


# Faculty - Grade Entry

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## Basic Navigation

Home > Self Service > Faculty Center

## Entering Grades

1. Verify the correct semester is displayed. Change if needed.
2. Click on the  button associated with the class for which you wish to enter grades.

### Faculty Center

Fall 2007-2008 | Univ of Southern Mississippi [change term](#)

Show all classes  Only classes with enrollment  View My Weekly Schedule

Class Roster Grade Roster Learning Management System

My Teaching Schedule > Fall 2007-2008 > Univ of Southern Mississippi							
Class	Class Name	Enrolled	Days and Time	Room	Class Dates	Approval Status	
<a href="#">SCM 320-H004 LEC 7020</a>	Bus And Prof Spking (Lecture)	23	TuTh 5:10PM - 6:25PM	LAB 206	Aug 22, 2007- Dec 14, 2007	NOT REVIEWED	

3. The “Approval Status” column will assist in determining which FINAL grade roster still need grades entered and approved appropriately. As faculty complete final grade entry for each section, the “Approval Status” column will adjust accordingly.
4. Choose the appropriate roster type (midterm or final) in the **\*Grade Roster Type**  box.
5. Enter LETTER GRADES into the  box in the **Roster Grade** column.

**SAVE periodically while entering grades to ensure your work is not lost!!!!!!**

**NOTE:** A grade of **NA (Not Attended)** should be issued to any student listed on the roster who did not attend. The University is required by the US Department of Education to identify these to comply with financial aid regulations.

**NOTE:** A grade of **WP (Withdrawn Passing)** will appear for students who withdrew from the University or for student who submitted an approved “Permission to Drop: form. Instructors can submit a change of grade form to have the grade change to a “WF” if desired.

- Once there is a grade entered for each student and they have been reviewed for accuracy, choose “Approved” for the **\*Approval Status**  box.

**NOTE:** Once the grade roster has been set to “Approved,” a change of grade form must be submitted to the Registrar’s Office to change a grade.

- Click on the **SAVE** button.
- You may print a copy of this roster for your records if you so choose. Click on the **PRINTER FRIENDLY VERSION** button for a sleek looking report.

**\*\*NOTE:** The grades you enter will not appear in the Official Grade column until the Registrar’s Office posts the grades on the students’ transcripts.

**Grade Roster** [View FERPA Statement](#)

**7020 - SCM 320 - Bus And Prof Spking**

Grade Roster Information			
<b>Course</b>	SCM 320	<b>Institution</b>	Univ of Southern Mississippi
<b>Description</b>	Bus And Prof Spking	<b>Term</b>	Fall 2007-2008
<b>Class Number</b>	7020	<b>Session</b>	Regular Academic Session
<b>Class Section</b>	H004	<b>Career</b>	Undergraduate
<b>Component</b>	Lecture		
<b>Day</b>	Tues Thurs	<b>Instructor</b>	Northrop,Marlissa F
<b>Time</b>	5:10PM 6:25PM		
<b>Location</b>	LAB 206		

\*Grade Roster Type   Display Unassigned Roster Grade Only

\*Approval Status

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	ID	Name	<input type="text" value="A"/>		Political Sci, Intl Devl, I.A. - Paralegal Studies BA	Freshman
<input type="checkbox"/>	ID	Name	<input type="text" value="B"/>		Nursing - Pre-Nursing BSN	Sophomore
<input type="checkbox"/>	ID	Name	<input type="text" value="C"/>		Biological Sciences - Biological Sciences BS	Senior
<input type="checkbox"/>	ID	Name	<input type="text" value="D"/>		Chemistry & Biochemistry - Chemistry (Biochemistry) BS	Sophomore
<input type="checkbox"/>	ID	Name	<input type="text" value="F"/>		Political Sci, Intl Devl, I.A. - Political Science BA	Senior
<input type="checkbox"/>	ID	Name	<input type="text" value="NA"/>		Management & Marketing - Management (General) G BSBA	Junior