Processing Steps	Screen Shots
Enter Grades	Faculty Center - Windows Internet Explorer
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selected. Then click on the Grade	For the second of the secon
Roster icon next to the class in the	
My Teaching Schedule section.	CALIFORNIA STATE UNIVERSITY, FULLERTON
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Note that the Grade Roster icon will	Welcome Filius Flitwick Logout
not appear until grading is available for the term.	
	Faculty Center Advisor Center Search
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Processing Steps	Screen Shots
Slide 2	
The grade roster appears. Scroll	Faculty Center - Windows Internet Explorer
down to view more information.	
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Slide 3:

Notice that you have the option to display only the students who have not yet been graded. If you enter only a few grades now and return later to finish entering grades, this allows you to only see students you have not yet graded.

By default only the first 80 students will appear on the grade roster. If there are more than 80 students in the course, you will need to select View All to show all of the students on a single screen.

You'll also notice that you have an option to download the grade roster in its entirety to Microsoft Excel.

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	3 894155076	Diggory,Cedric	-		Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman	
	4 892806548	Granger, Hermione	-		Undergraduate Program - Philosophy 1MJ 1BA	Senior	
	5 802361634	Lovegood,Luna		w	Undergraduate Program - Kinesiology 1MJ 1BS	Senior	
	6 894077635	Malfoy,Draco	-		Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman	
	7 894700186	Potter, Harry	-		Undergraduate Program - Pre-Business 1MJ 1ND	Senior	
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Slide 4:

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. **Screen Shots**

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 for state support classes may be directed to Admissions and Records by contacting the Office of the Registrar at (657) 278-2380. For questions about self-support classes, contact University Extended Education at 657-278-2611.

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Processing Steps	Screen Shots										
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Processing Steps	Screen Shots
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Slide 7:

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.

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Slide 9:

Note that students who have already 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 this example, Luna Lovegood has withdrawn from the class and already has a grade of "W" assigned to her. 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.

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Slide 10:

Note the option at the bottom of the screen called Add This Grade to Selected 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. **Screen Shots**

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.

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Slide 11:

You will want to periodically click on the Save button at the bottom right to save the grades you have entered, especially if you are grading a large number of students.

You do not need to enter all of the grades in one session; you can click save to save the grades you have entered and then return to the Faculty Center to enter more grades at a later time

Grades that have been saved can still be modified. Grades are not final until you approve the grades and the Registrar's Office has posted them. We'll cover that process in a moment. For now let's click Save.

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Slide 12:

If you click save and have not yet entered a grade for each enrolled student, you will receive a pop-up message indicating the Grade Roster is not complete. The message also indicates what you need to do to finalize the grade roster.

We'll cover that in a moment. Let's click OK to dismiss this message.



Slide 13:

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. Use the drop-down menu to assign a grade of WU.

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	4 892806548	Granger, Hermione	A+ ▼		Undergraduate Program - Philosophy 1MJ 1BA	Senior		
	5 802361634	Lovegood,Luna		w	Undergraduate Program - Kinesiology 1MJ 1BS	Senior		
	6 894077635	Malfoy,Draco	C+ ▼		Undergraduate Program - Undegrad Undeclared 1MJ 1BA	Freshman		=
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Slide 16:

Notice that an additional column has been populated: WU Last Date of Attendance. By default, the system has populated a date that is at the 60% point of the class as the last day that the student attended class.

If you know the last date that the student attended class, you can click on the calendar icon to change this date.

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		7 894700186	Potter, Harry	•			Undergraduate Program - Pre-Business 1MJ 1ND	Senior
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Slide 18:

Please note: 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.

Once you have entered all of the grades for a course and you have clicked Save, scroll up to finalize the grades.

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Screen Shots
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Processing Steps Screen Shots Slide 26: Faculty Center - Windows Internet Explorer Now that we have entered the 🕝 🕞 🔻 👔 https://fulportaitrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA 👻 🔒 😣 🍫 🗙 👂 Google P missing grade and all students on File Edit View Favorites Tools Help 🗶 🏟 Convert 👻 🛃 Select the grade roster have been graded, let's change the Approval Status 🖕 Favorites 🛛 🚖 🖉 Web Slice Gallery 🔻 👩 California State University,... 🖉 CMS Development Instan... 🦉 Home - Information Tech... 👸 Web Upload Request Form back to Approved. 🏠 🔹 🔝 🔹 🚍 📥 💌 Page 🖛 Safety 🖛 Tools 🕶 🔞 🖛 Faculty Center CALIFORNIA STATE UNIVERSITY, FULLERTON O CSUF WEB ○ CSUF PEOPLE **Titan Online** GO keyword(s) Logout Welcome Filius Flitwick Home Display Options: Grade Roster Action: *Grade Roster Type Final Grade *Approval Status Not Reviewed save Display Unassigned Roster Grade Only Click the drop-down menu to approve the grade roster. View All | 🔽 | 🛗 Find Student Grade Official WU Last Date Roster ID Name Program and Plan Level Grade Grade of Attendance Undergraduate Program -English 1MJ 1BA 1 894231653 Bobbin, Melinda в 👻 Freshman Undergraduate Program -Psychology 1MJ 1BA 2 894415363 Crabbe, Vincent wu 👻 04/02/2012 🛐 Sophomore Undergraduate Program -Undegrad Undeclared 1MJ 1BA 3 894155076 Diggory,Cedric A- -Freshman Undergraduate program -4 892806548 Granger, Hermione A+ -Senior Philosophy 1MJ 1BA Undergraduate Program -5 802361634 Lovegood,Luna w Senior Kinesiolog 1MJ 1BS Undergraduate Program -Undegrad Undeclared 1MJ 1BA 6 894077635 Malfoy, Draco C+ 👻 Freshman Undergraduate Program -Pre-Business 1MJ 1ND 7 894700186 Potter, Harry в 👻 Senior All 🖓 🕶 🔍 100% 💌 Internet | Protected Mode: On Done

Processing Steps Screen Shots Slide 28: Saculty Center - Windows Internet Explorer Notice that the drop-down menus 🍘 💭 🔻 🙋 https://fulportaltrn.calstate.edu/psp/pfultrn/EMPLOYEE/HAFULTRN/c/SA_LEARNING_MA 👻 🔒 🛛 🍫 🗙 🏼 👂 Google 0 have disappeared from the Roster File Edit View Favorites Tools Help 🗴 🍕 Convert 🔻 🛃 Select Grade column. Click Save to complete your approval of this 🖕 Favorites 🛛 🙀 🔊 Web Slice Gallery 🔻 👩 California State University,... 🔊 CMS Development Instan... 🔊 Home - Information Tech... 👸 Web Upload Request Form grade roster. 🏠 💌 🔝 👻 🖃 🖶 💌 Page 🕶 Safety 🕶 Tools 🕶 🔞 💌 E Faculty Center CALIFORNIA STATE UNIVERSITY, FULLERTON O CSUF WEB ○ CSUF PEOPLE **Titan Online** GO keyword(s) Logout Welcome Filius Flitwick Home Display Options: Grade Roster Action: *Grade Roster Type Final Grade *Approval Status Approved saye Display Unassigned Roster Grade Only **Click Save to complete** the approval of this grade roster. Find | View All | 🗷 | 🛗 Student Grade Roster Official WU Last Date ID Name Program and Plan Level Grade Grade of Attendance Undergraduate Program -1 894231653 Bobbin, Melinda Freshman в 1MJ 1BA English Undergraduate Program -Psychology 1MJ 1BA 2 894415363 Crabbe, Vincent wu 04/02/2012 Sophomore Psychology Undergraduate Program -Undegrad Undeclared 1MJ 1BA 3 894155076 Diggory,Cedric Freshman Undergraduate Program -4 892806548 Granger, Hermione A+ Senior Philosophy 1MJ 1BA Undergraduate Program -5 802361634 Lovegood,Luna w Senior Kinesiology 1MJ 185 Undergraduate Program -Undegrad Undeclared 1MJ 1BA 6 894077635 Malfoy, Draco C+ Freshman Undergraduate Program -Pre-Business 1MJ 1ND 7 894700186 Potter, Harry Senior A Internet | Protected Mode: On

Slide 29: A pop-up message appears confirming that you successfully completed the grade roster. It is only when you see this confirmation message that you have successfully completed entering grades for the course. Click OK to continue. -

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ID Name	Ro The grades for this class have been submitted by the Registrar's Office and
name	Gri will be posted overnight. Once grades are posted, all changes submitted require an approved Grade Change Form. Please call Records at (657) 278-
1 894231653 Bobbin,Melinda	B 2343 or the Office of the Registrar at (657) 278-2380 with any questions. For
2 894415363 Crabbe, Vincent	Extended Education classes, please contact University Extended Education.
3 894155076 Diggory,Cedric	ОКа
4 892806548 Granger, Hermione	Click OK.
5 802361634 Lovegood,Luna	W Undergrad
	C+ Undergraduate Program - Undegrad Undeclared 1MJ 1BA Freshman
6 894077635 <u>Malfoy,Draco</u>	
6 894077635 Malfoy,Draco 7 894700186 Potter,Harry	B Undergraduate Program - Pre-Business 1MJ 1ND Senior

Slide 30:

At this point in the process, you still have the opportunity to correct a grade. To correct a grade, change the Approval Status to Not Reviewed.

Be sure to change the Approval Status back to Approved and click Save to submit the updated grade roster.

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Student Grade EEED · Correct grade(s) using drop-down menu. ID Name · Change Approval Status to Approved. ID Name · Click Save. I 1894231653 Bobbin, Melinda B Undergraduate Program - English Frest I 89421653 Combte Viewest Will 04/02/2012 Undergraduate Program - English Frest	d
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Slide 31:

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. Scroon Shots

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.

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	2 894415363	Crabbe, Vincent	wu	wu	04/02/2012	Undergraduate Program - Sociology/Family 1MJ 1BA/Gerontology Minor 1BA	Senior	Posted		
	3 894155076	Diggory,Cedric	A-	A-		Undergraduate Program - Sociology/Education 2MJ 1BA/Sociology/Family 1MJ 1BA	Senior	Posted		
	4 892806548	<u>Granger, Hermione</u>	A+	A+		Undergraduate Program - Sociology/Education 2MJ 1BA/Sociology/Family 1MJ 1BA	Senior	Posted		
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