Viewing a Grade Roster

Business Process Guide

Updates

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Entering Grades from a Roster Overview

In Safari, 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 view the grades for any class roster.

Before You Begin

Prerequisites and Assumptions

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

- You have the appropriate role to view grade rosters.
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 Viewing Grades from a Roster

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

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

Steps for Viewing Grades from a Roster:

1. On the search page for Grade Roster, the Academic Institution field should default in with CWUID.
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. When the Grade Roster Type page appears, click on the Grade Roster tab.

Tips for Viewing Grades from a Roster:

1. Final grades will be located in the Roster Grade column of the Grade Roster page.
2. The Official Grade column shows if there have been any adjustments to grades since the final grades were submitted (i.e. the conversion of an Incomplete).
3. Since partial grades can be entered, saved and posted during the grading period, you may find students listed who have no grade yet recorded. Once the final grading period is over, however, all students should have a grade recorded.
4. To locate another Grade Roster, click the Return to Search button to return to the search page for Grade Roster. Return to the directions at the beginning of section 1.0 above.