** or **enter** button, once you have finished grading for your class. However, once all grades are entered a message with a time and date stamp will appear in the upper-right hand corner confirming that grading is complete.

The screenshot shows the ellucian interface for a class. The top navigation bar includes 'ellucian', 'My Work', 'Faculty', and 'Faculty Overview'. The main content area is titled 'Section Details' and shows 'AT-526-01: Clinical Skills/Art Therapy' for 'Grad - Spring 2024' at 'Graduate Campus'. The class schedule is 'M 9:00 AM - 12:00 PM' from '1/8/2024 - 2/12/2024' at 'Corbett Annex, 100 Lecture'. There are '0 / 14 / 14 / 0' seats available and '0' waitlisted students. The 'Grading' tab is selected, and the 'Final Grade' sub-tab is active. A table lists three test students with their IDs, attendance status, last dates of attendance, final grades (A, A-, B), and expiration dates. A red box highlights a message at the top right: 'Final grading completed on 1/16/2026 at 11:41 AM by Apple, Candy', with a red arrow pointing down to it.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Test Student 1	123456	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy		1
Test Student 2	123457	<input type="checkbox"/>	M/d/yyyy	A-	M/d/yyyy		1
Test Student 3	123458	<input type="checkbox"/>	M/d/yyyy	B	M/d/yyyy		1

Please contact the **Graduate Registrar's Office** with any questions.

gradreg@lclark.edu

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Rogers 301