Entering Grades from a Roster

Business Process Guide

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Entering Grades from a Roster Overview

In PeopleSoft, faculty can enter grades for their classes using self-service. In addition, staff with appropriate security can enter grades into an on-line Grade Roster, on behalf of a faculty member. This guide explains how a staff person can enter grades on a roster.

If the faculty has left blank grades on the roster, you can enter the ones that are not blank and come back to the blank ones later by saving your work.

Grades entered can be changed until they have been posted. The grade fields are grayed out after posting, so it is apparent when grades can no longer be updated from the Grade Roster page. In these situations, a change of grade form with appropriate signatures must be submitted to Registrar Services.

Grades are due at noon the Monday following finals week. On Tuesday NR or No Report grades will be entered for grades that have not been entered. Once the NR grades are posted, grades must be submitted to the Registrar or Center Office, as faculty and department secretaries will be prevented from updating grades once posted.

Before You Begin

Prerequisites and Assumptions

Before you can successfully enter grades from a roster, it is assumed that each of the following conditions has been met:

- You have the roster of grades submitted by the faculty member.
Attention: Please be aware many of the MyCWU CS user guides/ BPGs were developed for a previous version of MyCWU. We are working on updating these, but in the meantime there may be instances where you encounter slight discrepancies between what the guide advises and what you see on your screen. In most cases these changes are purely cosmetic, but there may be some impacts on functionality as well. If you have questions regarding these guides, please contact reg@cwu.edu.

1.0 Entering Grades from a Roster

1.1 Entering Grades

Navigation: Main Menu > Campus Solutions > Curriculum Management > Grading > Grade Roster

1. Follow the navigation path listed above to access the search page for Grade Roster.

Steps for Entering Grades from a Roster:

1. On the search page for Grade Roster, the Academic Institution field should default in with CWUID. If it does not, you will need to enter it into the field.
2. Enter the appropriate Term, Subject Area, Catalog Nbr, and Class Section.
3. Click the Search button.
4. To clear the information you entered into the fields on this page, click the Clear button.
5. Click on the **Grade Roster** tab.

**Tips for Recording Grades:**

1. Begin entering grades in the **Roster Grade** column according to the paper roster you received from the instructor.

2. For additional information about the class, you can click on the **Detail** link.

3. If you need to stop entering grades part way through the process, click the **Save** button in the lower left corner.
4. When you return to finish entering grades, you may want to check the checkbox
   [ ] Display Unassigned Roster Grade Only at the top of the page. Doing so will allow you to hide
   the students whose grades you have already entered. This is especially helpful for large class
   sections. If you do check this checkbox, you will need to click the [ ] button in order for it
   to take effect. By the same token, if this checkbox is checked and you wish to uncheck it, you
   will need to do so and then click the [ ] button in order for the “unchecking” to take effect.

   If there are W grades entered for a student that has been attending, the student has
   been dropped for some reason but still may reinstate his/her classes. Please send the
   grades for these students to Registrar Services – MS 7465 or fax 963-3022.

   The Roster Grade boxes will not gray out until the grades have been posted in a process run by the
   Registrar’s Office multiple times during the day. Until the posting process is done, you may make
   changes to any of the grades you had previously entered and saved.

   If you need to change a grade after the grade posting process has been run, a Change of Grade form
   with appropriate signatures must be submitted to Registrar Services.

   If you enter an Incomplete grade ("I"), refer to section 1.2 of this document.

5. Be sure to save the grades once they have been entered by clicking the [ ] button in the
   lower left corner of the page.

6. When finished entering grades for a particular class section on the Grade Roster page, click
   the [ ] button to return to the Grade Roster search page, where you may choose to
   enter grades for another class. Return to the directions at the beginning of section 1.1 above.
1.2 Entering Incomplete Detail

Steps for Entering Incomplete Detail:

1. If you have entered an Incomplete grade ("I"), click on the Note link to the right of the Incomplete grade.

2. On the Transcript Note page, click on the link for Incomplete Detail.
1. On the **Student Incomplete** page, the **Lapse Deadline** will default to 1 year from the end of the term. This should be changed to the date the Incomplete is to be finished. The date should not be later than the default date of one year.

2. The **Lapse To Grade** should not be changed.

3. Use the **Comment** field to enter any completion requirements for the course.

4. Click the **Cancel** button if you do not wish to save the information entered on the **Student Incomplete** page.

5. Click the **OK** button to save the information entered and return to the **Transcript Note** page.

6. On the **Transcript Note** page, click the **OK** or **Cancel** button to return to the **Grade Roster** page. Return to the directions entitled **Tips for Recording Grades** in section 1.1 above.