

## REFERENCE GUIDE - MID-TERM GRADING for UNDERGRADUATES

### 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.

1. Click on the Faculty Self Service link.



2. Click on the Faculty Center link.



3. Click the displayed Faculty Center link.



4. The Faculty Center opens to the **My Schedule** tab. Ensure you are on the correct term. Use the "Change Term" button to select your term. Select the grade roster icon next to the class. Selecting the "Grade Roster" link at the top of the page will typically result in an error, so it is best to use the icon next to the class to access the grade roster.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | ~~Grade Roster~~

Faculty Center

## My Schedule

Spring 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 > Spring 2019 > Chapman University

Personalize | View All | First 1-3 of 3 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	HIST 306-01 (1561)	The Middle Ages (Lecture)	28	MoWe 2:30PM - 3:45PM	Hashinger Science Center 111	Jan 28, 2019-May 18, 2019
	HIST 311-01 (1562)	Russian History (Lecture)	13	MoWeFr 11:00AM - 11:50AM	Hashinger Science Center 019	Jan 28, 2019-May 18, 2019
	HIST 399-80 (3815)	Individual Study and Research (Independent Study)	1	TBA	TBA	Jan 28, 2019-May 18, 2019

5. You can switch between classes by using the “Change Class” button.

## Grade Roster

[View FERPA Statement](#)

Spring 2019 | Semester | Chapman University | Undergraduate

**Change Class**

HIST 306 - 01 (1561)  
The Middle Ages (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 2:30PM-3:45PM	Hashinger Science Center 111	William Cumiford	01/28/2019 - 05/18/2019

6. The **Mid-Term 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**.

Grade Roster


 [View FERPA Statement](#)


Fall 2019 | Semester | Chapman University | Undergraduate

▼ HIST 252 - 01 (1491)  
History and Film (Lecture)
Change Class

Days and Times	Room	Instructor	Dates
Mo 4:00PM-6:50PM	TBA	William Cumiford	08/26/2019 - 12/14/2019

Display Options

\*Grade Roster Type: Mid-Term 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 22 [REDACTED] ke		▼		GRD	Undergraduate Degree - Biological Sciences BS/History min	Junior		
<input type="checkbox"/> 2 22 [REDACTED] indsey		▼		GRD	Undergraduate Degree - Economics BA/Entrepreneurship min	Junior		
<input type="checkbox"/> 3 22 [REDACTED] Jason		▼		GRD	Undergraduate Degree - Screenwriting BFA/IM Modern History	Junior		

7. Mid-Term progress grades are different than the final grades a student receives. The progress grades are used to report students' satisfactory progress or causes for concern based on attendance or class performance. The Mid Term Progress Grades are:

1- Satisfactory Progress	2- Cause for Concern- Attendance	3- Cause for Concern- Inadequate Performance
4- Danger of Failing- Attendance	5- Dance of Failing- Inadequate Performance	6- Never Attended

You can assign grades individually, or by groups if several students earned the same grade. It is **recommended** that you **FIRST** assign grades to those students who are **NOT** making a Satisfactory Progress grade (1). These students would be assigned a grade of 2 – 6. The **SECOND** step would be to mass assign those students who **ARE** achieving Satisfactory Progress (1).

**DO NOT CLICK THE SAVE BUTTON** until you are ready to submit the grades. Once you click **SAVE** you will not be able to change grades assigned. If you only want to assign a grades to a portion of your students and later return, you can save a partial list but will not be able to change those grades once you return to assign the other students' grades.

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

Fall 2019 | Semester | Chapman University | Undergraduate

▼ HIST 252 - 01 (1491)  
History and Film (Lecture)
Change Class

Days and Times	Room	Instructor	Dates
Mo 4:00PM-6:50PM	TBA	[REDACTED]	08/26/2019 - 12/14/2019

**Display Options**

\*Grade Roster Type Mid-Term 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]	2 ▼		GRD	Undergraduate Degree - Biological Sciences BS/History min	Junior	
<input type="checkbox"/>	2	[REDACTED]	▼		GRD	Undergraduate Degree - Economics BA/Entrepreneurship min	Junior	
<input type="checkbox"/>	3	[REDACTED]	▼		GRD	Undergraduate Degree - Screenwriting BFA/IM Modern History	Junior	

8. If there are multiple students receiving a non-Satisfactory Progress grade (2 – 6) 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.

						Undergraduate	
<input type="checkbox"/>	26	2	[Redacted]		GRD	Undergraduate Degree - Business Administration BS	Sophomore
<input type="checkbox"/>	27	2	[Redacted]		GRD	Undergraduate Degree - Psychology BA/IM American History	Junior
<input type="checkbox"/>	28	2	[Redacted]		GRD	Undergraduate Degree - Screenwriting BFA	Junior
<input type="checkbox"/>	29	2	Nicole		GRD	Undergraduate Degree - Computer Science BS/Mathematics min	Senior
<input type="checkbox"/>	30	2	[Redacted]		GRD	Undergraduate Degree - Creative Writing BFA	Sophomore

Download %1 Table to Excel Rows 1 - 30 of 30

Select All Clear All Printer Friendly Version

<- Add this grade to selected students

Notify Selected Students Notify All Students

Save

In this example the students were assigned a 2.

						Undergraduate	
<input checked="" type="checkbox"/>	26	2	[Redacted]	2	GRD	Undergraduate Degree - Business Administration BS	Sophomore
<input type="checkbox"/>	27	2	[Redacted]		GRD	Undergraduate Degree - Psychology BA/IM American History	Junior
<input checked="" type="checkbox"/>	28	2	[Redacted]	2	GRD	Undergraduate Degree - Screenwriting BFA	Junior
<input checked="" type="checkbox"/>	29	2	Nicole	2	GRD	Undergraduate Degree - Computer Science BS/Mathematics min	Senior
<input type="checkbox"/>	30	2	[Redacted]		GRD	Undergraduate Degree - Creative Writing BFA	Sophomore

Download %1 Table to Excel Rows 1 - 30 of 30

Select All Clear All Printer Friendly Version


<- Add this grade to selected students


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

<input type="checkbox"/>	12	2	[Redacted]	1	GRD	Undergraduate Degree - Business Administration BS	Junior
<input type="checkbox"/>	13	2	[Redacted]	3	GRD	Undergraduate Degree - Film Production BFA/IM Media, Culture & Society	Senior
<input type="checkbox"/>	14	2	[Redacted]		GRD	Undergraduate Degree - Accounting BS/Computer Science min	Senior
<input type="checkbox"/>	15	2	[Redacted]	2	GRD	Undergraduate Degree - History BA/University Honors Program	Sophomore

10. 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.

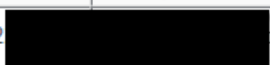

## Grade Roster

 [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](#)

11. It is recommended once you assign the grades for those students who are not making Satisfactory Progress (2 – 6) that you save these grades. Once you are ready to submit the assigned grades, click “Save” at the bottom of the page.

<input checked="" type="checkbox"/>	29 2		2	GRD	Undergraduate Degree - Computer Science BS/Mathematics min	Senior
<input type="checkbox"/>	30 2			GRD	Undergraduate Degree - Creative Writing BFA	Sophomore

[Download %1 Table to Excel](#) | Rows 1 - 30 of 30



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

[-< Add this grade to selected students](#)

[Notify Selected Students](#) [Notify All Students](#)

[Save](#)

12. To assign the Satisfactory grade (1) to the remaining students :
- Click the **Select All** link (this will select **all** students on the roster not just those in the current view). You will see a checkmark in the box next to their Campus ID numbers. NOTE: This process will **not** change a prior assigned and **saved** grade.
  - Select the “1” from the drop down menu
  - Click the **<-add this grade to selected students** button

<input checked="" type="checkbox"/>	29 2		1	GRD	Undergraduate Degree - Computer Science BS/Mathematics min	Senior
<input checked="" type="checkbox"/>	30 2		1	GRD	Undergraduate Degree - Creative Writing BFA	Sophomore

[Download %1 Table to Excel](#) | Rows 1 - 30 of 30

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

[-< Add this grade to selected students](#)

ALL the students are assigned a “1”.

13. Once you are ready to submit the batch assigned grades, click "Save".

<input checked="" type="checkbox"/>	29	2	[REDACTED]	2	GRD	Undergraduate Degree - Computer Science BS/Mathematics min	Senior
<input type="checkbox"/>	30	2	[REDACTED]		GRD	Undergraduate Degree - Creative Writing BFA	Sophomore

[Download %1 Table to Excel](#) Rows 1 - 30 of 30

Select All Clear All Printer Friendly Version

<- Add this grade to selected students

Notify Selected Students Notify All Students

Save

14. REMINDER – Once you have saved assigned grades you cannot change them.