

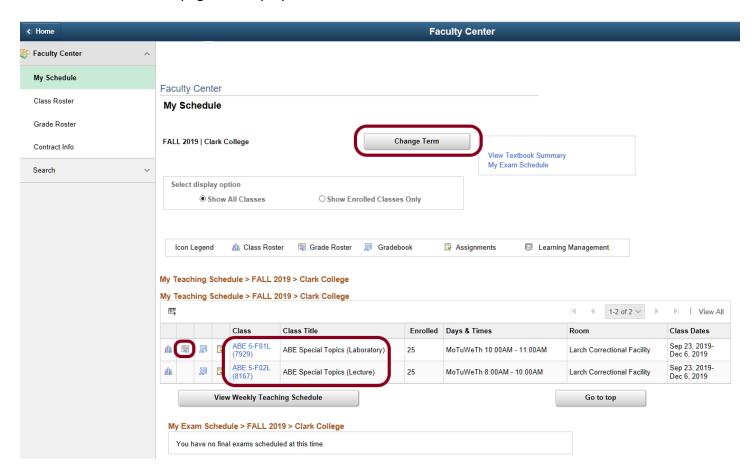
Faculty Center - Entering Grades

Gateway → Faculty Center → My Schedule

Or NavBar → Navigator → Self Service → Faculty Center → My Schedule

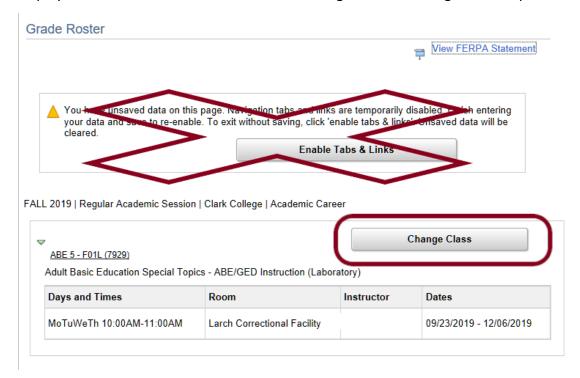
NOTE: Save entries often as data will be cleared/lost if page times out after 20 minutes of inactivity.

- On the My Schedule page, verify you are viewing the correct term and institution. If necessary, select Change Term to change between terms or institutions.
- 2. To view the Grade Roster for an individual class, select the **Grade Roster** icon next to the appropriate class. The **Grade Roster** page will display with the selected class.



Note that the class has a lab and lecture component. Only the lab is graded, so only the lab will have a grade roster.

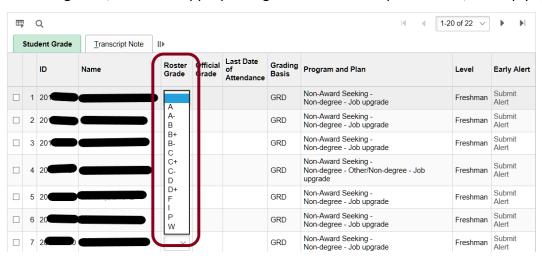
3. On the **Grade Roster** page, change between classes by selecting **Change Class.** The **My Schedule** page will display to allow a different class to be selected. Ignore the message at the top.



Make sure you select Final Grade and Not Reviewed.



4. To enter grades, select the appropriate grade from the drop-down box, or simply type in the grade.

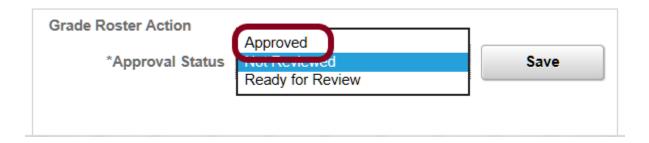




- 5. After entering all student grades, select Save.
- Note that this is telling you that you have 22 students and the first 20 are displaying. Be sure to enter ALL grades.
- 6. After all grades are entered and saved, review them for accuracy.

Note: Changing **Approval Status** before grades are saved will cause all grades to be lost. You <u>must</u> save grades before approving them.

- 7. In the **Grade Roster Action** section, choose Approved from the drop-down menu.
- 8. Select Save.



Note: Once the grades are saved in Approved status, you will need to contact Enrollment Services to make changes.