Enter Grades

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 NA, Interim Grade, or Final Grade from Grade Roster Type list.
6. 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.

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 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.