Entering Grades

You can assign grades by opening your grade roster, selecting a grade for each student, and clicking the save button. The Grade Roster is available, once the Registrar opens the grading period. To enter grades:

1. From the Faculty Center, click the ⬛ next to the desired class section.

2. Your grade roster opens.

3. In the **Display Options** box, ensure that the **Grade Roster Type** shows *Final Grade. If not, select Final Grade* using the drop down arrow.

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4. For each student, enter the student's grade or select the grade using the drop down arrow.

5. In the **Grade Roster Action** box, change the **Approval Status** to *Approved* using the drop down arrow.

6. When you are satisfied with your entries, click the [save] button.

Note:

The grades are posted nightly. Once grades are posted, you must submit a grade change form to have a student's grade changed. Before the nightly grade posting, a student's grade is changeable by you.

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