

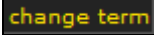

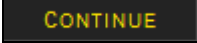





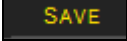

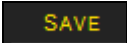
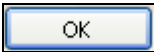



Entering Grades

Step	Action
1.	Click the Self Service link. 
2.	Click the Faculty Center link. 
3.	Click the Change Term button. 
4.	Click the 2017 Fall Semester option. 
5.	Click the Continue button. 
6.	To enter grades for a class click the Grade Roster icon. Click the Grade Roster button. 
7.	Select the grade the student earned for the class by selecting the grade from Roster Grade field, or keying in a valid grade in the Roster Grade field. This example will demonstrate selecting the grade from the list. Click the Roster Grade list next to the desired student. 
8.	Select the desired grade for the student from the list. Dig Em Frog earned an A. Select A from the list item. 
9.	Proceed with the same process for each successive student. Click the Roster Grade list next to Thelma Harper. 
10.	Click the B list item. 
11.	Enter the remaining grades.

Step	Action
12.	<p>You do not have to enter all of the grades at one time. If you partially enter the grades or want to review the entries prior to making the grades ready for review, save your work.</p> <p>Click the Save button.</p> 
13.	<p>If all of the grades have been entered, the grades need to be "Approved" or made "Ready for Review". The approver can be another person in the department or the instructor of the course. The process for entering and approving grades is determined at the departmental level. The business process set by each department will determine the level of access to the grade roster.</p>
14.	<p>Changing the Approval Status from "Not Reviewed" to any other status will lock the grade roster. When all grades have been entered and the grade roster is ready to be posted, move the status from "Not Reviewed" to "Approved".</p> <p>Select the Approved list item.</p> 
15.	<p>Once "Approved" has been selected, the system will automatically refresh the page, locking the page from edits.</p> <p>If a mistake has been made, the approver for the class can change the Approval Status back to "Not Reviewed", this will unlock the page allowing the page to be updated. When the corrections have been made, move the Approval Status back to Approved.</p>
16.	<p>Click the Save button.</p> 
17.	<p>NOTE: If the status we set to "Ready for Review", after saving the grade roster, you will receive the following message:</p> <p><i>Warning!</i> <i>The grades you have entered have been successfully saved, but the grade roster is not completed and will not be submitted for posting at this time.</i></p> <p><i>For this grade roster to be complete, there must be an "official grade" for all students and the Approval Status must be set to "Approved".</i></p> 
18.	<p>Click the Return button, to return to the Faculty Center to select another class to enter grades.</p> 
19.	<p>You have successfully entered grades for a class and made the grade roster available for approval.</p> <p>End of Procedure.</p>

