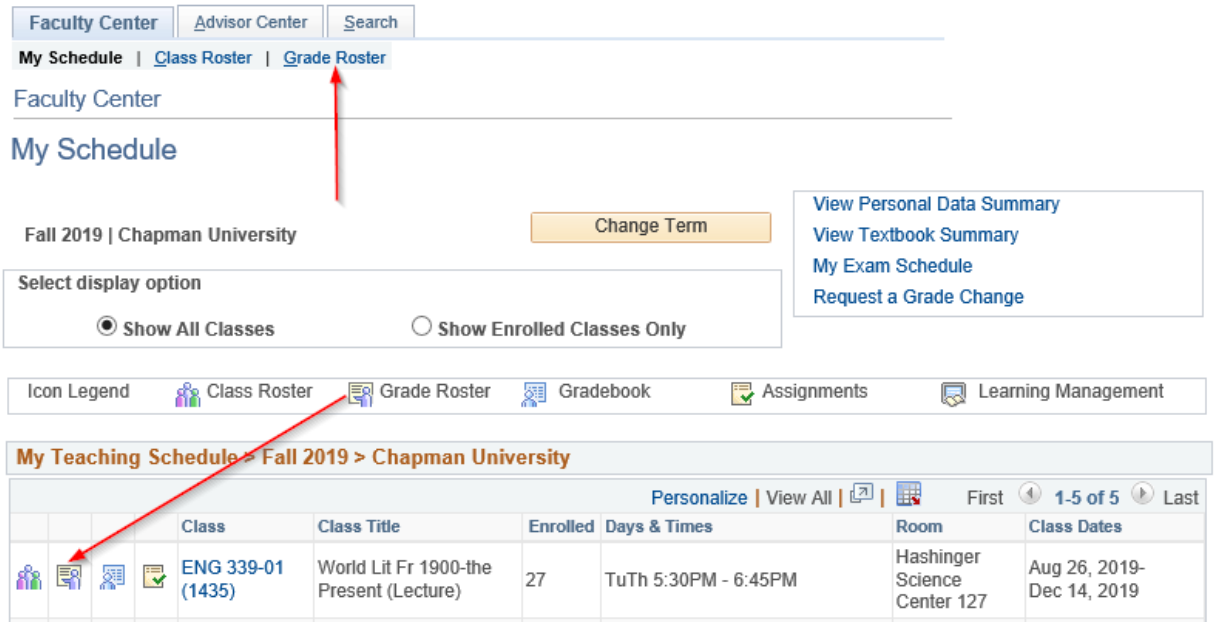
CHAPMAN UNIVERSITY

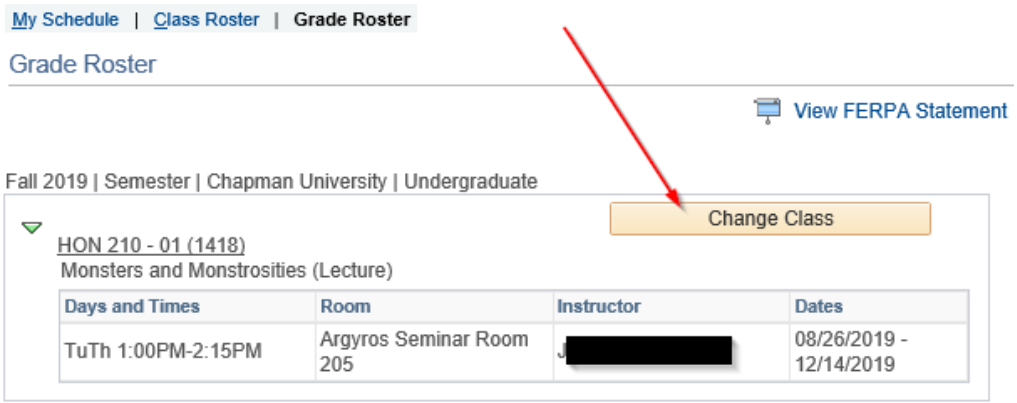
REFERENCE GUIDE FOR FINAL GRADES

MY.CHAPMAN.EDU

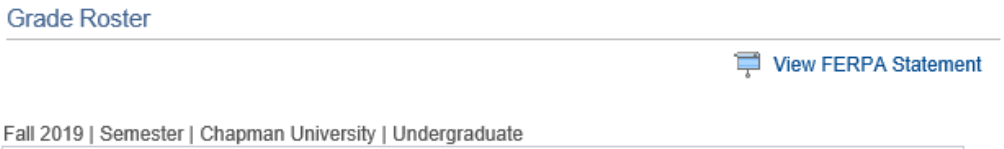
1. Log in to my.chapman.edu.The Faculty Center opens to the **My Schedule** tab. A new tab has been added – **grade roster**. There will also be a Grade Roster icon next to each class that is ready for grading.



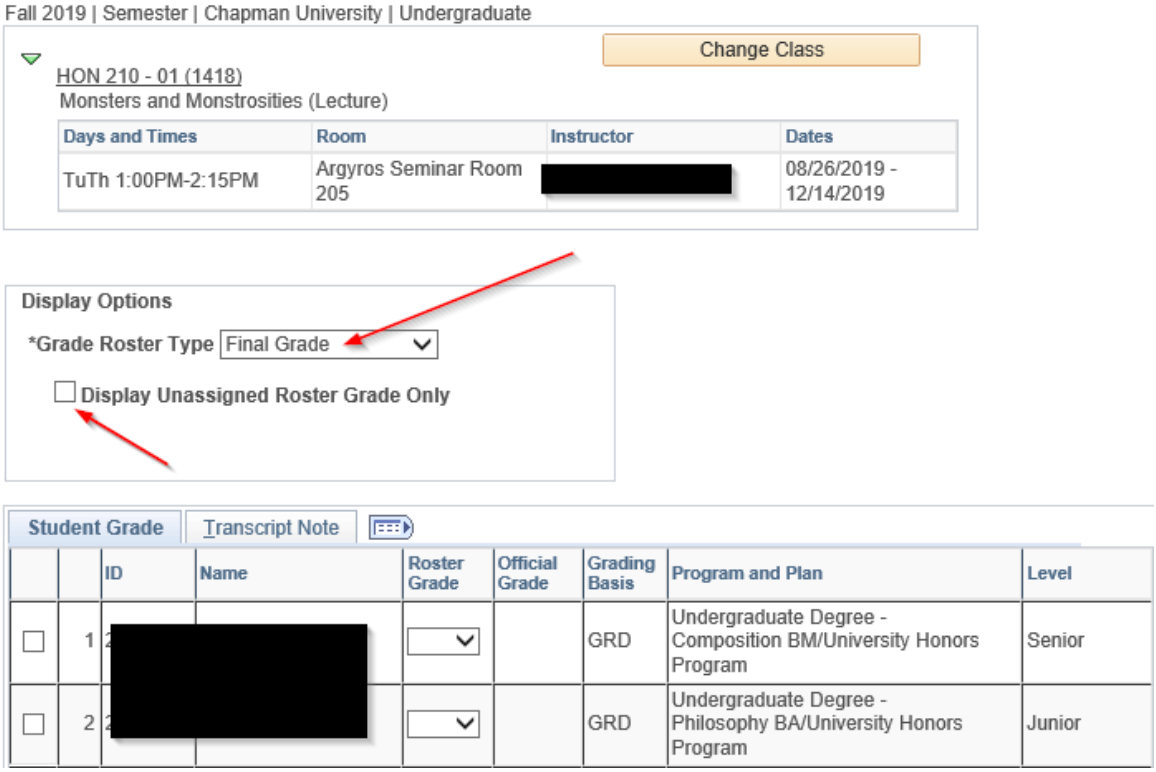
2. If you click the **grade roster** tab, the first class in your schedule will appear. You can change classes by clicking on the **change class** button.



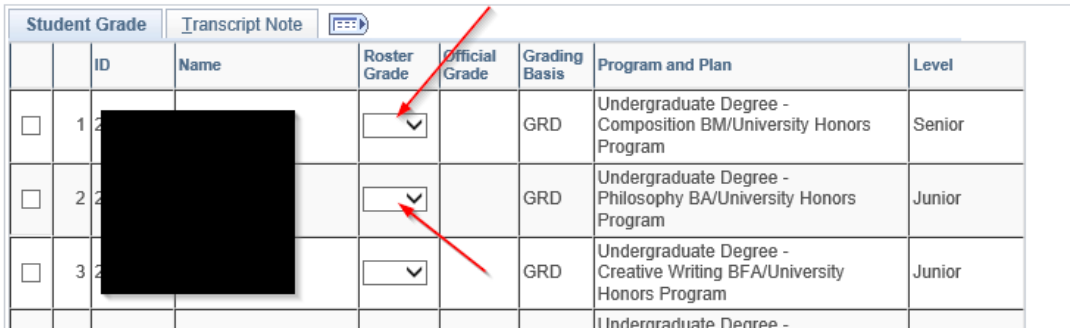
3. You will see the **View FERPA Statement** link at the top of the roster. Click the link to review the Department of Education guidelines regarding release of information.



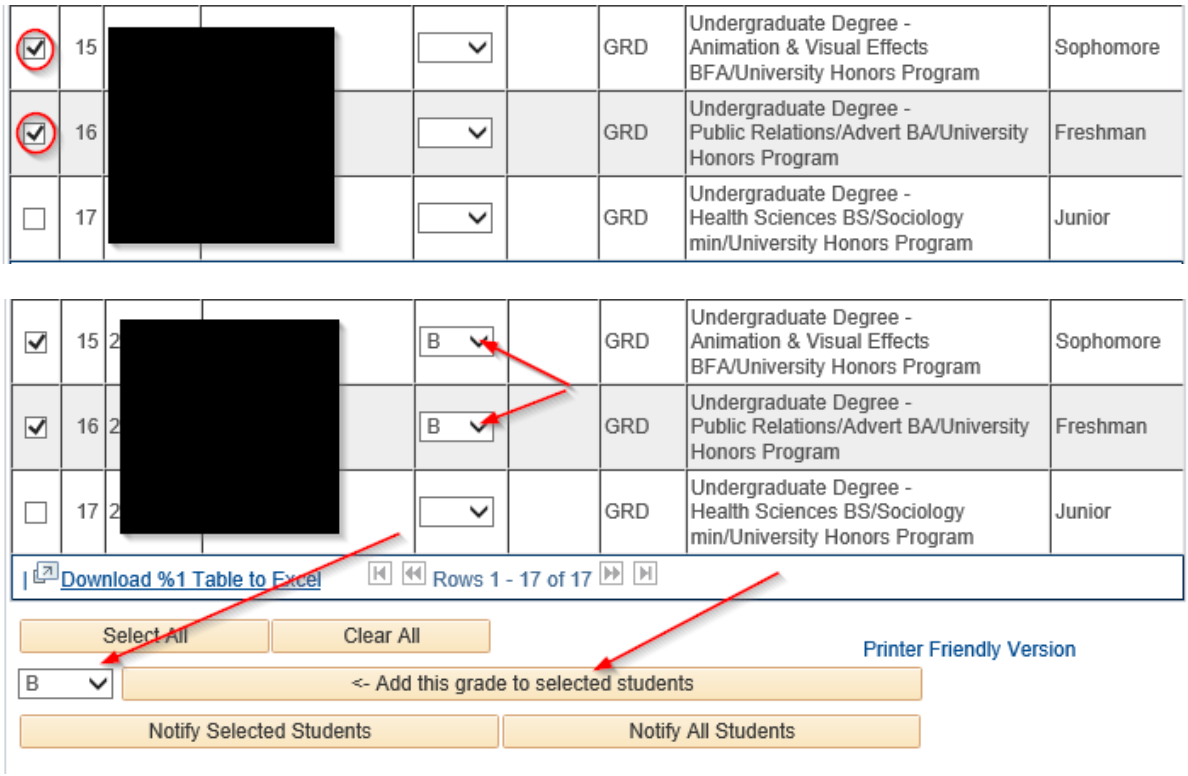
4. The **Final Grade** option appears in the **Grade Roster Type** menu. If you previously assigned grades to some students and only want the roster to display students that still need to be graded, check the box next to **Display Unassigned Roster Grade Only**.



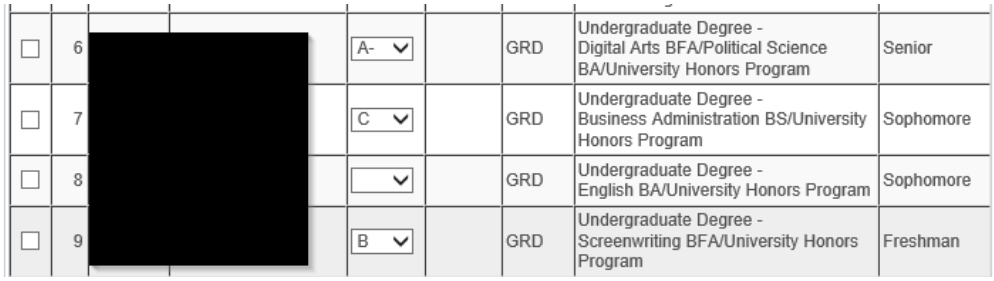
5. This is a view of the roster and location of the **Roster Grade** menu.



6. 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.

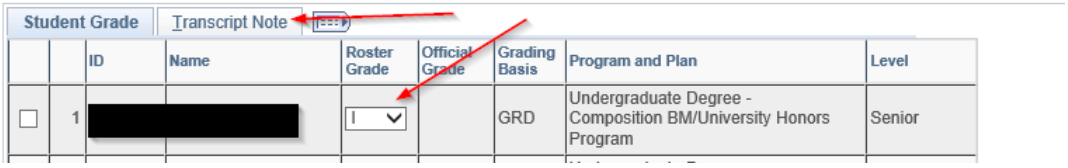


7. You can also individually assign grades to a student. Click the arrow in Roster Grade field and select the correct grade.

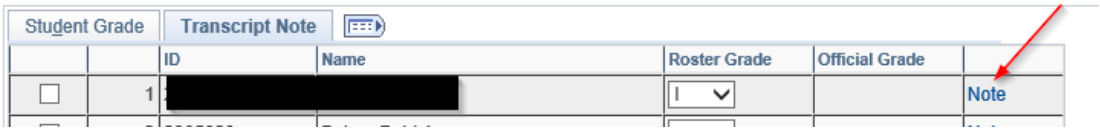


8. When assigning an Incomplete (I) grade it will be necessary to enter the grade

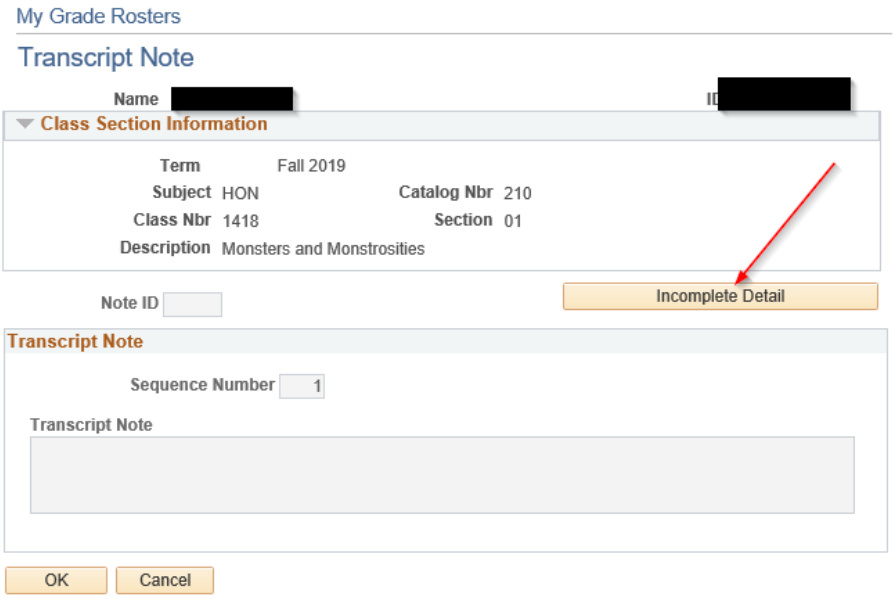
that will be assigned once the deadline passes to complete the course. After assigning the “I” grade, click the **Transcript Note** tab.



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

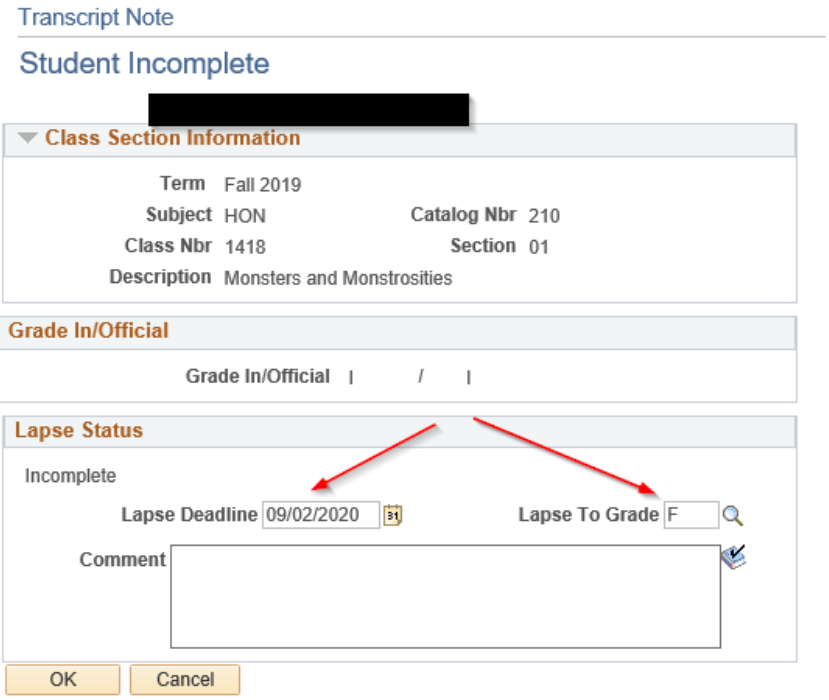


Click the **Incomplete Detail** button.



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.

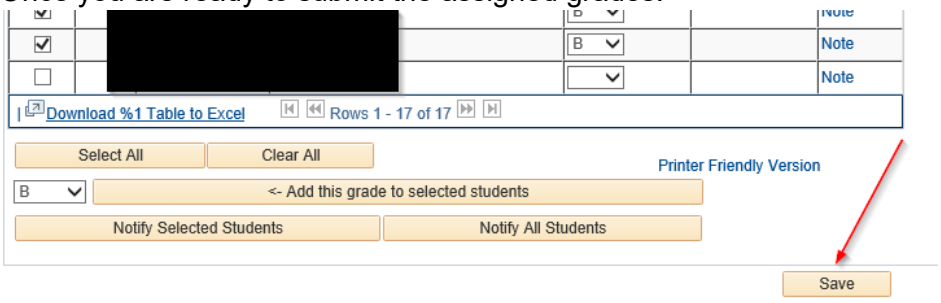
Enter the grade that should be assigned to the student if they fail to complete the missing assignments. This grade will be posted automatically on the lapse date.



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**.

9. 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 click the **enable tabs & links** button you will **delete** any grades that were assigned and **not** saved.

10. Once you are ready to submit the assigned grades.



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