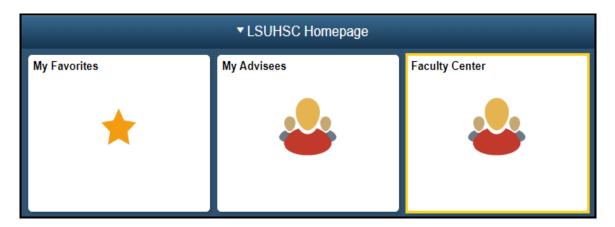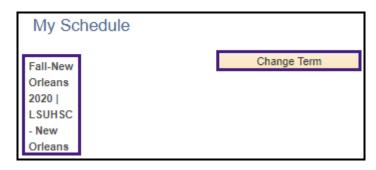## Manually Record Grades

After logging in, to navigate to the Grade Roster:

1. Click **Faculty Center** tile.

Navigation: NavBar > Navigator > Self-Service > Faculty Center > My Schedule

NOTE: Make sure that the Change Term reflects the correct term; otherwise you may not be able to see your grade roster.

2. Click the **Grade Roster icon** next to the class for which you wish to enter grades or click the **Grade Roster** tab.

   .

   NOTE: Look for the Grade Roster icon next to each class in your teaching schedule. The icon indicates grade rosters are available for entry. If the icon is not present it means that a grade roster has not been created by the Registrar's office.

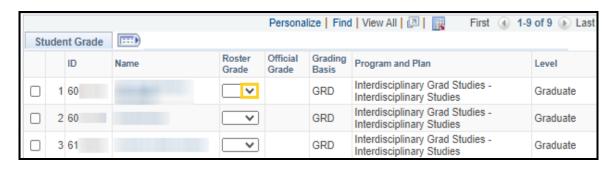There are *three options* that can be used to Manually Record Grades:

   Option 1: Add a grade for one student.
   Option 2: Add grades for multiple students
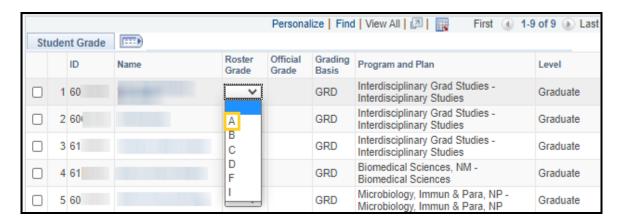   **Option 3:** Add grades for all students

Option 1: Add a grade for one student

3. To add a grade for one student, click the down arrow in the **Roster Grade** field to see the grade list.
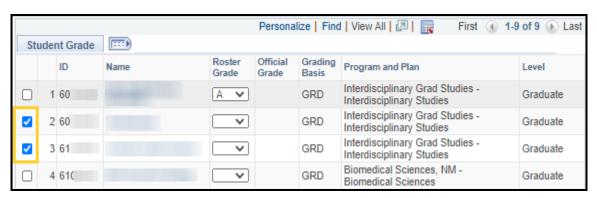
4. Select a grade from the list.

NOTE: List of available grades will vary based on the grading basis assigned by the Registrar's Office.

5. After selecting the grade, click the **Save** button at the bottom right of the screen.
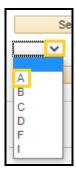

Option 2: Add grades for multiple students

6. To record grades for multiple students, click the checkbox located in front of various student names; scroll down to the bottom of the page.

Job Aid

7. Select a grade from the drop-down list.

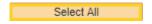8. Click the **<- Add this grade to selected students** drop-down.

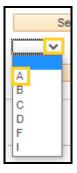9. After recording the grade, click the **SAVE** button at the bottom right of the screen.

Option 3: Add grades for ALL Students

10. Scroll down to the bottom of the page and click the **Select All** link to select all students.
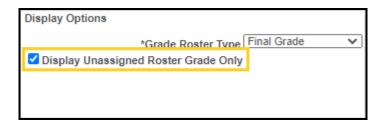

11. Select a grade from the drop-down list.

12. Click the **<- Add this grade to selected students** button.

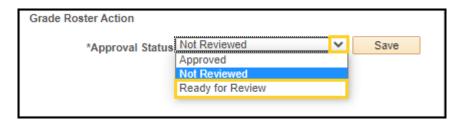13. Click the **Save** at the bottom right of the screen.

14. The Instructor can click the **Display Unassigned Roster Grade Only** to show **only** the students on the roster who **have not** received a grade. Uncheck the **Display Unassigned Roster Grade Only** to display entire roster.

NOTE: Grades can be changed in the Grade Roster until the Approval Status is changed to Ready for Review. Only change the Approval Status from Not Reviewed to Ready for Review when the grading process is complete, and the Grade Roster is ready to be Approved by the course director.

15. Click the **Approval Status** drop-down button.
    Click the **Ready for Review** list item.

16. Click the **SAVE** button to save the Approval Status. **You must save after the Approval Status is changed to Ready for Review.**
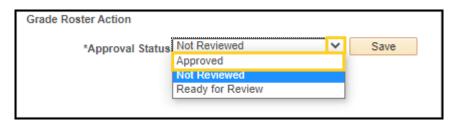

NOTE: Once the Approval Status is changed to Ready for Review, the drop-down in the Roster Grade field is no longer available to add or change grades, and the Grade Roster is ready to be approved by the course director.

Job Aid

Approving the Grade Roster:

NOTE: All Grade Rosters must be Approved by the course director before the Registrar's Office posts the final grades. If you have access to approve the Grade Roster, the Approved option will be available in the Approval Status drop-down list.
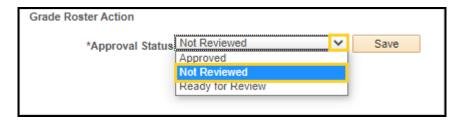
17. Before changing the status to **Approved,** review the Grade Roster to make sure the grades are correct, and all students received a grade. If no changes are required, and the Grade Roster is ready for the Registrar's Office to post the final grades, select **Approved** from the Approval Status drop-down list.
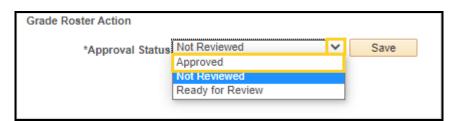

18. Click the **Save** button.

19. If grade changes **are required**, select the **Not Reviewed** in the Approval Status drop-down list to return to the grade roster actions to make the necessary changes.

20. Once the changes are complete and the grade roster is ready for the Registrar's Office to post the final grades, select **Approved** from the drop-down list.
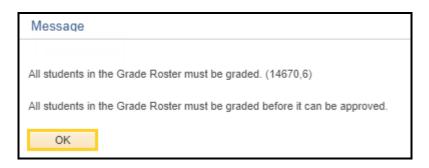
Date Created: 11/20/2020
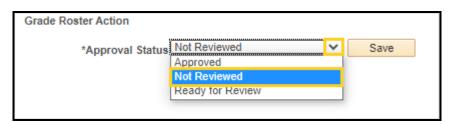
21. Click the **Save** button.

Save

22. **All students in the grade roster must receive a grade to complete the Approval process.** You will receive the following error message **if all students are not graded** in the Grade Roster.

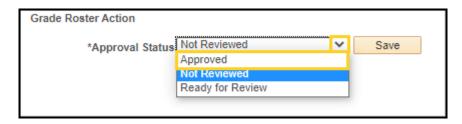   Click the **OK** button to return and input missing grades.

    Message

    All students in the Grade Roster must be graded. (14670,6)

    All students in the Grade Roster must be graded before it can be approved.

    OK

23. Click **Not Reviewed** from the drop-down to return to the Grade Roster and input missing grades and/or change grades.

    Grade Roster Action

    *Approval Status: Not Reviewed ▾   Save
    Approved
    Not Reviewed
    Ready for Review

24. Once all students are graded, and you are ready for the Registrar's Office to post the final grades, select **Approved** from the drop-down list.

    NOTE: The course director can continue to make changes to the Grade Roster until the final grades are posted by the Registrar's Office.

    Grade Roster Action

    *Approval Status: Not Reviewed ▾   Save
    Approved
    Not Reviewed
    Ready for Review

25. Click the **Save** button.

26. Once the final grades are posted, the *Save* button is no longer available and has been replaced with **Posted**. The **Official Grade** is displayed in the Official Grade column on the Grade Roster.

    NOTE: The **Request Grade Change** *hyperlink is not active. If you need to change the Official Grade, contact the Registrar's Office to request the manual grade form.*