Faculty Self-Service: Entering Grades

Business Process Guide

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Before You Begin

Prerequisites and Assumptions

Before you can successfully enter grades on your My CWU account, 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 for the term has not ended.

Other Materials Needed

To enter grades in My CWU, you may need to refer to the following document:

- Report of Incomplete form

Steps for Navigating to the Grade Roster Page:

1. Your Grade Rosters are accessed through your Faculty Center, which should appear on your My CWU homepage. If you do not see your Faculty Center on your homepage, follow the navigation path listed above to access the Faculty Center page and click on Schedule, Advisees, Roster, Grades.

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

3. Click the Grade Roster icon to the left of the class for which you would like to view the Grade Roster.
1.0 Grade Roster (Record Grades)

Navigation: Self Service > Faculty Center

My Schedule

Winter 2012 | Central Washington University
click to change term

Select display option: Show All Classes Show Enrolled Classes Only

My Teaching Schedule > Winter 2012 > Central Washington University

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED 101-001 (10449)</td>
<td>Health Essentials (Lecture)</td>
<td>81</td>
<td>MoTuWeTh 9:00AM - 9:50AM</td>
<td>Purser Hall 201</td>
<td>Jan 4, 2012 - Mar 9, 2012</td>
</tr>
<tr>
<td>HED 101-002 (10450)</td>
<td>Health Essentials (Lecture)</td>
<td>81</td>
<td>MoTuWeTh 10:00AM - 10:50AM</td>
<td>Purser Hall 201</td>
<td>Jan 4, 2012 - Mar 9, 2012</td>
</tr>
<tr>
<td>HED 323-001 (10451)</td>
<td>Infectious Disease (Lecture)</td>
<td>61</td>
<td>MoWe 4:00PM - 5:20PM</td>
<td>Purser Hall 201</td>
<td>Jan 4, 2012 - Mar 9, 2012</td>
</tr>
<tr>
<td>HED 446-001 (10452)</td>
<td>Health Ed Curr Elem Tch 19 (Lecture)</td>
<td>19</td>
<td>TuTh 2:00PM - 3:30PM</td>
<td>Purser Hall 205</td>
<td>Jan 4, 2012 - Mar 9, 2012</td>
</tr>
<tr>
<td>HED 446-002 (11636)</td>
<td>Health Ed Curr Elem Tch 15 (Lecture)</td>
<td>15</td>
<td>MoWe 2:00PM - 3:30PM</td>
<td>Purser Hall 205</td>
<td>Jan 4, 2012 - Mar 9, 2012</td>
</tr>
</tbody>
</table>

View Weekly Teaching Schedule

My Exam Schedule > Winter 2012 > Central Washington University

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Exam Date</th>
<th>Exam Time</th>
<th>Exam Room</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED 101-001 (10449)</td>
<td>Health Essentials (Lecture)</td>
<td>3/13/2012, Tuesday</td>
<td>8:00AM - 10:00AM</td>
<td>Purser Hall 201</td>
<td>81</td>
</tr>
<tr>
<td>HED 323-001 (10452)</td>
<td>Infectious Disease (Lecture)</td>
<td>3/15/2012, Thursday</td>
<td>4:00PM - 6:00PM</td>
<td>Purser Hall 201</td>
<td>61</td>
</tr>
<tr>
<td>HED 101-002 (10453)</td>
<td>Health Essentials (Lecture)</td>
<td>3/16/2012, Friday</td>
<td>8:00AM - 10:00AM</td>
<td>Purser Hall 201</td>
<td>81</td>
</tr>
<tr>
<td>HED 446-001 (10454)</td>
<td>Health Ed Curr Elem Tch 19 (Lecture)</td>
<td>3/16/2012, Friday</td>
<td>12:00PM - 2:00PM</td>
<td>Purser Hall 205</td>
<td>15</td>
</tr>
<tr>
<td>HED 446-002 (11636)</td>
<td>Health Ed Curr Elem Tch 15 (Lecture)</td>
<td>3/16/2012, Friday</td>
<td>2:00PM - 4:00PM</td>
<td>Purser Hall 205</td>
<td>19</td>
</tr>
</tbody>
</table>

View Weekly Exam Schedule

Faculty Center Advisor Center Search
My Schedule Class Roster Grade Roster
Grade Roster

Winter 2012 | Regular Academic Session | Central Washington University | Undergraduate

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student 1</td>
<td>1</td>
<td></td>
<td>Undergraduate - Undeclared</td>
<td>Freshman</td>
</tr>
<tr>
<td>2</td>
<td>Student 2</td>
<td></td>
<td></td>
<td>Undergraduate - Undeclared</td>
<td>Freshman</td>
</tr>
<tr>
<td>3</td>
<td>Student 3</td>
<td></td>
<td></td>
<td>Undergraduate - Undeclared</td>
<td>Freshman</td>
</tr>
</tbody>
</table>

Display Options:

- Display Unassigned Roster Grade Only

View FERPA Statement
Tips for Recording Grades:

1. If all of the students on your Grade Roster are to receive the same grade, you can click the dropdown arrow to the left of the button to choose the appropriate grade. Then click the button. Be sure to click the button at the bottom of the page when finished.

2. 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.

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

4. 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 the change to take effect. Conversely, 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 changes to take effect.

Roster Grade boxes will remain editable until the grades have been posted to the student record by the Registrar’s Office. This process is done nightly at 3AM; you may make grade changes at any time prior to the running of this process.

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 The Office of the Registrar.

If you enter an incomplete ("I") grade, the Lapse Deadline will default to 1 year from the end of the term in which the Incomplete grade was earned. If you wish to change shorten the lapse deadline or enter details about the completion requirements for the student, please submit the below form to Registrar Services for processing. "IP" grades should only be entered for "IP" approved courses as determined by the Registrar such as internships or practicums. If you are uncertain if your course is eligible for IP grades, please contact The Office of the Registrar for advice or enter an incomplete ("I") grade for the student.

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

6. 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 in section 1.0 above.
Faculty is required to submit this form with each “Incomplete” granted. Course completion date and course requirement section MUST be completed.

Student Name:______________________________     CWU ID #: ______________________

Term/Year: ________________________ Subject Title: ________________________________

Subject: ________________________________
  (Catalog) ____________________ (Number/Section)
To complete the course, the following requirements must be completed by ________________.
  (Completion date)

Student was not able to complete the course by the end of the term but had been making satisfactory progress as of the uncontested withdrawal date. If the work is not completed by the completion date, the “I” will automatically convert to “F”. If no completion date is listed, conversion will default to one year.

Instructor: ________________________________     Date: ______________________

Faculty is required to submit this form with each “Incomplete” granted. Course completion date and course requirement section MUST be completed.

Student Name:______________________________     CWU ID #: ______________________

Term/Year: ________________________ Subject Title: ________________________________

Subject: ________________________________
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