

Slide 1 - Slide 1

California State University, Fullerton

Online Grading

Slide notes

This tutorial provides instruction on how to do online grading.

Text Captions

Slide 2 - Slide 2

To maximize your viewing experience of this tutorial, please either turn on the sound or turn on the closed captioning feature located in the control panel on the bottom right of your screen.

**Slide notes**

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Text Captions

Slide 3 - Slide 3

Beginning Fall 2008, all grading will be done using the Faculty Center. There will be no more paper grade rosters on which you have to manually “bubble-in” the grades. However, there will still be the concept of “grade rosters” created just before the class ends. But these grade rosters will now be electronic. As these electronic grade rosters are created, you will be notified via email that the electronic grade roster is available in your Faculty Center.

Slide notes

Beginning Fall 2008, all grading will be done using the Faculty Center. There will be no more paper grade rosters on which you have to manually “bubble-in” the grades. However, there will still be the concept of “grade rosters” created just before the class ends. But these grade rosters will now be electronic. As these electronic grade rosters are created, you will be notified via email that the electronic grade roster is available in your Faculty Center.

Text Captions

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George Titan My Info Go to...

faculty center advisement class search

Faculty Center

Fall 2008 | C... e term

Show all cla...

Class Roster Grade Roster

My Teaching Schedule > Fall 2008 > CSU Fullerton

These are clickable grade roster icons.

This is a legend icon.

Clicking on this icon does not create, retrieve or submit a grade roster.

			and Time	Room	Class Dates
				TBA	Aug 23, 2008- Dec 12, 2008
	MAED 449I-01 SUP 15366	Internship Secondary Teach (Supervision) 0	TBA	TBA	Aug 23, 2008- Dec 12, 2008
	MATH 150B-03 DIS 15592	Calculus (Discussion) 31	MoWeFr 10:00AM - 10:50AM Th 10:00AM - 10:50AM	MH 442 - Lecture Room MH 476 - Math Computer Lab	Aug 23, 2008- Dec 12, 2008 Aug 23, 2008- Dec 12, 2008
	MATH 150B-06 DIS 19477	Calculus (Discussion) 26	MoWeThFr 1:00PM - 1:50PM	MH 476 - Math Computer Lab	Aug 23, 2008- Dec 12, 2008
	MATH 425-01 DIS 15664	Differential Geometry (Discussion) 14	MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	Aug 23, 2008- Dec 12, 2008

Faculty Center [Advisement](#) [Class Search](#)

Slide notes

Here is an example of the Faculty Center with grade rosters available. The grade roster icon will appear before each class when the grade roster is available. These are clickable grade roster icons. At the top of the table there is a legend of what the icons mean. Clicking on this icon does not create, retrieve or submit a grade roster. Let's click on one of the clickable grade roster icons.

Text Captions

These are clickable grade roster icons.

This is a legend of what the icons mean.

Clicking on this icon does not create, retrieve or submit a grade roster.

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Faculty Center

Grade Roster [View FERPA Statement](#)

MATH 425 - 01 Differential Geometry

Discussion (15664)

Fall 2008 | Regular Academic Session | CSU Fullerton | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	George Titan	8/23/2008 - 12/12/2008

*Grade Roster Type: Final Grade

*Approval Status: N

Excel icon

If you have a student who does not appear on this grade roster you cannot grade them electronically. The student must contact Admissions and Records.

Indicates number of students in class

Excel icon

ID	Name	Level	Section	Grade
1 800655391	Applegate, Tina	Undergraduate		
2 892766569	Aswego, Camille	Undergraduate		
3 899568661	Chin, Duc	Postbaccalaureate		
4 803245398	Crawford, Jason	Undergraduate		
5 802209593	DeMolay, Tanya	Undergraduate		
6 892474016	Franklin, Ben	Postbaccalaureate	W	
7 899703045	Greenfield, Tom	Postbaccalaureate		

Slide notes

This is how the grade roster appears. Note that the grade roster will only display 80 students per page. In this example, there are only 14 enrolled students, so all are displayed on this page. If you see something like "1-80 of 93" in the upper right corner of the table, the "View All" link and arrows to page forward and backward will appear so that you can access all enrolled students.

This page also has the familiar Excel icon that you can use to download the grade roster to Excel.

Note that only students who were enrolled at the time this electronic grade roster was created are included on this grade roster. If you have a student in your class who does not appear on this grade roster, you cannot grade them electronically. The student will need to contact Admissions and Records regarding the petition process for retroactively adding the class. If the petition is approved, as the instructor you will be contacted by Admissions and Records to submit the student's grade. The grade will need to be submitted on a Grade Change Form with the required signatures. Questions about this process may be directed to Admissions and Records by contacting the Office of the Registrar at (714) 278-2380.

Text Captions

Questions regarding the grading process for students who do not appear on the grade roster may be directed to Admissions and Records by contacting the Office of the Registrar at (714) 278-2380.

If you have a student who does not appear on this grade roster you cannot grade them electronically.

The student must contact Admissions and Records.

Indicates number of students in class

Excel icon

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Faculty Center

Grade Roster [View FERPA Statement](#)

MATH 425 - 01 Differential Geometry

Discussion (15664)
 Fall 2008 | Regular Academic Session | CSU Fullerton | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	George Titan	8/23/2008 - 12/12/2008

*Grade Roster Type: Final Grade
 *Approval Status: Not Reviewed

Display Unassigned Roster Grade Only

[<- add this grade to all students](#)

Find | View All | 1-14 of 14

ID	Name	Roster Grade	Official Grade	Career
1 800655391	Applegate, Tina			Undergraduate
2 892766569	Aswego, Camille			Undergraduate
3 899568661	Chin, Duc			Postbaccalaureate
4 803245398	Crawford, Jason			Undergraduate
5 802209593	DeMolay, Tanya			Undergraduate
6 892474016	Franklin, Ben		W	Postbaccalaureate
7 899703045	Greenfield, Tom			Postbaccalaureate

Slide notes

The grade entry process is easy. You will enter each student's grade in the "Roster Grade" column by using the pull-down list of grading symbols to select the grade for that student.

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Faculty Center

Grade Roster [View FERPA Statement](#)

MATH 425 - 01 Differential Geometry

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<- add this grade to all students

Display Unassigned Roster Grade Only

View All | First 1-14 of 14 Last

ID	Name	Grade	Official Grade	Career
1 800655391	Applegate, Tina	<input type="button" value="v"/>		Undergraduate
2 892766569	Aswego, Camille	<input type="button" value="v"/>		Undergraduate
3 899568661	Chin, Duc	<input type="button" value="v"/>		Postbaccalaureate
4 803245398	Crawford, Jason	<input type="button" value="v"/>		Undergraduate
5 802209593	DeMolay, Tanya	<input type="button" value="v"/>		Undergraduate
6 892474016	Franklin, Ben		W	Postbaccalaureate
7 899703045	Greenfield, Tom	<input type="button" value="v"/>		Postbaccalaureate

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Grade Roster [View FERPA Statement](#)

MATH 425 - 01 Differential Geometry

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MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	George Titan	8/23/2008 - 12/12/2008

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

*Approval Status: Not Reviewed

<- add this grade to all students

Find | [View All](#) | 
First 1-14 of 14 Last

Student Grade

ID	Name	Roster Grade	Official Grade	Career
1 800655391	Applegate, Tina	B <input type="button" value="v"/>		Undergraduate
2 892766569	Aswego, Camille	 <input type="button" value="v"/>		Undergraduate
3 899568661	Chin, Duc	 <input type="button" value="v"/>		Postbaccalaureate
4 803245398	Crawford, Jason	 <input type="button" value="v"/>		Undergraduate
5 802209593	DeMolay, Tanya	 <input type="button" value="v"/>		Undergraduate
6 892474016	Franklin, Ben		W	Postbaccalaureate
7 899703045	Greenfield, Tom	 <input type="button" value="v"/>		Postbaccalaureate

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Grade Roster [View FERPA Statement](#)

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Find | View All | First 1-14 of 14 Last

ID	Name	Roster Grade	Official Grade	Career
1 800655391	Applegate, Tina	B <input type="button" value="v"/>		Undergraduate
2 892766569	Aswego, Camille	<input type="button" value="v"/>		Undergraduate
3 899568661	Chin, Duc	<input type="button" value="v"/>		Postbaccalaureate
4 803245398	Crawford, Jason	<input type="button" value="v"/>		Undergraduate
5 802209593	DeMolay, Tanya	<input type="button" value="v"/>		Undergraduate
6 892474016	Franklin, Ben		W	Postbaccalaureate
7 899703045	Greenfield, Tom	<input type="button" value="v"/>		Postbaccalaureate

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Grade Roster [View FERPA Statement](#)

MATH 425 - 01 **Differential Geometry**

Discussion (15664)

Fall 2008 | Regular Academic Session | CSU Fullerton | Undergraduate

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<- add this grade to all students

ID	Name	Grade	Official Grade	Career
1 800655391	Applegate, Tina	RP		Undergraduate
2 892766569	Aswego, Camille	▼		Undergraduate
3 899568661	Chin, Duc	▼		Postbaccalaureate
4 803245398	Crawford, Jason	▼		Undergraduate
5 802209593	DeMolay, Tanya	▼		Undergraduate
6 892474016	Franklin, Ben		W	Postbaccalaureate
7 899703045	Greenfield, Tom	▼		Postbaccalaureate

- A
- A+
- A-
- B
- B+
- B-
- C
- C+
- C-
- D
- D+
- D-
- F
- I
- RP
- WU

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MATH 425 - 01 Differential Geometry

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Find | [View All](#) | 
First 1-14 of 14 Last

	ID	Name	Roster Grade	Official Grade	Career
1	800655391	Applegate, Tina	B <input type="button" value="v"/>		Undergraduate
2	892766569	Aswego, Camille	A- <input type="button" value="v"/>		Undergraduate
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6	892474016	Franklin, Ben		W	Postbaccalaureate
7	899703045	Greenfield, Tom	 <input type="button" value="v"/>		Postbaccalaureate
8	899497491	...	 <input type="button" value="v"/>		Undergraduate

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First ◀ 1-14 of 14 ▶ Last

	ID	Name	Roster Grade	Official Grade	Career
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3	899568661	Chin, Duc	C <input type="button" value="v"/>		Postbaccalaureate
4	803245398	Crawford, Jason	A- <input type="button" value="v"/>		Undergraduate
5	802209593	DeMolay, Tanya	<input type="button" value="v"/>		Undergraduate
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4 803245398	Crawford, Jason	A- <input type="button" value="v"/>		Undergraduate
5 802209593	DeMolay, Tanya	<input type="button" value="v"/>		Undergraduate
6 892474016	Franklin, Ben		W	Postbaccalaureate
7 899703045	Greenfield, Tom	<input type="button" value="v"/>		Postbaccalaureate

Slide notes

If you make a mistake entering a student's grade, just change it to the correct grade. No grades entered at this point in the process have been posted to the student's record. These grades only exist on the grade roster.

Text Captions

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Faculty Center

Grade Roster [View FERPA Statement](#)

MATH 425 - 01 Differential Geometry

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4 803245398	Crawford, Jason			Undergraduate
5 802209593	DeMolay, Tanya			Undergraduate
6 892474016	Franklin, Ben		W	Postbaccalaureate
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Text Captions

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MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	George Titan	8/23/2008 - 12/12/2008

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<- add this grade to all students

Find | [View All](#) |  First ◀ 1-14 of 14 ▶ Last

Student Grade

ID	Name	Roster Grade	Official Grade	Career
1 800655391	Applegate, Tina	B <input type="button" value="v"/>		Undergraduate
2 892766569	Aswego, Camille	A- <input type="button" value="v"/>		Undergraduate
3 899568661	Chin, Duc	C <input type="button" value="v"/>		Postbaccalaureate
4 803245398	Crawford, Jason	A <input type="button" value="v"/>		Undergraduate
5 802209593	DeMolay, Tanya	<input type="button" value="v"/>		Undergraduate
6 892474016	Franklin, Ben		W	Postbaccalaureate
7 899703045	Greenfield, Tom	<input type="button" value="v"/>		Postbaccalaureate
8 899497491	...	<input type="button" value="v"/>		Undergraduate

Slide notes

Text Captions

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*Grade Roster Type Display Unassigned Roster Grade Only

*Approval Status

<- add this grade to all students

Find | View All | First 1-14 of 14 Last

Student Grade

ID	Name	Roster Grade	Official Grade	Career
1 800655391	Applegate, Tina	B <input type="button" value="v"/>		Undergraduate
2 892766569	Aswego, Camille	A- <input type="button" value="v"/>		Undergraduate
3 899568661	Chin, Duc	C <input type="button" value="v"/>		Postbaccalaureate
4 803245398	Crawford, Jason	A <input type="button" value="v"/>		Undergraduate
5 802209593	DeMolay, Tanya	<input type="button" value="v"/>		Undergraduate
6 892474016	Franklin, Ben		W	Postbaccalaureate
7 899703045	Greenfield, Tom	<input type="button" value="v"/>		Postbaccalaureate
8 802437491	Johnson, Alison	<input type="button" value="v"/>		Undergraduate
9 899535991	Mason, Joshua	<input type="button" value="v"/>		Undergraduate
10 892334095	McAully, Samantha		CR	Undergraduate
11 801814096	Paulson, Jennifer	<input type="button" value="v"/>		Undergraduate
12 800782377	Reardon, Renee	<input type="button" value="v"/>		Undergraduate
13 800370025	Swanson, Ashley		W	Postbaccalaureate
14 802606780	Vu, Diane	<input type="button" value="v"/>		Postbaccalaureate

Slide notes

Note that students who already have been assigned a grade in the class will have the grade displayed in the "Official Grade" column and won't have a pull-down list of grade symbols available. In our example two students have withdrawn from the class and have a grade of W and one student took the class credit-by-exam and already has a grade of CR for credit. Make sure you grade students on all pages, if there are multiple pages on the grade roster. If the class is taught credit/no credit only, the only grading symbol choices in the pull-down list will be the credit/no credit list of grading symbols.

Text Captions

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*Grade Roster Type Final Grade Display Unassigned Roster Grade Only

*Approval Status Not Reviewed

<- add this grade to all students

Student Grade

ID	Name	Grade	Level
1 800655391	Applegate, Tina		Undergraduate
2 892766569	Aswego, Camille	A-	Undergraduate
3 899568661	Chin, Duc	C	Postbaccalaureate
4 803245398	Crawford, Jason	A	Undergraduate
5 802209593	DeMolay, Tanya		Undergraduate
6 892474016	Franklin, Ben		W Postbaccalaureate
7 899703045	Greenfield, Tom		Postbaccalaureate
8 802437491	Johnson, Alison		Undergraduate
9 899535991	Mason, Joshua		Undergraduate
10 892334095	McAully, Samantha		CR Undergraduate
11 801814096	Paulson, Jennifer		Undergraduate
12 800782377	Reardon, Renee		Undergraduate
13 800370025	Swanson, Ashley		W Postbaccalaureate
14 802606780	Vu, Diane		Postbaccalaureate

PRINTER FRIENDLY VERSION

Feature will allow you to select a grading symbol to assign to all students in the class as a shortcut.

Slide notes

Note the green button on the top left of the table that reads “<- add this grade to all students”. For classes that are taught “letter-grade-only” or “credit/no credit only”, this feature will allow you to select a grading symbol to assign to all students in the class as a shortcut. You could then change just those students who earned a different grade than the default value you selected. This is particularly useful for credit/no credit classes where the vast majority of students earn a grade of CR. Rather than manually selecting the CR grade for every student, use this feature to assign all students in the class a grade of CR. Then just change the students who earned NC to the NC grading symbol. This feature does not work for classes that are taught letter grade with the student’s option to take the class credit/no credit. Since this is how the vast majority of classes are taught, this feature has limited use.

Text Captions

Feature will allow you to select a grading symbol to assign to all students in the class as a shortcut.

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*Grade Roster Type Final Grade ▾

*Approval Status Not Reviewed ▾

<- add this gr

Display Unassigned Roster Grade Only

If you want to see those students not yet graded

View All | First 1-14 of 14 Last

Student Grade ▶▶▶

ID	Name	Roster Grade	Official Grade	Career
1 800655391	Applegate, Tina	B ▾		Undergraduate
2 892766569	Aswego, Camille	A- ▾		Undergraduate
3 899568661	Chin, Duc	C ▾		Postbaccalaureate
4 803245398	Crawford, Jason	A ▾		Undergraduate
5 802209593	DeMolay, Tanya	▾		Undergraduate
6 892474016	Franklin, Ben		W	Postbaccalaureate
7 899703045	Greenfield, Tom	▾		Postbaccalaureate
8 802437491	Johnson, Alison	▾		Undergraduate
9 899535991	Mason, Joshua	▾		Undergraduate
10 892334095	McAully, Samantha		CR	Undergraduate
11 801814096	Paulson, Jennifer	▾		Undergraduate
12 800782377	Reardon, Renee	▾		Undergraduate
13 800370025	Swanson, Ashley		W	Postbaccalaureate
14 802606780	Vu, Diane	▾		Postbaccalaureate

PRINTER FRIENDLY VERSION

Slide notes

If you enter grades for some students and want to only see those students not yet graded, click on the checkbox "Display Unassigned Roster Grade Only". The page will redisplay the list showing only the students not yet graded. To see the entire grade roster again, just uncheck this box.

Text Captions

If you want to see those students not yet graded

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*Grade Roster Type
 *Approval Status

[Display Unassigned Roster Grade Only](#)

[<- add this grade to all students](#)

Find | View All | First 1-14 of 14 Last

Student Grade

	ID	Name	Roster Grade	Official Grade	Career
1	800655391	Applegate, Tina	B <input type="button" value="v"/>		Undergraduate
2	892766569	Aswego, Camille	A- <input type="button" value="v"/>		Undergraduate
3	899568661	Chin, Duc	C <input type="button" value="v"/>		Postbaccalaureate
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8	802437491	Johnson, Alison	<input type="button" value="v"/>		Undergraduate
9	899535991	Mason, Joshua	<input type="button" value="v"/>		Undergraduate
10	892334095	McAully, Samantha		CR	Undergraduate
11	801814096	Paulson, Jennifer	<input type="button" value="v"/>		Undergraduate
12	800782377	Reardon, Renee	<input type="button" value="v"/>		Undergraduate
13	800370025	Swanson, Ashley		W	Postbaccalaureate
14	802606780	Vu, Diane	<input type="button" value="v"/>		Postbaccalaureate

Slide notes

Text Captions

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Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	George Titan	8/23/2008 - 12/12/2008

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

*Approval Status: Not Reviewed

<- add this grade to all students

ID	Student Name	Grade	Level
1	802209593		
2	899703045 Greenfield, Tom	 	Postbaccalaureate
3	802437491 Johnson, Alison	 	Undergraduate
4	899535991 Mason, Joshua	 	Undergraduate
5	801814096 Paulson, Jennifer	 	Undergraduate
6	800782377 Reardon, Renee	 	Undergraduate
7	802606780 Vu, Diane	 	Postbaccalaureate

RETURN SAVE

“SAVE” maintains your entered grades but the “saved” grades can still be adjusted when you return to the grade roster to complete it.

Periodically click on the “Save” button.

Slide notes

As you are entering your grades, periodically click on the “SAVE” button at the bottom of the page. You can enter some grades, click on “SAVE” and then leave the Faculty Center and return later to enter more grades for this class. Or you can enter them all at one time. If you do not SAVE your grades, you will have to enter them all again. “SAVE” maintains your entered grades but the “saved” grades can still be adjusted when you return to the grade roster to complete it. Grades are not officially posted to the student’s record until you have “Approved” the grade roster and it has been “Posted” by the Registrar’s Office as we will explain in the following slides.

Text Captions

“SAVE” maintains your entered grades but the “saved” grades can still be adjusted when you return to the grade roster to complete it.

Periodically click on the “Save” button.

Slide 22 - Slide 22

Saved

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	George Titan	8/23/2008 - 12/12/2008


*Grade Roster Type: Final Grade
*Approval Status: Not Reviewed

Display Unassigned Roster Grade Only

<- add this grade to all students

Find | View All | 1-7 of 7

Windows Internet Explorer

 This Grade Roster is not complete

When all grades have been assigned please remember to set the Approval Status field to Approved for your grades to be submitted to the Registrar's Office.

5	801814096	Paulson, Jennifer	<input type="button" value="v"/>	Undergraduate
6	800782377	Reardon, Renee	<input type="button" value="v"/>	Undergraduate
7	802606780	Vu, Diane	<input type="button" value="v"/>	Postbaccalaureate

Slide notes

Each time you click on "save" and haven't actually finished all grades yet, a reminder will pop up to let you know that the grade roster is not complete.

Text Captions

Slide 23 - Slide 23

Saved

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	George Titan	8/23/2008 - 12/12/2008

*Grade Roster Type:
 *Approval Status: Display Unassigned Roster Grade Only

<- add this grade to all students

Find View All <input type="button" value="grid"/> First 1-7 of 7 Last					
Student Grade <input type="button" value="grid"/>					
ID	Name	Roster Grade	Official Grade	Career	
1 802209593	DeMolay, Tanya	<input type="text" value=""/> <input type="button" value="v"/>		Undergraduate	
2 899703045	Greenfield, Tom	<input type="text" value=""/> <input type="button" value="v"/>		Postbaccalaureate	
3 802437491	Johnson, Alison	<input type="text" value=""/> <input type="button" value="v"/>		Undergraduate	
4 899535991	Mason, Joshua	<input type="text" value=""/> <input type="button" value="v"/>		Undergraduate	
5 801814096	Paulson, Jennifer	<input type="text" value=""/> <input type="button" value="v"/>		Undergraduate	
6 800782377	Reardon, Renee	<input type="text" value=""/> <input type="button" value="v"/>		Undergraduate	
7 802606780	Vu, Diane	<input type="text" value=""/> <input type="button" value="v"/>		Postbaccalaureate	

Slide notes

Text Captions

Slide 24 - Slide 24

Grade Roster [View FERPA Statement](#)

MATH 150B - 03 Calculus

Discussion (15592)

Fall 2008 | Regular Academic Session | CSU Fullerton | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	MH 442 - Lecture Room	George Titan	8/23/2008 - 12/12/2008
Th 10:00AM - 10:50AM	MH 476 - Math Computer Lab	George Titan	8/23/2008 - 12/12/2008

*Grade Roster Type Final Grade Display Unassigned Roster Grade Only

*Approval Status Not Reviewed

▼ <- add this grade to all students

Find | View All | First ◀ 1-31 of 31 ▶ Last

ID	Name	Roster Grade	Official Grade	Career
1 802934323	Berman, Aaron Peter	▼		Undergraduate
2 805669033	Castro Jr, Rafael	▼		Undergraduate
3 802766220	Chilton, Heather Tiffany	▼		Undergraduate
4 805718400	Cobb, Nathan Robert		W	Undergraduate
5 805312113	Cruz, Heriberto Christian	▼		Undergraduate
6 805234630	Frazer, Brent K	▼		Undergraduate
7 805364056	Guadarrama Lopez, Abel	▼		Undergraduate
8 801981127	Guerra, Jacob Michael	▼		Undergraduate

Slide notes

Sometimes students stop attending or participating in class without officially withdrawing and instructors should assign those students a grade of "WU" meaning "withdraw unofficial". Campus policy requires that instructors provide a last date of attendance, if they can determine it, whenever a grade of WU is assigned.

Text Captions

Slide 25 - Slide 25

Grade Roster [View FERPA Statement](#)

MATH 150B - 03 Calculus

Discussion (15592)

Fall 2008 | Regular Academic Session | CSU Fullerton | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	MH 442 - Lecture Room	George Titan	8/23/2008 - 12/12/2008
Th 10:00AM - 10:50AM	MH 476 - Math Computer Lab	George Titan	8/23/2008 - 12/12/2008

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

*Approval Status: Not Reviewed

<- add this

ID	Name	Grade	Official Grade	Career
1 802934323	Berman, Aaron Peter	<input type="text"/>		Undergraduate
2 805669033	Castro Jr, Rafael	<input type="text"/>		Undergraduate
3 802766220	Chilton, Heather Tiffany	<input type="text"/>		Undergraduate
4 805718400	Cobb, Nathan Robert		W	Undergraduate
5 805312113	Cruz, Heriberto Christian	<input type="text"/>		Undergraduate
6 805234630	Frazer, Brent K	<input type="text"/>		Undergraduate
7 805364056	Guadarrama Lopez, Abel	<input type="text"/>		Undergraduate
8 801981127	Guerra, Jacob Michael	<input type="text"/>		Undergraduate

Slide notes

When you select the WU grading symbol from the pull down list of grades,

Text Captions

When you select the WU grading symbol from the pull down list of grades,

Slide 26 - Slide 26

Grade Roster [View FERPA Statement](#)

MATH 150B - 03 Calculus

Discussion (15592)

Fall 2008 | Regular Academic Session | CSU Fullerton | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	MH 442 - Lecture Room	George Titan	8/23/2008 - 12/12/2008
Th 10:00AM - 10:50AM	MH 476 - Math Computer Lab	George Titan	8/23/2008 - 12/12/2008

*Grade Roster Type: Final Grade Dis... Assigned Roster Grade Only

*Approval Status: Not Reviewed

Find | View

ID	Name	Official Grade	Career
1 802934323	Berman, Aaron Peter	WU	Undergraduate
2 805669033	Castro Jr, Rafael		Undergraduate
3 802766220	Chilton, Heather Tiffany		Undergraduate
4 805718400	Cobb, Nathan Robert	W	Undergraduate
5 805312113	Cruz, Heriberto Christian		Undergraduate
6 805234630	Frazer, Brent K		Undergraduate
7 805364056	Guadarrama Lopez, Abel		Undergraduate
8 801981127	Guerra, Jacob Michael		Undergraduate

Slide notes

Text Captions

Slide 27 - Slide 27

Grade Roster [View FERPA Statement](#)

MATH 150B - 03 Calculus

Discussion (15592)

Fall 2008 | Regular Academic Session | CSU Fullerton | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	MH 442 - Lecture Room	George Titan	8/23/2008 - 12/12/2008
Th 10:00AM - 10:50AM	MH 476 - Math Computer Lab	George Titan	8/23/2008 - 12/12/2008

*Grade Roster Type Final Grade Display Unassigned Roster Grade Only

*Approval Status Not Reviewed

▼ <- add this grade to all students

ID	Name	Roster Grade	Official Grade	Career
1 802934323	Berman, Aaron Peter	WU		Undergraduate
2 805669033	Castro Jr, Rafael	▼		Undergraduate
3 802766220	Chilton, Heather Tiffany	▼		Undergraduate
4 805718400	Cobb, Nathan Robert		W	Undergraduate
5 805312113	Cruz, Heriberto Christian	▼		Undergraduate
6 805234630	Frazer, Brent K	▼		Undergraduate
7 805364056	Guadarrama Lopez, Abel	▼		Undergraduate
8 801981127	Guerra, Jacob Michael	▼		Undergraduate

Slide notes

Text Captions

Slide 28 - Slide 28

Grade Roster [View FERPA Statement](#)

MATH 150B - 03 Calculus

Discussion (15592)

Fall 2008 | Regular Academic Session | CSU Fullerton | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	MH 44 Room		2008 - 12/12/2008
Th 10:00AM - 10:50AM	MH 44 Comp		2008 - 12/12/2008

Windows Internet Explorer

Please click the button to enter the Student's Last Date of Attendance (31360,38)
The Last Date of Attendance must be captured for students who unofficially withdraw from a class to comply with Financial Aid regulations and Fullerton policy.

Student Grade

ID	Name	Roster Grade	WU Last Attend Dt	Official Grade	Career
1 802934323	Berman, Aaron Peter	WU	WU Last Attend Dt		Undergraduate
2 805669033	Castro Jr, Rafael				Undergraduate
3 802766220	Chilton, Heather Tiffany				Undergraduate
4 805718400	Cobb, Nathan Robert			W	Undergraduate
5 805312113	Cruz, Heriberto Christian				Undergraduate
6 805234630	Frazer, Brent K				Undergraduate
7 805364056	Guadarrama Lopez, Abel				Undergraduate

Slide notes

you will see a pop-up message. Click on "OK" and if this is the first student in the class to be assigned a grade of WU, you will see a new column in your grade roster titled "WU Last Attend Date" and a yellow button with the same name next to any student assigned a grade of WU.

Text Captions

A pop-up message appears.

Slide 29 - Slide 29

Grade Roster [View FERPA Statement](#)

MATH 150B - 03 Calculus

Discussion (15592)

Fall 2008 | Regular Academic Session | CSU Fullerton | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	MH 442 - Lecture Room	George Titan	8/23/2008 - 12/12/2008
Th 10:00AM - 10:50AM	MH 476 - Math Computer Lab	George Titan	8/23/2008 - 12/12/2008

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

*Approval Status: Not Reviewed

ID	Name	Roster Grade	WU Last Attend Dt	Official Grade	Career
1 802934323	Berman, Aaron Peter	WU	WU Last Attend Dt		Undergraduate
2 805669033	Castro Jr, Rafael				Undergraduate
3 802766220	Chilton, Heather Tiffany				Undergraduate
4 805718400	Cobb, Nathan Robert			W	Undergraduate
5 805312113	Cruz, Heriberto Christian				Undergraduate
6 805234630	Frazer, Brent K				Undergraduate
7 805364056	Guadarrama Lopez, Abel				Undergraduate

Slide notes


If you know or can approximate a last date of attendance for the student, click on the yellow button. If you do not know the student's last date of attendance, a midway date between the start and end date of the class will be used as a default. You only need to click on the yellow button if you want to provide a date other than the default.

Text Captions

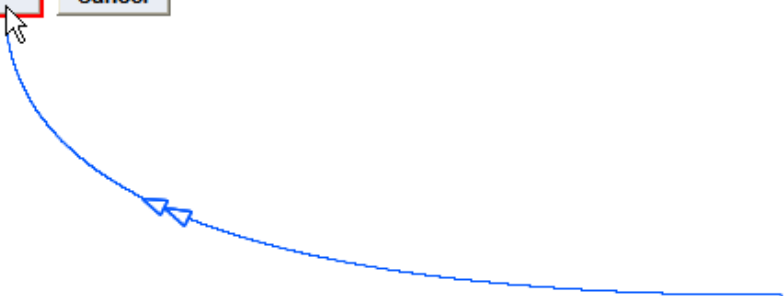
Slide 30 - Slide 30

WU Last Date of Attendance

Term:	2087	Fall 2008
Class Nbr	15592	Roster Type Seq 1
Student EmplID	802934323	Berman, Aaron Peter
Academic Career	UGRD	Undergraduate

WU Last Date of Attendance 10/17/2008 

Please enter the student's Last Date of Class attendance. If you do not know the Last Date of Attendance, use the pre-populated mid-term date.

**Slide notes**

This is what you see when the yellow button is selected. To enter a date of last attendance, update the default date shown and click OK. If you want to accept the default date shown, just click OK without changing the date.

Text Captions

Slide 31 - Slide 31

Grade Roster [View FERPA Statement](#)

MATH 150B - 03 Calculus

Discussion (15592)

Fall 2008 | Regular Academic Session | CSU Fullerton | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	MH 442 - Lecture Room	George Titan	8/23/2008 - 12/12/2008
Th 10:00AM - 10:50AM	MH 476 - Math Computer Lab	George Titan	8/23/2008 - 12/12/2008

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

*Approval Status: Not Reviewed

▼ <- add this grade to all students

Find | View All | First ◀ 1-31 of 31 ▶ Last

ID	Name	Roster Grade	WU Last Attend Dt	Official Grade	Career
1 802934323	Berman, Aaron Peter	WU ▼	WU Last Attend Dt		Undergraduate
2 805669033	Castro Jr, Rafael	▼			Undergraduate
3 802766220	Chilton, Heather Tiffany	▼			Undergraduate
4 805718400	Cobb, Nathan Robert			W	Undergraduate
5 805312113	Cruz, Heriberto Christian	▼			Undergraduate
6 805234630	Frazer, Brent K	▼			Undergraduate
7 805364056	Guadarrama Lopez, Abel	▼			Undergraduate

Slide notes

Note that you may change the last date of attendance if you need to by clicking on the yellow button again. If you find that the grade of WU was assigned to the student in error, when you assign a different grade to that student, the yellow button will disappear.

Text Captions

Slide 32 - Slide 32

Grade Roster [View FERPA Statement](#)

MATH 150B - 03 Calculus

Discussion (15592)

Fall 2008 | Regular Academic Session | CSU Fullerton | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	MH 442 - Lecture Room	George Titan	8/23/2008 - 12/12/2008
Th 10:00AM - 10:50AM	MH 476 - Math Computer Lab	George Titan	8/23/2008 - 12/12/2008

*Grade Roster Type: Final Grade Only

*Approval Status: Not R R

Be careful using the mouse wheel for scrolling. Do not inadvertently change a grade you did not mean to change.

ID	Name	Roster Grade	WU Last Attend Dt	Official Grade	Career
1 802934323	Berman, Aaron Peter	WU	WU Last Attend Dt		Undergraduate
2 805669033	Castro Jr, Rafael				Undergraduate
3 802766220	Chilton, Heather Tiffany				Undergraduate
4 805718400	Cobb, Nathan Robert			W	Undergraduate
5 805312113	Cruz, Heriberto Christian				Undergraduate
6 805234630	Frazer, Brent K				Undergraduate
7 805364056	Guadarrama Lopez, Abel				Undergraduate

Slide notes

As you continue assigning grades, please be careful using the mouse wheel for scrolling, as the mouse wheel also scrolls the pull-down list of grades and may inadvertently change a grade you did not mean to change.

Text Captions

Be careful using the mouse wheel for scrolling. Do not inadvertently change a grade you did not mean to change.

Slide 33 - Slide 33

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	George Titan	8/23/2008 - 12/12/2008

*Grade Roster Type: Final Grade
 *Approval Status: Not Reviewed Display Unassigned Roster Grade Only

v <- add this grade to all students

Find | View All | First 1-7 of 7 Last

ID	Name	Roster Grade	Official Grade	Career
1	802209593 DeMolay, Tanya	A- <input type="button" value="v"/>		Undergraduate
2	899703045 Greenfield, Tom	<input type="button" value="v"/>		Postbaccalaureate
3	802437491 Johnson, Alison	B- <input type="button" value="v"/>		Undergraduate
4	899535991 Mason, Joshua	A- <input type="button" value="v"/>		Undergraduate
5	801814096 Paulson, Jennifer	B- <input type="button" value="v"/>		Undergraduate
6	800782377 Reardon, Renee	D <input type="button" value="v"/>		Undergraduate
7	802606780 Vu, Diane	C- <input type="button" value="v"/>		Postbaccalaureate

Slide notes

When you have finished entering all grades, change the "Approval Status" to "Approved".

Text Captions

Slide 34 - Slide 34

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	George Titan	8/23/2008 - 12/12/2008

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

*Approval Status: Not Reviewed Approved Not Reviewed

<- add this grade to all students

Find | View All | First 1-7 of 7 Last

Student Grade

ID	Name	Roster Grade	Official Grade	Career
1 802209593	DeMolay, Tanya	A- <input type="button" value="v"/>		Undergraduate
2 899703045	Greenfield, Tom	<input type="button" value="v"/>		Postbaccalaureate
3 802437491	Johnson, Alison	B- <input type="button" value="v"/>		Undergraduate
4 899535991	Mason, Joshua	A- <input type="button" value="v"/>		Undergraduate
5 801814096	Paulson, Jennifer	B- <input type="button" value="v"/>		Undergraduate
6 800782377	Reardon, Renee	D <input type="button" value="v"/>		Undergraduate
7 802606780	Vu, Diane	C- <input type="button" value="v"/>		Postbaccalaureate

PRINTER FRIENDLY VERSION

RETURN
SAVE

Slide notes

Text Captions

Slide 35 - Slide 35

▼ Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	George Titan	8/23/2008 - 12/12/2008

*Grade Roster Type Final Grade Display Unassigned Roster Grade Only

*Approval Status Approved

▼ ← add this grade to all students

Find | View All | First ◀ 1-7 of 7 ▶ Last

Student Grade

ID	Name	Roster Grade	Official Grade	Career
1 802209593	DeMolay, Tanya	A- ▼		Undergraduate
2 899703045	Greenfield, Tom	 ▼		Postbaccalaureate
3 802437491	Johnson, Alison	B- ▼		Undergraduate
4 899535991	Mason, Joshua	A- ▼		Undergraduate
5 801814096	Paulson, Jennifer	B- ▼		Undergraduate
6 800782377	Reardon, Renee	D ▼		Undergraduate
7 802606780	Vu, Diane	C- ▼		Postbaccalaureate

PRINTER FRIENDLY VERSION

RETURN
SAVE

Slide notes

Text Captions

Slide 36 - Slide 36

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	George Titan	8/23/2008 - 12/12/2008

*Grade Roster Type: Final Grade

*Approval Status: Approved

Display Unassigned Roster Grade Only

If you have some ungraded students, a pop-up reminder will appear.

v
<- add this grade to all students

Student Grade [...]

ID	Name	Grade	Level
1 802209593	DeMolay, T		
2 899703045	Greenfield, M		
3 802437491	Johnson, Alison	B-	Undergraduate
4 899535991	Mason, Joshua	A-	Undergraduate
5 801814096	Paulson, Jennifer	B-	Undergraduate
6 800782377	Reardon, Renee	D	Undergraduate
7 802606780	Vu, Diane	C-	Postbaccalaureate

Windows Internet Explorer ✕

One or more students on this grade roster do not have a grade entered. (14670,6)

All students on the Grade Roster must be graded before it can be approved.

OK

PRINTER FRIENDLY VERSION

RETURN
SAVE

Slide notes

If you have some ungraded students as in our example, a pop-up will appear reminding you that all students must be graded before you can set the status to "Approved". Change the status back to "Not Reviewed". Then enter the missing grades. Remember you can click on the "Display Unassigned Roster Grade Only" checkbox to find the students with missing grades.

Text Captions

If you have some ungraded students, a pop-up reminder will appear.

Slide 37 - Slide 37

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room	George Titan	8/23/2008 - 12/12/2008

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

*Approval Status: Approved

<- add this grade to all students

Windows Internet Explorer

! One or more students on this grade roster do not have a grade entered. (14670,6)

All students on the Grade Roster must be graded before it can be approved.

OK

ID	Name	Grade	Level
1 802209593	DeMolay, T...		
2 899703045	Greenfield, ...		
3 802437491	Johnson, Alison	B-	Undergraduate
4 899535991	Mason, Joshua	A-	Undergraduate
5 801814096	Paulson, Jennifer	B-	Undergraduate
6 800782377	Reardon, Renee	D	Undergraduate
7 802606780	Vu, Diane	C-	Postbaccalaureate

PRINTER FRIENDLY VERSION

RETURN SAVE

Slide notes

Text Captions

Slide 38 - Slide 38

*Grade Roster Type
 *Approval Status Display Unassigned Roster Grade Only

Find | View All | First 1-14 of 14 Last

Student Grade

ID	Name	Roster Grade	Official Grade	Career
1 800655391	Applegate, Tina	B		Undergraduate
2 892766569	Aswego, Camille	A-		Undergraduate
3 899568661	Chin, Duc	C		Postbaccalaureate
4 803245398	Crawford, Jason	A		Undergraduate
5 802209593	DeMolay, Tanya	A-		Undergraduate
6 892474016	Franklin, Ben		W	Postbaccalaureate
7 899703045	Greenfield, Tom	C+		Postbaccalaureate
8 802437491	Johnson, Alison	B-		Undergraduate
9 899535991	Mason, Joshua	A-		Undergraduate
10 892334095	McAully, Samantha		CR	Undergraduate
11 801814096	Paulson, Jennifer	B-		Undergraduate
12 800782377	Reardon, Renee	D		Undergraduate
13 800370025	Swanson, Ashley		W	Postbaccalaureate
14 802606780	Yu, Diane	C-		Postbaccalaureate

Slide notes

When all students have been graded and the status is set to "Approved", click on the "SAVE" button to save the updated grade roster status.

Text Captions

Slide 39 - Slide 39

*Grade Roster Type: Final Grade (dropdown) Display Unassigned Roster Grade Only Saved

*Approval Status: Approved (dropdown)

Find | View All | First 1-14 of 14 Last

Student Grade

ID	Roster	Official
1 800655391		
2 892766569		
3 899568661	Chin,Duc	C
		Postbaccalaureate

You are not done grading until you see this pop-up message.

Windows Internet Explorer X

You have successfully completed Grading for this class

The grades for this class have been submitted by the Registrar's Office and will be posted overnight. Once grades are posted, all changes submitted require an approved Grade Change Form. Please call Records at (714) 278-2343 or the Office of the Registrar at (714) 278-2380 with any questions.

13 800370025	Swanson,Ashley		W	Postbaccalaureate
14 802606780	Vu,Diane	C-		Postbaccalaureate

Slide notes

You will see a pop-up message letting you know that you are done grading this class. If you leave this page without saving the "Approved" status and do not see this pop-up, you are not done. Your grades will not be posted to the student's record until after you see this pop-up confirmation message.

Text Captions

You are not done grading until you see this pop-up message.

Slide 40 - Slide 40

*Grade Roster Type Final Grade Display Unassigned Roster Grade Only

*Approval Status Approved

Student Grade

ID	Student Name	Grade	Section	Level
1	800655391			
2	892766569			
3	899568661			
4	803245398	Crawford, Jason	A	Undergraduate
5	802209593	DeMolay, Tanya	A-	Undergraduate
6	892474016	Franklin, Ben		W Postbaccalaureate
7	899703045	Greenfield, Tom	C+	Postbaccalaureate
8	802437491	Johnson, Alison	B-	Undergraduate
9	899535991	Mason, Joshua	A-	Undergraduate
10	892334095	McAully, Samantha		CR Undergraduate
11	801814096	Paulson, Jennifer	B-	Undergraduate
12	800782377	Reardon, Renee	D	Undergraduate
13	800370025	Swanson, Ashley		W Postbaccalaureate
14	802606780	Vu, Diane	C-	Postbaccalaureate

[PRINTER FRIENDLY VERSION](#)

[RETURN](#) [SAVE](#)

If you discover a grading error at this point, change the status back to "Not Reviewed," make the grading change, and then change the status back to "Approved" and SAVE.

Slide notes

The grade roster now looks something like this. Notice that the pull-down list of grading symbols has disappeared. If you discover a grading error at this point, change the status back to "Not Reviewed", make the grading change, and then change the status back to "Approved" and SAVE.

Text Captions

If you discover a grading error at this point, change the status back to "Not Reviewed," make the grading change, and then change the status back to "Approved" and SAVE.

Slide 41 - Slide 41

MATH 425 - 01 Differential Geometry

Discussion (15664)

Fall 2008 | Regular Academic Session | CSU Fullerton |

Meeting Information

Days & Times	Room
MoWeFr 12:00PM - 12:50PM	MH 412 - Lecture Room

*Grade Roster Type Display Unassigned Roster Grade Only

*Approval Status

Grades you assigned now appear in the official grade column.

A new column called "Status"

Once grades are posted, any subsequent grade changes must be done using the paper grade change process.

ID	Student Name	Official Grade	Roster Grade	Status
1	800655391			
2	892766569 Aswego, Camille	A-	A-	Undergraduate Posted
3	899568661 Chin, Duc	C	C	Postbaccalaureate Posted
4	803245398 Crawford, Jason	A	A	Undergraduate Posted
5	802209593 DeMolay, Tanya	A-	A-	Undergraduate Posted
6	892474016 Franklin, Ben		W	Postbaccalaureate Graded
7	899703045 Greenfield, Tom	C+	C+	Postbaccalaureate Posted
8	802437491 Johnson, Alison	B-	B-	Undergraduate Posted
9	899535991 Mason, Joshua	A-	A-	Undergraduate Posted
10	892334095 McAully, Samantha		CR	Undergraduate Graded
11	801814096 Paulson, Jennifer	B-	B-	Undergraduate Posted
12	800782377 Reardon, Renee	C-	C-	Undergraduate Posted
13	800370025 Swanson, Ashley		W	Postbaccalaureate Graded
14	802606780 Vu, Diane	C-	C-	Postbaccalaureate Posted

Slide notes

The grades on your roster will be posted to the student's record that night and will be available for the student to view in their Student Center once posted. Here is an example of a grade roster that has been posted. This notation indicates that the grades for this class have been posted and students can see those grades in their Student Center.

The grades you assigned now appear in the "Official Grade" column. Note also that a new column called "Status" displays with "Posted" for those grades posted by this process. Students who already had grades at the time the grade roster was created are labeled "Graded" and the "Roster Grade" is blank since the student was not assigned a grade via this process.

Once grades are posted, any subsequent grade changes must be done using the paper grade change process. This grade roster will remain permanently available in your Faculty Center for subsequent viewing and/or downloading via the Excel icon.

Text Captions

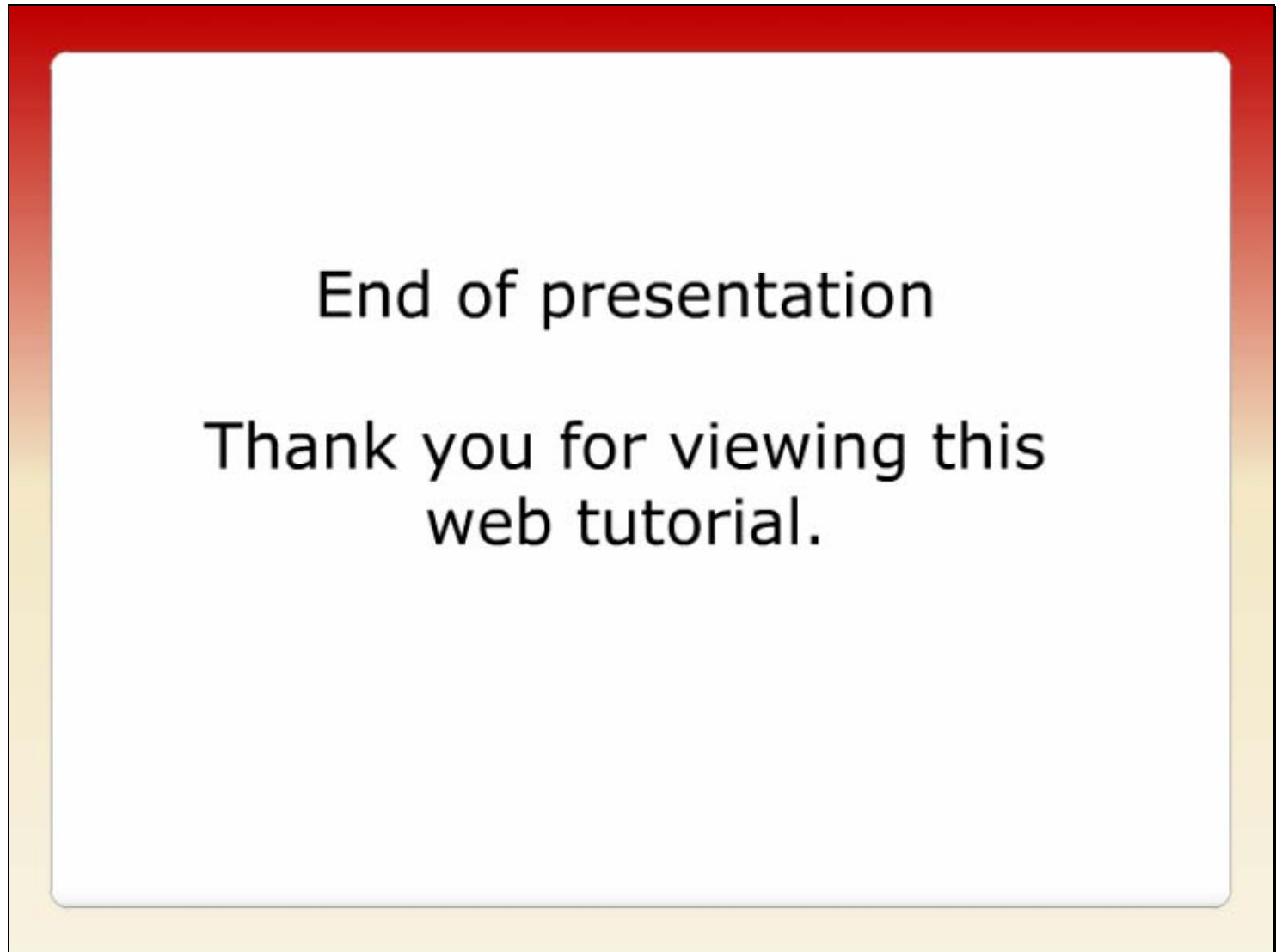
This notation indicates that the grades for this class have been posted and students can see those grades in their Student Center.

Grades you assigned now appear in the official grade column.

A new column called "Status"

Once grades are posted, any subsequent grade changes must be done using the paper grade change process.

Slide 42 - Slide 42



Slide notes

End of presentation. Thank you for viewing this web tutorial.

Text Captions