

Manually Record Grades

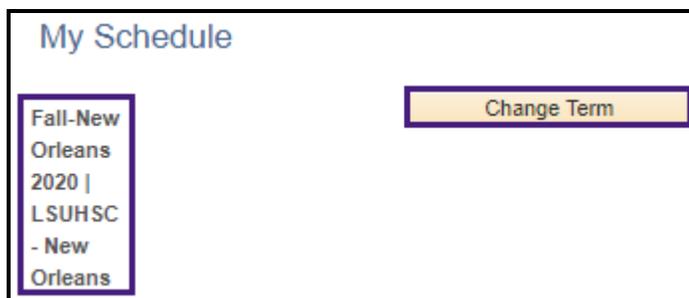
After logging in, to navigate to the Grade Roster:

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.

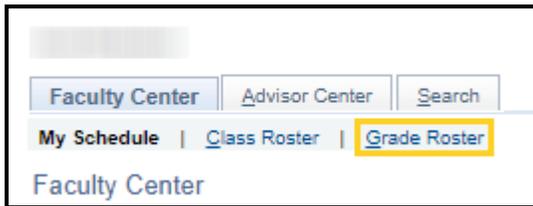


Job Aid

- 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.

 INTER 125-0001 (10489)	INTRO MICROBIAL PATHOGENESIS (Lecture)	9	MoWeFr 9:00AM - 12:00PM	TBA	Nov 2, 2020- Dec 11, 2020
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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

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

Student Grade							
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 60		<input type="text" value=""/>		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate
<input type="checkbox"/>	2 60		<input type="text" value=""/>		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate
<input type="checkbox"/>	3 61		<input type="text" value=""/>		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate

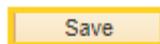
- Select a grade from the list.

The screenshot shows a web interface for entering student grades. At the top, there are navigation links: 'Personalize | Find | View All | [Print Icon] | [Refresh Icon]'. On the right, it says 'First 1-9 of 9 Last'. Below this is a 'Student Grade' header with a search icon. The main area is a table with the following columns: ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, and Level. Five rows of student data are visible. The 'Roster Grade' column for the first row has a dropdown menu open, showing options A, B, C, D, F, and I. The 'Grading Basis' for all rows is 'GRD', and the 'Level' is 'Graduate'.

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1 60	[Redacted]	[Dropdown Menu]		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate
2 60	[Redacted]	A		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate
3 61	[Redacted]	B		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate
4 61	[Redacted]	C		GRD	Biomedical Sciences, NM - Biomedical Sciences	Graduate
5 60	[Redacted]	D		GRD	Microbiology, Immun & Para, NP - Microbiology, Immun & Para, NP	Graduate

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

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



Option 2: Add grades for multiple students

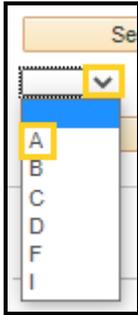
- To record grades for multiple students, click the checkbox located in front of various student names; scroll down to the bottom of the page.

The screenshot shows the same web interface as above, but now the checkboxes in the first column of the table are checked for the first three rows. The 'Roster Grade' dropdown for the first row is now set to 'A'. The 'Save' button is not visible in this view.

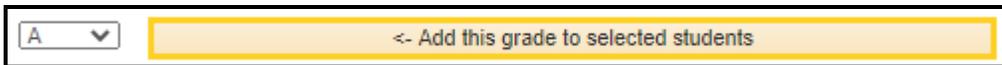
ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1 60	[Redacted]	A		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate
<input checked="" type="checkbox"/>	2 60	[Redacted]	[Dropdown]		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate
<input checked="" type="checkbox"/>	3 61	[Redacted]	[Dropdown]		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate
<input type="checkbox"/>	4 61	[Redacted]	[Dropdown]		GRD	Biomedical Sciences, NM - Biomedical Sciences	Graduate

Job Aid

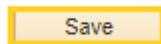
7. Select a grade from the drop-down list.



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

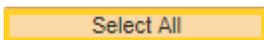


9. After recording the grade, click the **SAVE** button at the bottom right of the screen.

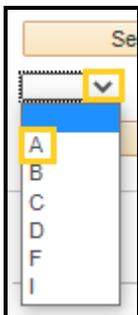


Option 3: Add grades for ALL Students

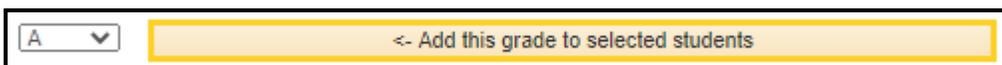
10. Scroll down to the bottom of the page and click the **Select All** link to select all students.



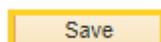
11. Select a grade from the drop-down list.



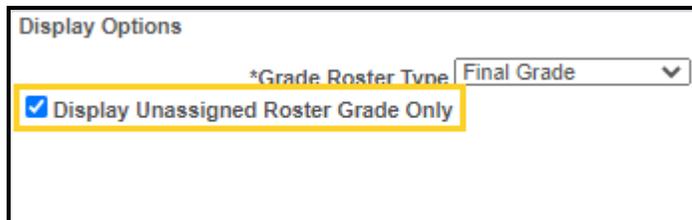
12. Click the <- Add this grade to selected students button.



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.



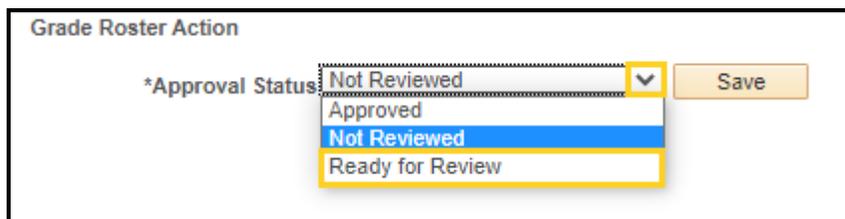
Display Options

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

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.

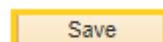


Grade Roster Action

*Approval Status: Not Reviewed, Approved, Not Reviewed, Ready for Review

Save

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



Save

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.

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.



The screenshot shows a form titled "Grade Roster Action". It contains a field labeled "*Approval Status" with a dropdown menu. The dropdown menu is open, showing four options: "Not Reviewed", "Approved", "Not Reviewed", and "Ready for Review". The "Approved" option is highlighted in blue. To the right of the dropdown menu is a "Save" button.

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.



The screenshot shows the same "Grade Roster Action" form. The "*Approval Status" dropdown menu is open, and the "Not Reviewed" option (the second one in the list) is highlighted in blue. The "Save" button is visible to the right.

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.



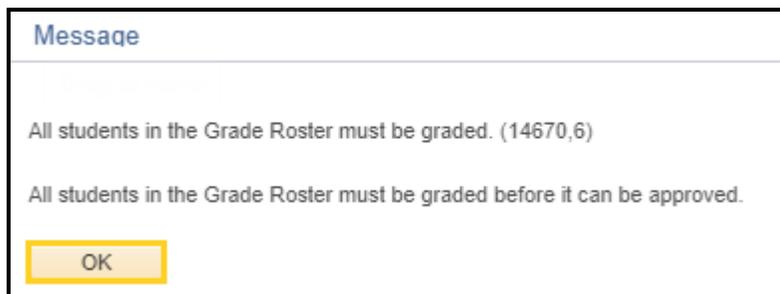
The screenshot shows the "Grade Roster Action" form with the "*Approval Status" dropdown menu open. The "Approved" option is highlighted in blue. The "Save" button is to the right.

21. Click the **Save** button.



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.



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



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.



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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.