Faculty Self-Service: Entering Grades in Campus Solutions

Business Process Guide

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Before You Begin

Prerequisites and Assumptions

Before you can successfully enter grades in Campus Solutions, it is assumed that each of the following conditions has been met:

- Grade Rosters have been generated by the Registrar’s Office
- The grading period has not ended. Tuesday at 10:00 p.m. is the deadline for accessing grade rosters.

Other Materials Needed

To enter grades in Campus Solutions, you may need to refer to the following document:

- Report of Incomplete form
1.0 Grade Roster (Record Grades)

Steps for Navigating to the Grade Roster Page:

1. Your Grade Rosters are accessed through your Faculty Center, which should appear on your Dashboard in the Faculty Toolbox pagelet. If you do not see your Faculty Center there, follow the navigation path listed above to access My Schedule page of the Faculty Center.

2. If the term you desire is not already displayed on the My Schedule page, click the change term button to choose a different term. Once you have chosen a different term, click the continue button.

3. Locate the table labelled My Teaching Schedule, and click the Grade Roster icon to the left of the class for which you would like to view the Grade Roster.
Tips for Recording Grades:

1. The first thing you'll want to do is to make sure that you are viewing all of the students in your class. To do this, refer to the footer of the table in which your students are listed. In the screen shot above, the view shows **Rows 1 – 10 of 10**, so we know that we are seeing all of the students in the class. Sometimes, however, you may have a class of 40, and the footer may show that you are viewing **Rows 1 – 20 of 40**. In that case, the **View All** link will be active in the footer, and you should click it to display the entire class roster.
2. If the majority of the students on your Grade Roster are to receive the same grade, you can check the checkbox to the left of each respective student’s name and then click the dropdown arrow to the left of the button to choose the appropriate grade. Then click the button. You’ll notice that the Roster Grade column will populate with that same grade for each of the students selected. Be sure to click the button at the top or bottom of the page when finished.

3. Otherwise, click the dropdown arrow in the Roster Grade column and choose the appropriate grade from the dropdown menu for each student.

Helpful Hint: Hit the |Tab| key multiple times to move to the next grade input field.

4. If you need to stop entering grades part way through the process, click the button at the top or bottom of the page.

5. When you return to finish entering grades, you may want to check the checkbox 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.

6. If there is a W grade entered for a student who has been attending, the student has been dropped for some reason but still may reinstate his/her classes. Please send the grade for this student to Registrar Services – MS 7465 or fax 963-3022.

7. If you have entered an Incomplete grade (“I”) and wish to enter details about the completion requirements for the student, click the [Transcript Note] tab on the Grade Roster page. Refer to the directions in section 1.1 below.

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.

8. Be sure to save your grades once they have been entered by clicking the button at the top or bottom of the page.

When finished viewing and/or entering information on the Grade Roster page, click the button, where you may choose to enter grades for another class. Return to the directions at the beginning of section 1.0 above.
1.1 Entering Incomplete Detail

If you have not already clicked the Transcript Note tab on the Grade Roster page, refer to the directions under Tips for Recording Grades in section 1.0 above to do so before proceeding with the directions below.
1. Now click on the Note link to the right of the student whose Incomplete Detail information you would like to enter.

2. On the Transcript Note page, click the button.

3. On the Student Incomplete page, the Lapse Deadline will default to 1 year from the end of the term in which the Incomplete grade was earned. 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.

4. The Lapse To Grade should not be changed.
5. Use the Comment field to enter any completion requirements for the course.

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

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

8. On the Transcript Note page, click the OK or Cancel button to return to the Grade Roster page. Return to the directions under Tips for Recording Grades in section 1.0 above.