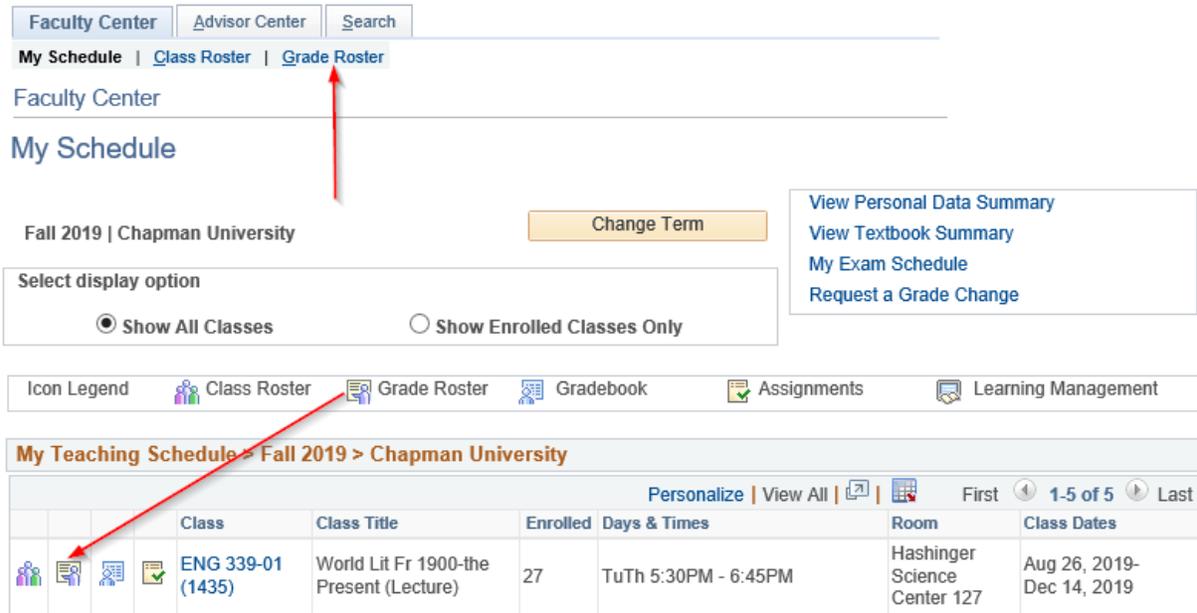


REFERENCE GUIDE FOR FINAL GRADES

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.



Faculty Center | Advisor Center | Search

My Schedule | [Class Roster](#) | [Grade Roster](#)

Faculty Center

My Schedule

Fall 2019 | Chapman University Change Term

Select display option

Show All Classes Show Enrolled Classes Only

View Personal Data Summary
View Textbook Summary
My Exam Schedule
Request a Grade Change

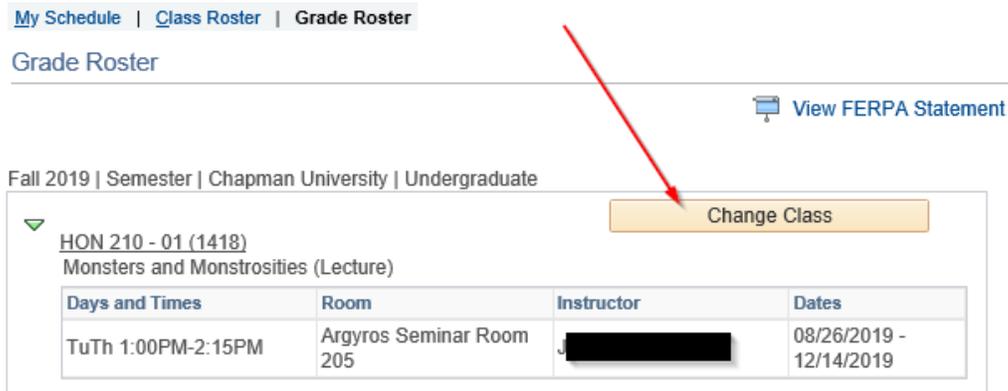
Icon Legend Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > Fall 2019 > Chapman University

Personalize | View All | First 1-5 of 5 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENG 339-01 (1435)	World Lit Fr 1900-the Present (Lecture)	27	TuTh 5:30PM - 6:45PM	Hashinger Science Center 127	Aug 26, 2019- Dec 14, 2019

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.



[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Grade Roster

View FERPA Statement

Fall 2019 | Semester | Chapman University | Undergraduate

HON 210 - 01 (1418)
Monsters and Monstrosities (Lecture)

Change Class

Days and Times	Room	Instructor	Dates
TuTh 1:00PM-2:15PM	Argyros Seminar Room 205	J [REDACTED]	08/26/2019 - 12/14/2019

- 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.

Grade Roster

 [View FERPA Statement](#)

Fall 2019 | Semester | Chapman University | Undergraduate

- 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**.

Fall 2019 | Semester | Chapman University | Undergraduate

[Change Class](#)

▼ **HON 210 - 01 (1418)**
Monsters and Monstrosities (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 1:00PM-2:15PM	Argyros Seminar Room 205	[REDACTED]	08/26/2019 - 12/14/2019

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]	[REDACTED]	▼		GRD	Undergraduate Degree - Composition BM/University Honors Program	Senior	
<input type="checkbox"/>	2 [REDACTED]	[REDACTED]	▼		GRD	Undergraduate Degree - Philosophy BA/University Honors Program	Junior	

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

Student Grade		Transcript Note					
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 2	[REDACTED]	▼		GRD	Undergraduate Degree - Composition BM/University Honors Program	Senior
<input type="checkbox"/>	2 2	[REDACTED]	▼		GRD	Undergraduate Degree - Philosophy BA/University Honors Program	Junior
<input type="checkbox"/>	3 2	[REDACTED]	▼		GRD	Undergraduate Degree - Creative Writing BFA/University Honors Program	Junior
						Undergraduate Degree -	

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.

<input checked="" type="checkbox"/>	15	[REDACTED]	▼		GRD	Undergraduate Degree - Animation & Visual Effects BFA/University Honors Program	Sophomore
<input checked="" type="checkbox"/>	16	[REDACTED]	▼		GRD	Undergraduate Degree - Public Relations/Advert BA/University Honors Program	Freshman
<input type="checkbox"/>	17	[REDACTED]	▼		GRD	Undergraduate Degree - Health Sciences BS/Sociology min/University Honors Program	Junior

<input checked="" type="checkbox"/>	15 2	[REDACTED]	B ▼		GRD	Undergraduate Degree - Animation & Visual Effects BFA/University Honors Program	Sophomore
<input checked="" type="checkbox"/>	16 2	[REDACTED]	B ▼		GRD	Undergraduate Degree - Public Relations/Advert BA/University Honors Program	Freshman
<input type="checkbox"/>	17 2	[REDACTED]	▼		GRD	Undergraduate Degree - Health Sciences BS/Sociology min/University Honors Program	Junior

Download %1 Table to Excel | Rows 1 - 17 of 17

Select All Clear All Printer Friendly Version

B ▼ <- Add this grade to selected students

Notify Selected Students Notify All Students

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

<input type="checkbox"/>	6	[REDACTED]	A- ▼		GRD	Undergraduate Degree - Digital Arts BFA/Political Science BA/University Honors Program	Senior
<input type="checkbox"/>	7	[REDACTED]	C ▼		GRD	Undergraduate Degree - Business Administration BS/University Honors Program	Sophomore
<input type="checkbox"/>	8	[REDACTED]	▼		GRD	Undergraduate Degree - English BA/University Honors Program	Sophomore
<input type="checkbox"/>	9	[REDACTED]	B ▼		GRD	Undergraduate Degree - Screenwriting BFA/University Honors Program	Freshman

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.



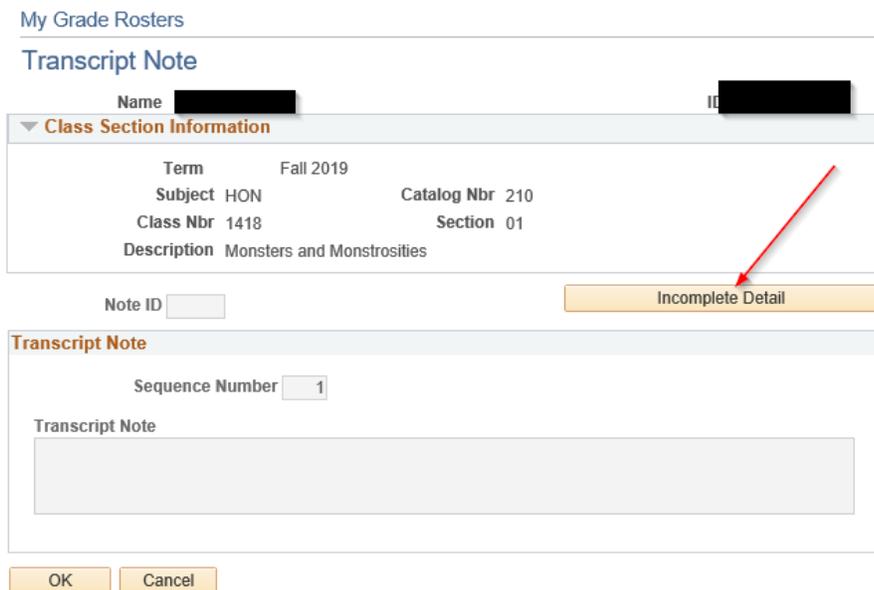
Student Grade		Transcript Note						
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1	[REDACTED]	I		GRD	Undergraduate Degree - Composition BM/University Honors Program	Senior	

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



Student Grade		Transcript Note						
	ID	Name	Roster Grade	Official Grade				
<input type="checkbox"/>	1	[REDACTED]	I					Note

Click the **Incomplete Detail** button.



My Grade Rosters

Transcript Note

Name [REDACTED] ID [REDACTED]

Class Section Information

Term: Fall 2019
Subject: HON Catalog Nbr: 210
Class Nbr: 1418 Section: 01
Description: Monsters and Monstrosities

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

[Redacted]

Class Section Information

Term Fall 2019
Subject HON Catalog Nbr 210
Class Nbr 1418 Section 01
Description Monsters and Monstrosities

Grade In/Official

Grade In/Official | / |

Lapse Status

Incomplete

Lapse Deadline 09/02/2020 Lapse To Grade F

Comment

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**.

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.

<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Note
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Note
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Note

Download %1 Table to Excel Rows 1 - 17 of 17

Select All Clear All Printer Friendly Version

B 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