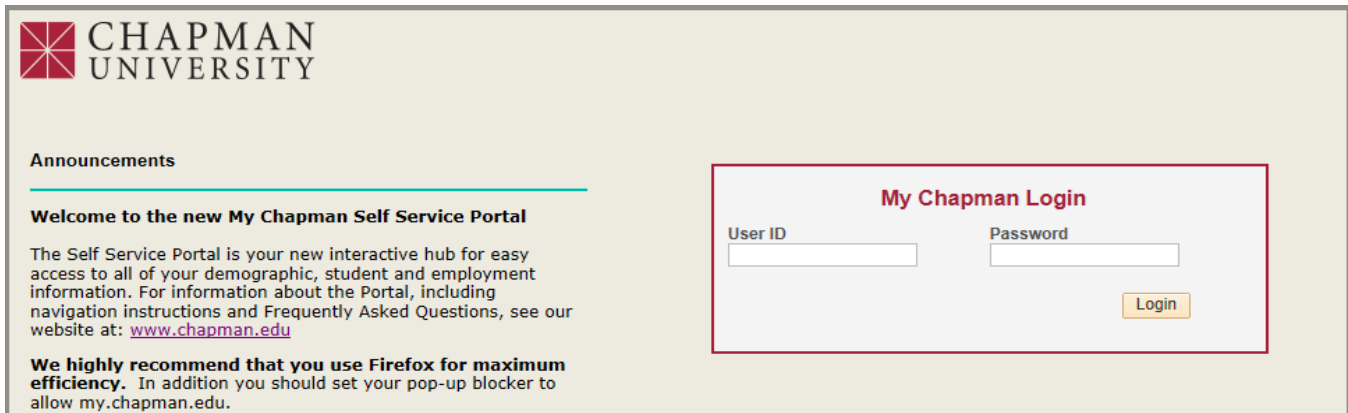


## REFERENCE GUIDE - FINAL GRADING FACULTY CENTER - MY.CHAPMAN.EDU

Access to the Faculty Center is provided through the Faculty Self Service link at [my.chapman.edu](http://my.chapman.edu). Enter your regular Chapman User ID and Password. Click Login.



The screenshot shows the top of the My Chapman Self Service Portal. On the left, there is a "CHAPMAN UNIVERSITY" logo and a section titled "Announcements" with a sub-header "Welcome to the new My Chapman Self Service Portal". Below this, there is a paragraph of text explaining the portal's purpose and a link to the website. A bolded recommendation states: "We highly recommend that you use Firefox for maximum efficiency. In addition you should set your pop-up blocker to allow my.chapman.edu." On the right side of the page, there is a "My Chapman Login" box containing two input fields labeled "User ID" and "Password", and a "Login" button.

1. Click on the Faculty Self Service link.



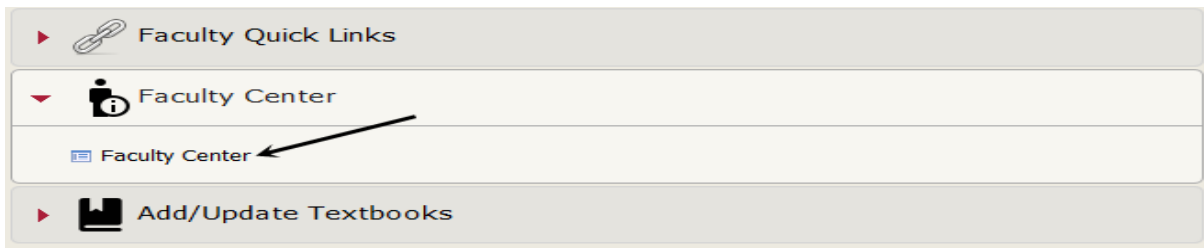
The screenshot shows the navigation bar of the My Chapman Self Service Portal. It features the Chapman University logo on the left and "Home | Logout" on the right. Below the logo, there are two links: "My Self Service" and "Faculty Self Service". An arrow points to the "Faculty Self Service" link.

2. Click on the Faculty Center link.



The screenshot shows a navigation menu with three items: "Faculty Quick Links", "Faculty Center", and "Add/Update Textbooks". Each item has a small icon to its left. An arrow points to 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.

A screenshot of the "Faculty Center" interface. At the top, there are three tabs: "Faculty Center" (with sub-tab "my schedule"), "Advisor Center" (with sub-tab "class roster"), and "Search" (with sub-tab "grade roster"). An arrow points to the "grade roster" sub-tab. Below the tabs, the page title is "Faculty Center My Schedule". There is a "Fall 2015 | Chapman University" header with a "change term" button and a box containing "View Textbook Summary" and "My Exam Schedule" links. Below that, there are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". An "Icon Legend" bar shows icons for Class Roster, Grade Roster, Gradebook, Assignments, and Learning Management. The main content area is titled "My Teaching Schedule > Fall 2015 > Chapman University" and contains a table of classes. An arrow points to the "Grade Roster" icon in the first row of the table.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ACTG 210-01 (9031)	Intro to Financial Actg (Lecture)	35	TuTh 10:00AM - 11:15AM	Beckman Hall 209	Aug 31, 2015- Dec 19, 2015
ACTG 210-02 (9032)	Intro to Financial Actg (Lecture)	35	TuTh 11:30AM - 12:45PM	Beckman Hall 209	Aug 31, 2015- Dec 19, 2015
ACTG 320-01 (9053)	Cost Accounting I (Lecture)	34	MoWe 1:00PM - 2:15PM	Beckman Hall 107	Aug 31, 2015- Dec 19, 2015
ACTG 320-02 (9054)	Cost Accounting I (Lecture)	26	MoWe 2:30PM - 3:45PM	Beckman Hall 107	Aug 31, 2015- Dec 19, 2015

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.

A screenshot of the "Faculty Center" interface showing the "Grade Roster" tab. The page title is "Grade Roster". Below the title, there is a "View FERPA Statement" link. The main content area shows "Fall 2015 | Semester | Chapman University | Undergraduate" and a dropdown menu for "ACTG 210 - 01 (9031)". A "change class" button is highlighted with an arrow. Below the dropdown, the class name "Intro to Financial Accounting (Lecture)" is displayed. A table shows details for this class:

Days and Times	Room	Instructor	Dates
TuTh 10:00AM-11:15AM	Beckman Hall 209	Farrington	08/31/2015 - 12/19/2015

6. Clicking on the **Grade Roster** icon next to a class in your schedule will open that grade roster.

My Teaching Schedule > Fall 2015 > Chapman University

View All | [Calendar Icon] | First 1-4 of 4 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">ACTG 210-01 (9031)</a>	Intro to Financial Actg (Lecture)	35	TuTh 10:00AM - 11:15AM	Beckman Hall 209	Aug 31, 2015- Dec 19, 2015
	<a href="#">ACTG 210-02 (9032)</a>	Intro to Financial Actg (Lecture)	35	TuTh 11:30AM - 12:45PM	Beckman Hall 209	Aug 31, 2015- Dec 19, 2015
	<a href="#">ACTG 320-01 (9053)</a>	Cost Accounting I (Lecture)	34	MoWe 1:00PM - 2:15PM	Beckman Hall 107	Aug 31, 2015- Dec 19, 2015
	<a href="#">ACTG 320-02 (9054)</a>	Cost Accounting I (Lecture)	26	MoWe 2:30PM - 3:45PM	Beckman Hall 107	Aug 31, 2015- Dec 19, 2015

[View Weekly Teaching Schedule](#) [Go to top](#)

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.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

**Grade Roster**

[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**.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

**Grade Roster**

[View FERPA Statement](#)

Spring 2017 | Semester | Chapman University | Undergraduate

**HIST 112 - 01 (4331)** [change class](#)

Western Civ: Reform to Modern (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 12:00PM-12:50PM	Beckman Hall 209	William Cumiford	01/30/2017 - 05/20/2017

**Display Options:**

\*Grade Roster Type Final Grade


Display Unassigned Roster Grade Only

Student Grade	Transcript Note							
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1 [REDACTED] 345	[REDACTED], Erick	<input type="checkbox"/>		GRD	Undergraduate Degree - Business Administration BS	Sophomore	
<input type="checkbox"/>	2 [REDACTED] 306	[REDACTED], Nahoko	<input type="checkbox"/>		GRD	Undergraduate Degree - Creative Writing BFA/History BA	Senior	
<input type="checkbox"/>	3 [REDACTED] 978	[REDACTED], Karl	<input type="checkbox"/>		GRD	Undergraduate Degree - Data Analytics BS	Freshman	

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

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

## Grade Roster

 [View FERPA Statement](#)

Spring 2017 | Semester | Chapman University | Undergraduate

▼ **HIST 112 - 01 (4331)** change class

Western Civ: Reform to Modern (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 12:00PM-12:50PM	Beckman Hall 209	William Cumiford	01/30/2017 - 05/20/2017

**Display Options:**



\*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Student Grade		Transcript Note						
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1 [REDACTED] 345	[REDACTED], Erick	<input type="text" value=""/>		GRD	Undergraduate Degree - Business Administration BS	Sophomore	
<input type="checkbox"/>	2 [REDACTED] 406	[REDACTED], Nahoko	<input type="text" value=""/>		GRD	Undergraduate Degree - Creative Writing BFA/History BA	Senior	
<input type="checkbox"/>	3 [REDACTED] 978	[REDACTED], Karl	<input type="text" value=""/>		GRD	Undergraduate Degree - Data Analytics BS	Freshman	

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.

<input type="checkbox"/>	20 [REDACTED] 139	[REDACTED] India	<input type="text" value=""/>		GRD	Undergraduate Degree - History BA/English min	Junior
--------------------------	-------------------	------------------	-------------------------------	--	-----	---	--------

[View All](#) | [Download](#) |  Rows 1 - 20 of 21 | 

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

▼ <- add this grade to selected students

notify selected students notify all students

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.

<input type="checkbox"/>	16	170	Antonio			GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input checked="" type="checkbox"/>	17	574	Melina			GRD	Undergraduate Degree - Business Administration maj/Public Relations min	Sophomore
<input type="checkbox"/>	18	481	Peter			GRD	Undergraduate Degree - Economics maj/Philosophy maj	Junior
<input checked="" type="checkbox"/>	19	159	Ryan			GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	20	090	Joseph			GRD	Undergraduate Degree - Business Administration maj	Sophomore

View All | Download | Rows 1 - 20 of 35

Select All Clear All [Printer Friendly Version](#)

B+ <- add this grade to selected students

notify selected students notify all students

In this example the students were assigned a B+.

<input type="checkbox"/>	16	170	Antonio			GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input checked="" type="checkbox"/>	17	574	Melina	B+		GRD	Undergraduate Degree - Business Administration maj/Public Relations min	Sophomore
<input type="checkbox"/>	18	481	Peter			GRD	Undergraduate Degree - Economics maj/Philosophy maj	Junior
<input checked="" type="checkbox"/>	19	159	Ryan	B+		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	20	090	Joseph			GRD	Undergraduate Degree - Business Administration maj	Sophomore

View All | Download | Rows 1 - 20 of 35

Select All Clear All [Printer Friendly Version](#)

<- add this grade to selected students

notify selected students notify all students

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

<input type="checkbox"/>	3	615	Michael	A		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	4	652	Amanda	C		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	5	970	Sara			GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	6	703	Tanner	B-		GRD	Undergraduate Degree - Kinesiology maj	Freshman

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.

Student Grade		Transcript Note				
ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1	729 Quidasol	I		GRD	Undergraduate Degree - Business Administration maj	Sophomore

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

Student Grade		Transcript Note		
ID	Name	Roster Grade	Official Grade	
1	729 James	I		<a href="#">Note</a>

Click the **Incomplete Detail** button.

### My Grade Rosters

#### Transcript Note

Name James ID 729

▼ Class Section Information

Term	Fall 2015		
Subject	ACTG	Catalog Nbr	210
Class Nbr	9031	Section	01
Description	Intro to Financial Actg		

Note ID

**INCOMPLETE DETAIL**

Transcript Note

Sequence Number

Transcript Note

OK

Cancel

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.



### Transcript Note

#### Student Incomplete

James

Class Section Information			
Term	Fall 2015		
Subject	ACTG	Catalog Nbr	210
Class Nbr	9031	Section	01
Description	Intro to Financial Actg		

Grade In/Official	
Grade In/Official	I / I



Lapse Status	
<b>Incomplete</b>	
Lapse Deadline	09/02/2016  Lapse To Grade
	F 
Comment	<input type="text"/>

OK Cancel

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**.

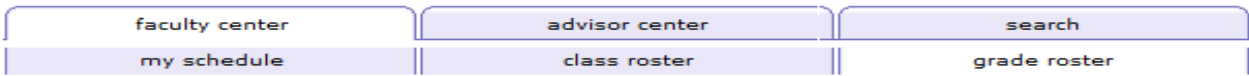
### My Grade Rosters

#### Transcript Note

Name	James	ID	729
Class Section Information			
Term	Fall 2015		
Subject	ACTG	Catalog Nbr	210
Class Nbr	9031	Section	01
Description	Intro to Financial Actg		
Note ID	<input type="text"/>	<b>INCOMPLETE DETAIL</b>	
Transcript Note			
Sequence Number	<input type="text" value="1"/>	 	
Transcript Note			
<input type="text"/>			

OK Cancel

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.



**Grade Roster**

[View FERPA Statement](#)

**You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.**

[enable tabs & links](#)

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

<input type="checkbox"/>	18	481	Peter		GRD	Undergraduate Degree - Economics maj/Philosophy maj	Junior
<input type="checkbox"/>	19	159	Ryan	B+	GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	20	1090	Joseph		GRD	Undergraduate Degree - Business Administration maj	Sophomore

View All | Download | Rows 1 - 20 of 35

Select All | Clear All | [Printer Friendly Version](#)

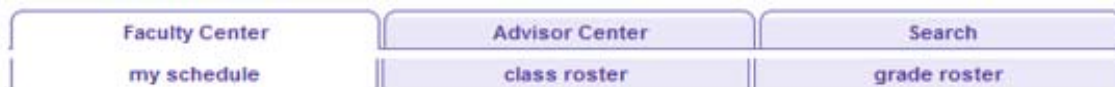
<- add this grade to selected students

notify selected students | notify all students

[SAVE](#)

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”.



**Faculty Center**

**My Schedule**

Spring 2009 | Chapman University

[View Personal Data Summary](#)  
[View Textbook Summary](#)  
[My Exam Schedule](#)  
[Request a Grade Change](#)