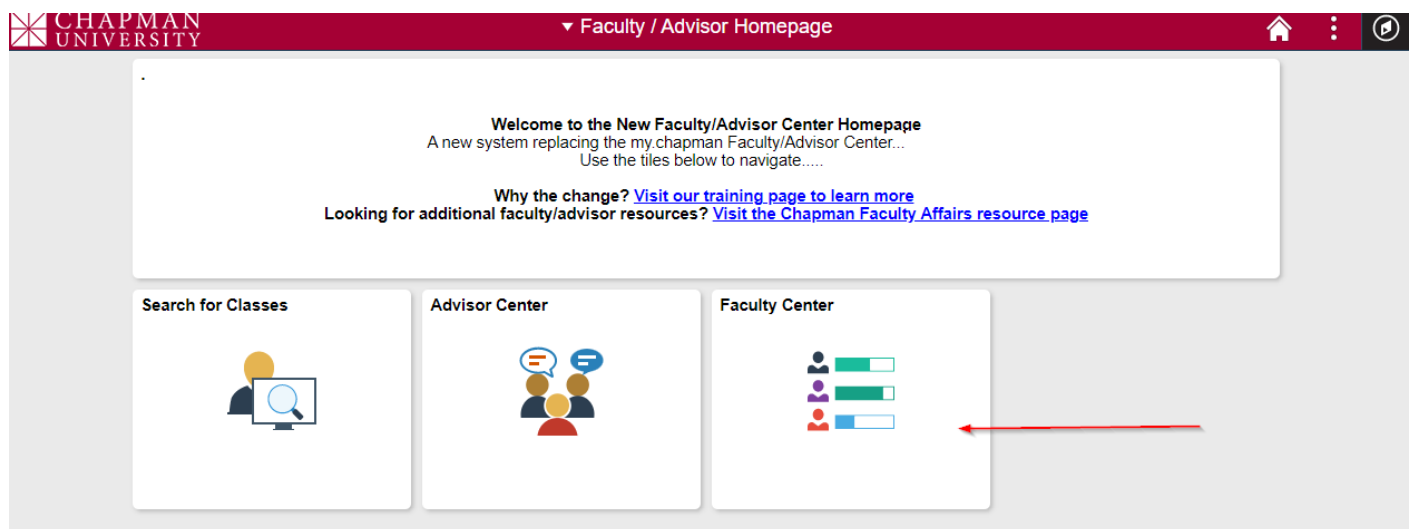


REFERENCE GUIDE - FINAL GRADING FACULTY CENTER

1. Log in to your Faculty Center.
2. Click on the Faculty Center tile.



3. The Faculty Center opens to the My Schedule tab.

This displays the courses you are assigned to teach. The Term will default to the last term in which you were assigned classes. The schedule can be downloaded to Excel by clicking on the spreadsheet icon. To change the term, click on the green **change term** button.

Faculty Center | Advisor Center | Search

my schedule | class roster | **grade roster**

Faculty Center

My Schedule

Fall 2015 | Chapman University change term View Textbook Summary
My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule - Fall 2015 > Chapman University

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ACTG 210-01 (9031)	Intro to Financial Actg 35 (Lecture)	35	TuTh 10:00AM - 11:15AM	Beckman Hall 209	Aug 31, 2015- Dec 19, 2015
	ACTG 210-02 (9032)	Intro to Financial Actg 35 (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

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

4. 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.

Faculty Center | Advisor Center | Search

my schedule | class roster | **grade roster**

Grade Roster

[View FERPA Statement](#)

Fall 2015 | Semester | Chapman University | Undergraduate

ACTG 210 - 01 (9031) change class

Intro to Financial Accounting (Lecture)

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

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

		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

[View Weekly Teaching Schedule](#)

[Go to top](#)

6. 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](#)

7. 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			GRD	Undergraduate Degree - Business Administration BS	Sophomore	
<input type="checkbox"/>	2 [REDACTED] 06	[REDACTED],Nahoko			GRD	Undergraduate Degree - Creative Writing BFA/History BA	Senior	
<input type="checkbox"/>	3 [REDACTED] 978	[REDACTED],Karl			GRD	Undergraduate Degree - Data Analytics BS	Freshman	

8. 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 ▼

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] 06	[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

9. 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] 169	[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

10. 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

11. 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

12. 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	Note	

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

Grade In/Official

Grade In/Official I / I

Lapse Status

Incomplete

Lapse Deadline Lapse To Grade

Comment

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

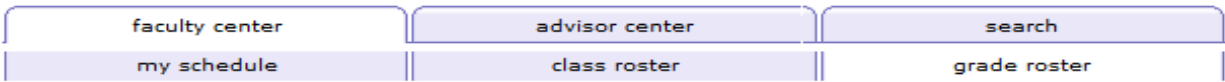
Note ID

Transcript Note

Sequence Number

Transcript Note

13. 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](#)

14. Once you are ready to submit the assigned grades, there is a **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

[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.