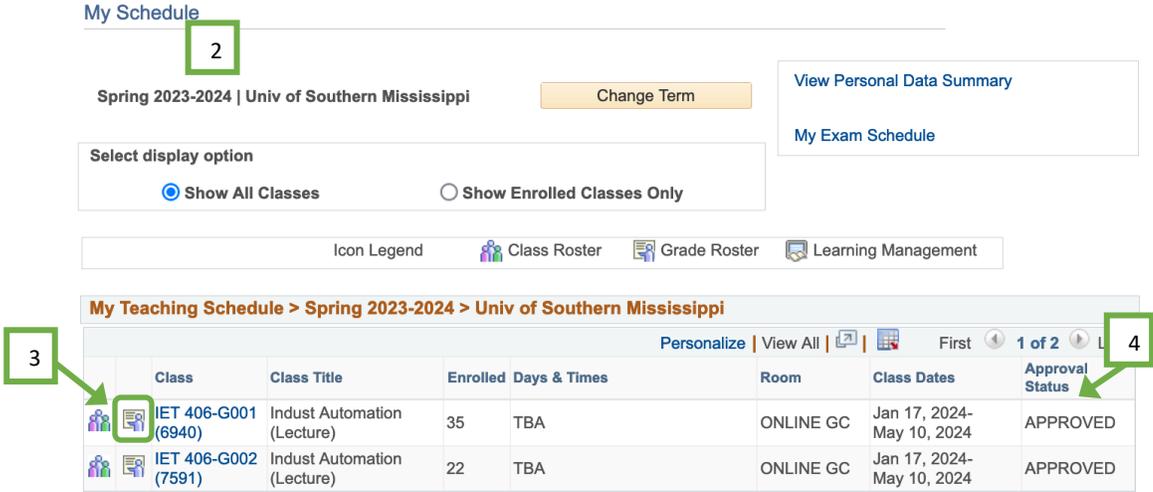
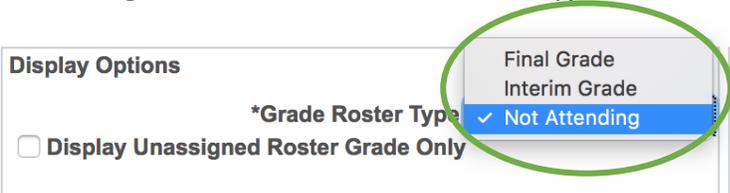


Enter Grades

Step	Action
1.	Click the Faculty Center tile. 
2.	Confirm the correct term is displayed at the top.
3.	Click the Grade Roster icon. 
4.	The APPROVAL STATUS column will aid faculty in determining which grade rosters still need grades entered and approved appropriately. As faculty complete grade entry for each section, the "Approval Status" column will adjust accordingly. 
5.	Select the desired grade roster from Grade Roster Type list. 
6.	For INTERIM and FINAL rosters: Enter grade by clicking on and selecting from list. Do this for each student. For NA roster: Enter an NA for those who did not show up on the first day of class. Leave the others blank.

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 1010		A			Industrial Engineering Tech - Indstrl Eng Tec(Logistics) BS	Senior
<input type="checkbox"/>	2 1017		A			Industrial Engineering Tech - Indstrl Eng Tec(Logistics) BS	Senior
<input type="checkbox"/>	3 1013		A			Industrial Engineering Tech - Indstrl Eng Tec(Logistics) BS	Junior
<input type="checkbox"/>	4 1017		A			Industrial Engineering Tech - Industrial Engineering Tech BS	Sophomore
<input type="checkbox"/>	5 3927		A			Industrial Engineering Tech - Indstrl Eng Tec(Logistics) BS	Senior
<input type="checkbox"/>	6 1013		A			Industrial Engineering Tech - Industrial Engineering Tech BS	Junior

7. Set **Approval Status** appropriately:

>Approved = Grades entered and **ready for Registrar** to post to transcripts

>Not Reviewed = Default setting when you first get to the page

>Ready for Review = Grades entered (or partially entered) but **not ready for Registrar** to post to transcripts

FOR NA and INTERIM GRADES: Set Approval Status to “Ready for Review” since these grades do not post to the official transcript.

FOR FINAL GRADES: Set Approval Status to “Approved” since this is the only grade that will be added to the students’ transcripts.

8. Click the Save button.

NOTE: Final grades will NOT display in the Official Grade column until the Registrar's Office has run their processes.

