

Dual Credit Grading Instruction for Dual Credit Instructors

Click the link below to watch the YouTube video with step-by-step grade entry instructions.

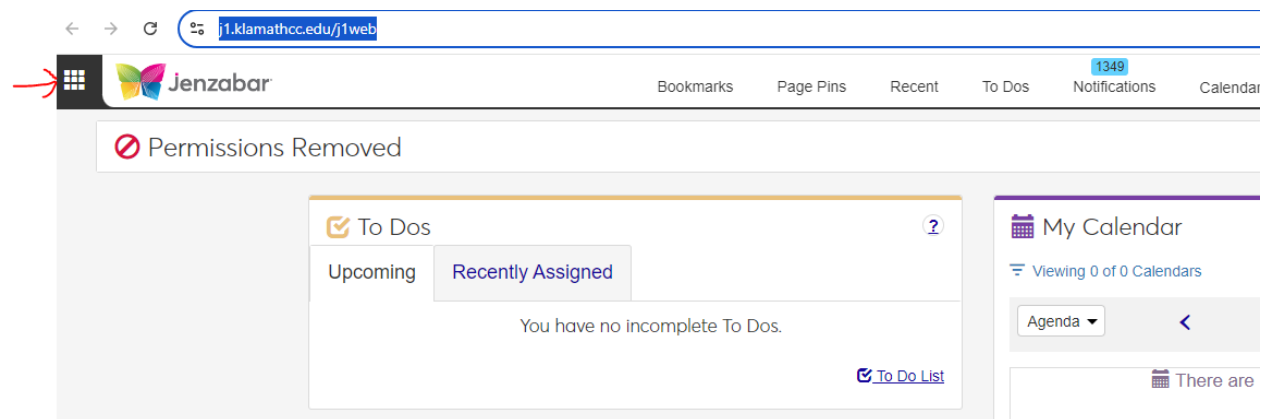
<https://youtu.be/o55edUeEkZ4?si=XGi69UZKmYmX6awY>

Step 1: Log into J1 Web

- Go to: <https://j1.klamathcc.edu>
- **Note:** J1 uses **Single Sign-On** with your **klamathcc.edu** email account.

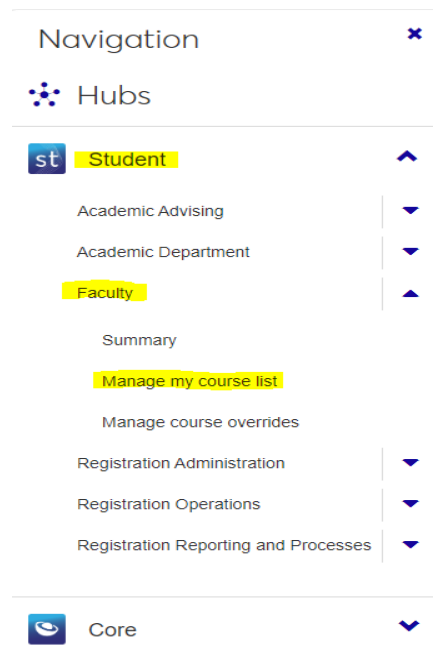
Step 2: Navigate to HUB

- Click on **HUB** in the navigation menu (see red arrow in interface).



Step 3: Access Course List

- From the **Student** drop-down:
 - Click **Faculty**
 - Select **Manage My Course List**



Step 4: Select Your Course

- In the **Course List**, click the course you need to enter grades for.
- **Tip:** All active courses display by default. Use filters on the left if needed.

ART116.01
Basic Design: 2-D Color

Term: 2024 - Summer Term
Summer Academic
Dates: 6/24/2024 - 8/23/2024
Faculty: Rick D. Ball

Section options ▼

Grade Entry for Midterm Grade (Open through 8/5/2024)

To save your changes, click the Save button on the toolbar.

Save Undo Redo Send communication

Cancel unsaved changes

Student ID Letter Grading Type Credits Last Date of Attendance Athletics Degree Period

- You can **pin this page** for quick access later (appears in Page Pins).

Step 5: Enter Grades

1. At the end of the course URL (which ends in the course number), **add /Grade Entry** and press **Enter**.

<https://j1.klamathcc.edu/j1web/e/Courses/6568701/gradeentry>

2. From **Section Options** drop-down, select **Manage Grades**.
3. Enter grades in the **Letter** column.
4. Click **Save** (top-left corner).
5. To change a grade:
 - Highlight the grade box
 - Press **Delete** or **Backspace**
 - Enter new grade
 - Click **Save**
6. A “**Saved successfully**” message will confirm your changes.

Summer Academic
Dates: 6/24/2024 - 8/23/2024
Faculty: Rick D. Ball More

Section options ▼

- Delete section
- Manage grades
- Manage section details
- Manage student section details
- View roster

Grade Entry for Midterm Grade (Open through 9/9/2024)

To save your changes, click the Save button on the toolbar.

Save Undo Redo Send communication

Click the Grading Type column label to sort the list, or use the column filters to find students who share a grading type.

	ESAs	Student	ID	Letter	Grading Type	Credits	Last Date of Attendance
1	☐				Undergraduate / Regular Credit	3.00	
2	☐				Undergraduate / Regular Credit	3.00	

✓ Saved successfully.



Important Notes

- If any grade is missing, you will see an **error message** and cannot save until all grades are entered.
- Selecting the **Jenzabar logo** returns you to the main page.
- Use **HUB navigation** to move to other pages or simply close the page when finished.

Grade Entry for Midterm Grade (Open through 8/5/2024)

To save your changes, click the Save button on the toolbar.

Save

Undo

Redo

Send communication

Cancel unsaved changes

Click the Grading Type column label to sort the list, or use the column filters to find students who share a grading type.

One or more cells have errors. Fix them so you can save.

Errors: 1

Displayed: 1

Filter Select

All rows

	BEA	Student	ID	Letter	Grading Type	Credits	Last Date of Attendance	Athletics	Degree Period
1	☐	[REDACTED]	5[REDACTED]	B	Undergraduate / Regular Credit	6.00	07/12/2024		
2	☐	[REDACTED]	5[REDACTED]		Undergraduate / Regular Credit	6.00			