

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. The top navigation bar includes HOME, ADMISSIONS, CAMPUS LIFE, ACADEMICS (highlighted), ALUMNI, FINANCES, and STUDENT R. Below the navigation bar, the breadcrumb trail reads "You are here: Academics > Faculty Information". On the left, the Academics menu is expanded, with "Faculty Information" highlighted in green. The main content area is titled "Faculty Information" and "Course Information". A "Course List for" box is present, followed by "View More Options" (highlighted in yellow) and "View My Faculty Schedule". Below this is a table for the "Fall Term - 2015" with columns for Course, Title, and Go Directly To. The first row shows "ACCT 1010-01 Financial Accounting" and a dropdown menu labeled "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, but with the search options expanded. The breadcrumb trail is "You are here: Academics > Faculty Information". The Academics menu on the left is still open. The "Course Information" section now includes a "Search Options" area with a "Term:" dropdown menu set to "FL FC 2015 CCP-High School Term" (highlighted in yellow) and a "Course Code:" dropdown menu. A "View Courses" button (highlighted in yellow) is located at the bottom right of the search area. A YouTube logo is visible in the top right corner of the page.

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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.