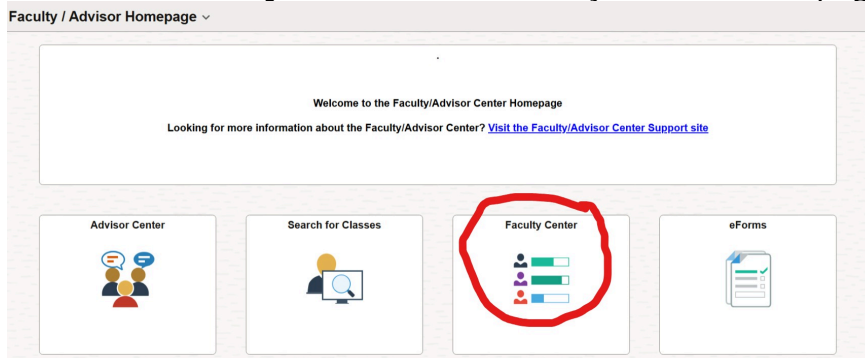


REFERENCE GUIDE - FINAL GRADING IN THE FACULTY CENTER

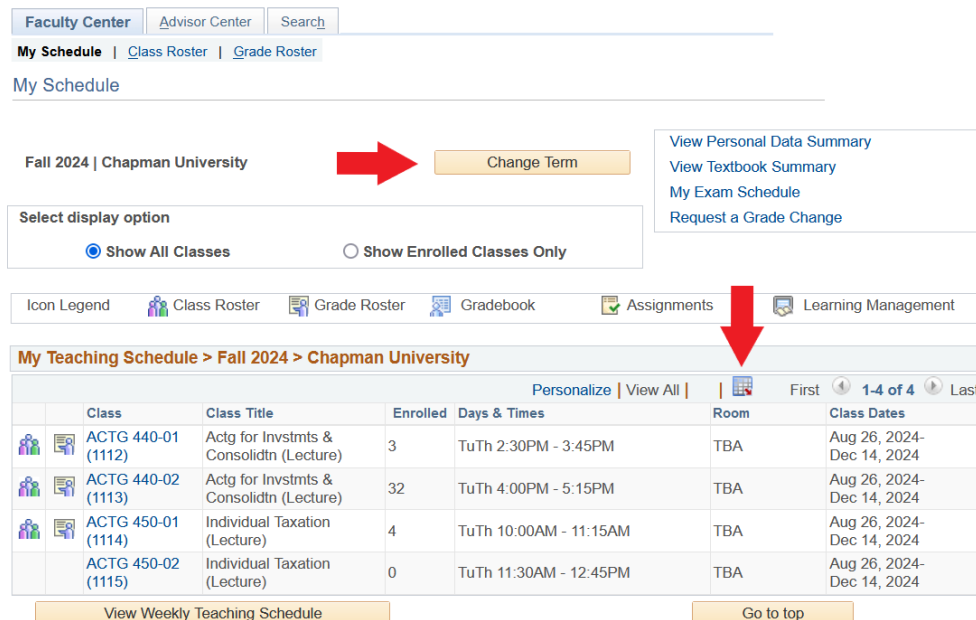
1. Go to **inside.chapman.edu** then click **Employee Logins & Resources** in the upper right hand corner.
2. a. Click on **Faculty/Advisor Center** tab under Top Logins (see below).



- b. Then click **Faculty Center** on the Faculty/Advisor Homepage.



3. The Faculty Center opens to the **My Schedule** page and 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 **change term** button.



The screenshot shows the 'My Schedule' page. At the top, there are tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below the tabs, there are links for 'My Schedule', 'Class Roster', and 'Grade Roster'. The main content area shows 'Fall 2024 | Chapman University' with a 'Change Term' button (indicated by a red arrow). There are also links for 'View Personal Data Summary', 'View Textbook Summary', 'My Exam Schedule', and 'Request a Grade Change'. Below this is a 'Select display option' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. At the bottom, there is an 'Icon Legend' section with icons for 'Class Roster', 'Grade Roster', 'Gradebook', 'Assignments', and 'Learning Management'. The main table is titled 'My Teaching Schedule > Fall 2024 > Chapman University' and has a spreadsheet icon in the header (indicated by a red arrow). The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ACTG 440-01 (1112)	Actg for Invstmtns & Consolidtn (Lecture)	3	TuTh 2:30PM - 3:45PM	TBA	Aug 26, 2024- Dec 14, 2024
ACTG 440-02 (1113)	Actg for Invstmtns & Consolidtn (Lecture)	32	TuTh 4:00PM - 5:15PM	TBA	Aug 26, 2024- Dec 14, 2024
ACTG 450-01 (1114)	Individual Taxation (Lecture)	4	TuTh 10:00AM - 11:15AM	TBA	Aug 26, 2024- Dec 14, 2024
ACTG 450-02 (1115)	Individual Taxation (Lecture)	0	TuTh 11:30AM - 12:45PM	TBA	Aug 26, 2024- Dec 14, 2024

4. You can access the grade roster in two ways. You can click on the **Grade Roster** icon next to a class in your schedule to open its roster.

My Teaching Schedule > Fall 2024 > Chapman University

		Class Title	Enrolled	Days & Times	Room	Class Dates
		ACTG 440-01 (1112) Actg for Invstmnts & Consolidtn (Lecture)	3	TuTh 2:30PM - 3:45PM	TBA	Aug 26, 2024- Dec 14, 2024
		ACTG 440-02 (1113) Actg for Invstmnts & Consolidtn (Lecture)	32	TuTh 4:00PM - 5:15PM	TBA	Aug 26, 2024- Dec 14, 2024
		ACTG 450-01 (1114) Individual Taxation (Lecture)	4	TuTh 10:00AM - 11:15AM	TBA	Aug 26, 2024- Dec 14, 2024
		ACTG 450-02 (1115) Individual Taxation (Lecture)	0	TuTh 11:30AM - 12:45PM	TBA	Aug 26, 2024- Dec 14, 2024

You can also click the **Grade Roster** link at the top of the page. This will open the first class in your schedule. You can change classes by clicking the **Change Class** button.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

My Schedule

Fall 2024 | 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 2024 > Chapman University

		Class Title	Enrolled	Days & Times	Room	Class Dates
		ACTG 440-01 (1112) Actg for Invstmnts & Consolidtn (Lecture)	3	TuTh 2:30PM - 3:45PM	TBA	Aug 26, 2024- Dec 14, 2024
		ACTG 440-02 (1113) Actg for Invstmnts & Consolidtn (Lecture)	32	TuTh 4:00PM - 5:15PM	TBA	Aug 26, 2024- Dec 14, 2024
		ACTG 450-01 (1114) Individual Taxation (Lecture)	4	TuTh 10:00AM - 11:15AM	TBA	Aug 26, 2024- Dec 14, 2024
		ACTG 450-02 (1115) Individual Taxation (Lecture)	0	TuTh 11:30AM - 12:45PM	TBA	Aug 26, 2024- Dec 14, 2024

View Weekly Teaching Schedule Go to top

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster View FERPA Statement

Fall 2024 | Semester | Chapman University | Undergraduate

ACTG 440 - 02 (1113)
Accounting for Investments and Consolidations (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 4:00PM-5:15PM	TBA		08/26/2024 - 12/14/2024

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

[Faculty Center](#) | [Advisor Center](#) | [Search](#)

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

Grade Roster



- The **Final Grade** option defaults in the **Grade Roster Type** menu. If you only want to view students that haven't been assigned grades yet, check the box for **Display Unassigned Roster Grade Only**.

[Faculty Center](#) | [Advisor Center](#) | [Search](#)

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

Grade Roster



Fall 2024 | Semester | Chapman University | Undergraduate

[Change Class](#)

ACTG 440 - 02 (1113)
 Accounting for Investments and Consolidations (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 4:00PM-5:15PM	TBA	[REDACTED]	08/26/2024 - 12/14/2024



Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only



- If there are multiple students receiving the same letter grade, you can assign grades in a group. Click the checkboxes next to the students' ID numbers. Then, at the bottom of the page, select a grade from the drop-down menu and click the **<- Add this grade to selected students** button.

<input type="checkbox"/>	28	12	Grace			GRD	Undergraduate Degree - Business Administration BS	Freshman			
<input checked="" type="checkbox"/>	29	66	Linh			GRD	Undergraduate Degree - Business Administration BS	Freshman			
<input type="checkbox"/>	30	42	EJ			GRD	Undergraduate Degree - Animation & Visual Effects BFA	Junior			
<input checked="" type="checkbox"/>	31	15	Charlie			GRD	Undergraduate Degree - Exploratory	Sophomore			
<input type="checkbox"/>	32	34	Art			GRD	Undergraduate Degree - Business Administration BS	Freshman			

Download %1 Table to Excel Rows 1 - 32 of 32

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"/>	28	12	Grace			GRD	Undergraduate Degree - Business Administration BS	Freshman			
<input checked="" type="checkbox"/>	29	66	Linh	B+		GRD	Undergraduate Degree - Business Administration BS	Freshman			
<input type="checkbox"/>	30	42	EJ			GRD	Undergraduate Degree - Animation & Visual Effects BFA	Junior			
<input checked="" type="checkbox"/>	31	15	Charlie	B+		GRD	Undergraduate Degree - Exploratory	Sophomore			
<input type="checkbox"/>	32	34	Art			GRD	Undergraduate Degree - Business Administration BS	Freshman			

Download %1 Table to Excel Rows 1 - 32 of 32

Select All Clear All Printer Friendly Version


<- Add this grade to selected students

Notify Selected Students Notify All Students

8. You can also assign grades to individual students by clicking the drop-down menu in the **Roster Grade** field and selecting a grade.

<input type="checkbox"/>	25	87	Kobe	A		RD	Undergraduate Degree - Business Administration BS/General Music min	Freshman			
<input type="checkbox"/>	26	83	Suren	C		GRD	Undergraduate Degree - Business Administration BS	Freshman			
<input type="checkbox"/>	27	96	Caleb	B-		GRD	Undergraduate Degree - Business Administration BS	Freshman			

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.

 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

10. For Incomplete (I) grades, the **Lapse Deadline** will default to the last day of the final exam period in the next semester/trimester. *This is the date a grade must be submitted by, not the deadline for the student to complete their outstanding assignments.* Please be sure to give yourself enough time to grade the student’s work and submit their final grade on time.

If you and the student have agreed upon an **earlier** deadline, you may update this field. In accordance with university policy, you cannot change the lapse deadline to a date later than the default. For more information about Incomplete (I) lapse deadlines, please see the **Academic Policies and Procedures** section of the **University Catalog**.

Student Grade		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Lapse Deadline	Lapse To Grade	Incomplete Grade Comment
<input type="checkbox"/>	1	██████08	██████ Kyle	I		GRD	Undergraduate Degree - Health Sciences BS	Freshman	05/18/2024	F	

The **Lapse To Grade** will default to an “F.” This grade will post automatically on the lapse deadline if the student failed to complete their missing assignments. Enter a new value if the student should lapse to a higher grade.

Student Grade		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Lapse Deadline	Lapse To Grade	Incomplete Grade Comment
<input type="checkbox"/>	1	██████08	██████ Kyle	I		GRD	Undergraduate Degree - Health Sciences BS	Freshman	05/18/2024	F	

You are also required to explain why the student is receiving an Incomplete (I) in the **Incomplete Grade Comment** field. The page will not allow you to save without entering a comment.

Student Grade		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Lapse Deadline	Lapse To Grade	Incomplete Grade Comment
<input type="checkbox"/>	1	██████08	██████ Kyle	I		GRD	Undergraduate Degree - Health Sciences BS	Freshman	05/18/2024	F	

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

<input type="checkbox"/>	30	42	EJ			GRD	Undergraduate Degree - Animation & Visual Effects BFA	Junior			
<input type="checkbox"/>	31	15	Charlie	B+		GRD	Undergraduate Degree - Exploratory	Sophomore			
<input type="checkbox"/>	32	34	Art			GRD	Undergraduate Degree - Business Administration BS	Freshman			

Download %1 Table to Excel Rows 1 - 32 of 32

[Printer Friendly Version](#)



You can make changes to the grades and Incomplete data until the overnight grade posting process runs. Once grades are posted, you will not be able to update the data you entered using the Faculty Center grade roster.