

College Credit Plus Grade Entry

Go to <https://my.zanestate.edu/ICS/> and log in. Once logged in, click on the Academics Page. Next, click on Faculty Information on the left side of the page.

The screenshot shows the Zane State College My Z-Online interface. At the top is the college logo and the slogan "Start Here. Go Anywhere!". Below is a navigation bar with links for HOME, ADMISSIONS, CAMPUS LIFE, ACADEMICS (highlighted), ALUMNI, FINANCES, and STUDENT R. Below the navigation bar, a breadcrumb trail reads "You are here: Academics > Faculty Information". On the left is a blue sidebar menu with "Academics" at the top, followed by "Academic Information", "Advising", "Faculty Information" (highlighted), "My Classes", "My Program Planning", "All My Classes", and "Course of Study Forms". The main content area is titled "Faculty Information" and "Course Information". It features a "Course List for" input field, a "View More Options" link (highlighted), and a "View My Faculty Schedule" link. Below this is a table for the "Fall Term - 2015" with columns for "Course", "Title", and "Go Directly To". One row is visible: "ACCT 1010-01 Financial Accounting" with a dropdown menu set to "Select Area ...".

Once on the faculty information page, click "View More Options."

On the course information page, click the drop down box by term and select "FL FC 2015 CCP-High School Term"

Next, select course under the course code box.

Once course is selected, click "View Courses"

This screenshot shows the same Zane State College My Z-Online interface as the previous one, but with the search options expanded. The "View More Options" link is no longer highlighted. The "Search Options" section is now visible, containing a "Term:" dropdown menu set to "FL FC 2015 CCP-High School Term" and a "Course Code:" input field with a dropdown arrow. Below these fields is a "View Courses" button (highlighted). The rest of the page layout, including the navigation bar and sidebar, remains the same.

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Once on the course page, click on the drop down box under “Go Directly To” and select Grade Entry.

Search Options [View My Faculty Schedule](#)

Term: **Course Program:**

Course Code:

Fall Term - 2015				
Course	Title	Catalog	Course Program	Go Directly To
BMCA 1010-13	Introduction to Microcomputer Concepts and Applications	UG15	Undergraduate Program	Select Area ...

Please select the appropriate grade for each student. Once completed, click on Save. You will receive a confirmation email to your Zane State College email.