Access to the Faculty Center is provided through the Faculty Self Service link at my.chapman.edu. Enter your regular Chapman User ID and Password. Click Login.

1. Click on the Faculty Self Service link.

2. Click on the Faculty Center link.
3. Click the newly displayed Faculty Center link.

4. The Faculty Center opens to the My Schedule tab. A new tab has been added – grade roster. There will also be a Grade Roster icon next to each class that is ready for grading.

5. If you click the grade roster tab, the first class in your schedule will appear. You can change classes by clicking on the change class button.
6. Clicking on the **Grade Roster** icon next to a class in your schedule will open that grade roster.

![My Teaching Schedule]

7. You will see the **View FERPA Statement** link at the top of the roster. Click the link to review the Department of Education guidelines regarding release of information.

![View FERPA Statement]

8. The **Final Grade** option appears in the **Grade Roster Type** menu. If you previously assigned grades to some students and only want the roster to display students that still need to be graded, check the box next to **Display Unassigned Roster Grade Only**.
9. This is a view of the roster and location of the **Roster Grade** menu.

![Roster Grade Menu](image)

10. There are several links and buttons for assigning grades at the bottom of the screen. Also your roster may have more than one page. You can click the arrows to view other pages or click the **View All** link to see the entire roster on the screen.

![Assigning Grades](image)
11. If there are multiple students receiving the same letter grade you can assign grades in a group. Click the box next the student ID number. Select the grade from the drop down menu and click the <add this grade to selected students> button.

In this example the students were assigned a B+.

12. You can also individually assign grades to a student. Click the arrow in Roster Grade field and select the correct grade.
13. When assigning an Incomplete (I) grade it will be necessary to enter the grade that will be assigned once the deadline passes to complete the course. After assigning the “I” grade, click the Transcript Note tab.

Click the Note link to open the window to enter the lapsed grade.

Click the Incomplete Detail button.
The system will default a Lapse Deadline that is approximately 8 months from the end of the term. Institutional policy requires coursework to be completed no later than one year from the start date of the term. If you and the student have agreed upon an earlier deadline update this field.

Enter the grade that should be assigned to the student if they fail to complete the missing assignments. This grade will be posted automatically on the lapse date.

Click the OK button to return to the Transcript Note screen. Click the OK button in the Transcript Note screen to return to the Grade Roster.
14. As soon as any grades are assigned, the following message appears at the top of the roster. This alerts you to the need to save your entries. If you wish to clear the form and exit, click on the enable tabs & links button to delete any grades that were assigned and not saved.

15. Once you are ready to submit the assigned grades, click on the save button at the very bottom of the page.

After you save the assigned grades the grade menu will remain, and you can make changes, until the overnight grade posting process runs. Once grades are posted, you will not be able to update any grades using the Faculty Center Grade Roster. This is the same process that was in place with the prior system.

Note: To change grades after they are posted, grade change requests are submitted through the grade change approval system and must adhere to grade change rules and policies outlined in the University Catalog. To submit a valid grade change request, go back to the Faculty Center and My Schedule page and click on the link in the box below the grade roster tab – “Request a Grade Change”. 