

cedar



## SAFARI Project



Central  
Washington  
University

# Viewing a Grade Roster Business Process Guide

August 2003

## Updates

<b>Date</b>	<b>Action</b>	<b>Page(s)</b>
09/18/03	Last Update	
3/22/07	Updated navigation for version 8.9.	
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## **Viewing a Grade 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 view a roster and see what has been entered on it by a faculty or staff person.

# 1.0 Viewing a Grade Roster

## 1.1 Viewing a Grade Roster

[Home](#) > [Curriculum Management](#) > [Grading](#) > Grade Roster

### Grade Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

Academic Institution:	begins with	▼	CWUID	
Term:	begins with	▼	1079	
Subject Area:	begins with	▼	TH	
Catalog Nbr:	begins with	▼	107	
Campus:	begins with	▼		
Session:	=	▼		
Course Offering Nbr:	=	▼		
Class Section:	begins with	▼	001	
Description:	begins with	▼		
Course ID:	begins with	▼		
Class Nbr:	=	▼		

Case Sensitive


[Basic Search](#)  [Save Search Criteria](#)

#### Steps for Completing the Viewing a Grade Roster for a Class Process

1. Enter the appropriate Term.
2. The Subject Area, Catalog Nbr, and the Class Section, if known.
3. Click the Search button.

Grade Roster Type **Grade Roster**

Course ID: 001526 Intro to Theatre Offer Nbr: 1 Central Washington University  
 Catalog: TH 107 Class Section: 001 Fall 2007  
 Use Blind Grading Class Nbr: 91652 Regular Academic Session

*Grade Roster Type	Description	Final Roster Grading Status	Override	Partial Post	
1 Final Grade	Final Grade	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create Post + -

4. Go to the Grade Roster tab.

Grade Roster Type **Grade Roster**

Find First 1 of 1 Last

Term: Fall 2007 Class Nbr: 91652 Intro to Theatre Section: 001  
 Session: Regular Catalog: TH 107 Seq Nbr: 1

Roster Type  
 Final Grade Instructor Name Elise Forier  Display Unassigned Roster Grade Only

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 23093889	Schuldt,Jack	B+	B+	Undergrad	Graded	Posted	<a href="#">Detail</a>	<a href="#">Note</a>
2 23093759	Schuldt,Lisa Marie	A-	A-	Post Bac	Graded	Posted	<a href="#">Detail</a>	<a href="#">Note</a>
3 23097659	Testing,Patricia	B+		Post Bac	Graded	Pending	<a href="#">Detail</a>	<a href="#">Note</a>

5. Grades that have not yet been posted will say **Pending** in the Status field and the grade in the Grade Input field may still be changed. If the status is **Graded** or **Posted**, that means the student's grade has been officially posted to the student's record and may no longer be changed using the roster. Registrar Services will be running the Grade Post process at least nightly during the grading period.
6. For additional information on the class, you can click the Detail link.
7. The Note link will take you to a screen for entering Transcript Notes. These notes will show on a student's transcript. **DO NOT ENTER A TRANSCRIPT NOTE.** Registrar Services uses this field to note grade changes from an incomplete and classes taken credit by examination. Please ask Registrar Services for more information if you have any questions.



**DO NOT ENTER NOTES ON THE TRANSCRIPT!**

Grade Roster Type
Grade Roster

[Find](#)    First ◀ 1 of 1 ▶ Last

**Term:** Fall 2007      **Class Nbr:** 91652 Intro to Theatre      **Section:** 001

**Session:** Regular      **Catalog:** TH 107      **Seq Nbr:** 1

**Roster Type**

Final Grade      **Instructor Name** Elise Forier       **Display Unassigned Roster Grade Only**

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1	Schuldt,Jack	B+	B+	Undergrad	Graded	Posted	<a href="#">Detail</a>	<a href="#">Note</a>
2	Schuldt,Lisa Marie	A-	A-	Post Bac	Graded	Posted	<a href="#">Detail</a>	<a href="#">Note</a>
3	Testing,Patricia	B+	B+	Post Bac	Graded	Posted	<a href="#">Detail</a>	<a href="#">Note</a>

8. Grade Rosters that have been posted will say Posted in the Status field and the grades in the Grade Input field will be grayed out so changes cannot be made.



**DO NOT ENTER NOTES ON THE TRANSCRIPT!**

## **Glossary of Key Terms and Acronyms**

This glossary provides definitions for key terms and acronyms that have been used in this Business Process Guide. Many of these terms have unique definitions when used in the context of this specific business process or PeopleSoft Student Administration functions.

SAFARI                      Acronym for Student Aid Financials Admissions Records Implementation