





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:

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

My Teaching Schedule > Fall 2010 > Cal State Univ., Bakersfield

| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|--|---------------------------------------|----------|------------------------|-----------------|-----------------------------|
|  CMPS 221-01 (80637) | Programming Fundamentals (Lecture) | 36 | MoTuWe 7:55AM - 9:25AM | Science III 315 | Sep 13, 2010 - Nov 24, 2010 |
|  CMPS 221-02 (80620) | Programming Fundamentals (Lecture) | 36 | Th 7:55AM - 9:25AM | Science III 315 | Sep 13, 2010 - Nov 24, 2010 |
|  CMPS 221-01 (81586) | Programming Fundamentals (Lecture) | | TBA | TBA | Sep 13, 2010 - Nov 24, 2010 |
|  CMPS 221-702 (81587) | Programming Fundamentals (Laboratory) | 1 | TBA | TBA | Sep 13, 2010 - Nov 24, 2010 |

Click the **Grade Roster** icon.

- Your grade roster opens.

Grade Roster
 Fall 2010 | Regular Academic Session | Cal State Univ., Bakersfield | Undergraduate

▼ **CMPS 221 - 01 (80637)** [change class](#)

Programming Fundamentals (Lecture)

| Days and Times | Room | Instructor | Dates |
|----------------------|-----------------|-------------|-------------------------|
| MoTuWe 7:55AM-9:25AM | Science III 315 | Marc Thomas | 09/13/2010 - 11/24/2010 |

Display Options:
 *Grade Roster Type:
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: [save](#)

| ID | Name | Roster Grade | Official Grade | Program and Plan | Level | Grading Basis |
|----------------------------------|------------------------------|--------------------------------|----------------|------------------------------------|-----------|---------------|
| <input type="checkbox"/> 1 00024 | Ester, Polli | <input type="text" value="A"/> | | UGRD - Baccalaureate - Mathematics | Junior | Graded |
| <input type="checkbox"/> 2 00018 | Shui, Feng | B | B | UGRD - Baccalaureate - Mathematics | Sophomore | Graded |

View All | [Download](#) | Rows 1 - 36 of 36

Select All Clear All [Printer Friendly Version](#)

[-> add this grade to selected students](#)

[notify selected students](#) [notify all students](#)

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

Display Options:
 *Grade Roster Type:
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: [save](#)

| ID | Name | Roster Grade | Official Grade | Program and Plan | Level | Grading Basis |
|----------------------------------|------------------------------|--------------------------------|----------------|------------------------------------|--------|---------------|
| <input type="checkbox"/> 1 00024 | Ester, Polli | <input type="text" value="A"/> | | UGRD - Baccalaureate - Mathematics | Junior | Graded |



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

| | |
|---|---|
| Display Options: *Grade Roster Type <input type="text" value="Final Grade"/> <input type="checkbox"/> Display Unassigned Roster Grade Only | Grade Roster Action: *Approval Status <input type="text" value="Not Reviewed"/> <input type="button" value="save"/> |
|---|---|

[Find](#) | [View All](#) | |

| Student Grade | | ID | Name | Roster Grade | Official Grade | Program and Plan | Level | Grading Basis |
|--------------------------|---|-------|--------------|--------------|----------------|------------------------------------|-----------|---------------|
| <input type="checkbox"/> | 1 | 00024 | Ester, Polji | A | | UGRD - Baccalaureate - Mathematics | Junior | Graded |
| <input type="checkbox"/> | 2 | 00018 | Shui, Feng | B | B | UGRD - Baccalaureate - Mathematics | Sophomore | Graded |

View All | | [Download](#) | Rows 1 - 36 of 36

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

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

| | |
|---|---|
| Display Options: *Grade Roster Type <input type="text" value="Final Grade"/> <input type="checkbox"/> Display Unassigned Roster Grade Only | Grade Roster Action: *Approval Status <input type="text" value="Approved"/> <input type="button" value="save"/> |
|---|---|

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

| | |
|---|---|
| Display Options: *Grade Roster Type <input type="text" value="Final Grade"/> <input type="checkbox"/> Display Unassigned Roster Grade Only | Grade Roster Action: *Approval Status <input type="text" value="Approved"/> <input type="button" value="save"/> |
|---|---|

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.