

## HOW TO POST GRADES

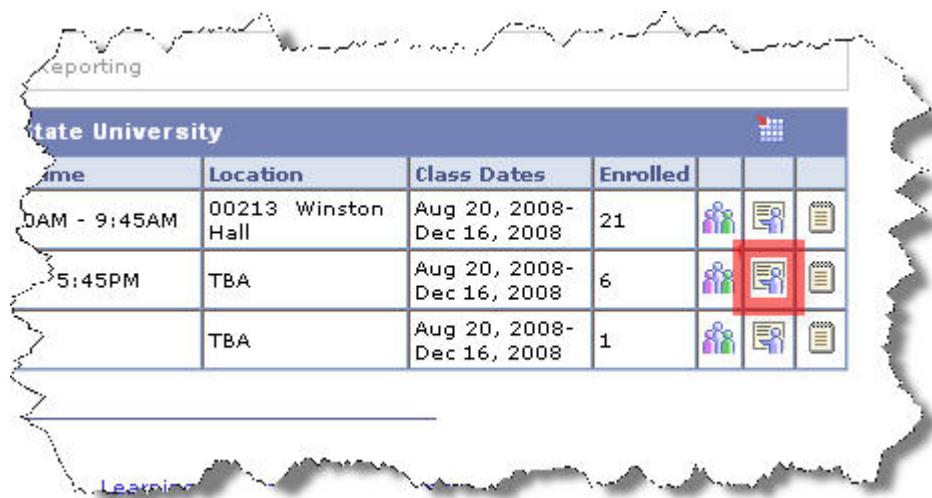
### Navigation:

**FACULTY & STAFF** tab > **Manage My Students** > **Faculty Center**

**OR**

**Student Info Systems** > **Faculty Services** > **Faculty Center**

Click the Grade Roster icon under “My Teaching Schedule” for the class you want to post grades



Time	Location	Class Dates	Enrolled			
DAM - 9:45AM	00213 Winston Hall	Aug 20, 2008- Dec 16, 2008	21			
5:45PM	TBA	Aug 20, 2008- Dec 16, 2008	6			
	TBA	Aug 20, 2008- Dec 16, 2008	1			

You will now see your Grade Roster to begin entering grades (view on next page).

### Save vs. Post

"Save" allows you to return to the Grade Roster page to alter grades during the course of the day. At 5pm each day, the grades will be posted to student records.

"Post" instantaneously posts the grades to student records. This allows the students to see their grades immediately, however, you can no longer alter grades without a Grade Change form.

Roster Grade Column= grades entered via the grade roster

Official Grade Column= grades after grades have posted, and any grade changes that have processed

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MY PACK

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  - Class Search/Browse Catalog

Student Grade [Find]

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	0001211103	<a href="#">Rajeshwar, Manish</a>	B	B	Humanities & Social Science - Communication-BA	Freshman
<input type="checkbox"/>	0001211103	<a href="#">Rajeshwar, Manish</a>	F	F	Undergraduate Academic Program - First Year College	Freshman
<input type="checkbox"/>	0001211103	<a href="#">Rajeshwar, Manish</a>	B+	B+	Management - Management-Undeclared	Freshman
<input type="checkbox"/>	0001211103	<a href="#">Chowdhury, J</a>	A-	A-	Humanities & Social Science - Psychology-BA	Freshman
<input type="checkbox"/>	0001211103	<a href="#">Chowdhury, Manish</a>	B+	B+	Engineering - Electrical Engr Unmatriculated	Freshman
<input type="checkbox"/>	0001211103	<a href="#">Chowdhury, Manish</a>	A	A	Agriculture & Life Sciences - Environmental Sciences-BS	Freshman
<input type="checkbox"/>	0001211103	<a href="#">Chowdhury, Manish</a>			Undergraduate Academic Program - First Year College	Freshman
<input type="checkbox"/>	0001211103	<a href="#">Chowdhury, Manish</a>			Undergraduate Academic Program - First Year College	Freshman
<input type="checkbox"/>	0001211103	<a href="#">Chowdhury, Manish</a>		F	Undergraduate Academic Program - First Year College	Freshman
<input type="checkbox"/>	0001211103	<a href="#">Chowdhury, Manish</a>		A	Management - Management-Undeclared	Freshman
<input type="checkbox"/>	0001211103	<a href="#">Chowdhury, Manish</a>	F	F	Agriculture & Life Sciences - Biochemistry -BS	Freshman
<input type="checkbox"/>	0001211103	<a href="#">Chowdhury, Manish</a>	D	D	Management - Management-Undeclared	Freshman

SAVE POST

- Choose grade from drop down menu.
- To enter grades, but not post immediately: click on the **Save button** (saved grades will post at 5pm that day)
- To post grades immediately: click on **Post button**