



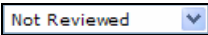
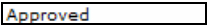

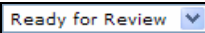








## Instructors: Grade Roster

1.	Beginning on the Student Information System Sign In page, enter your Case Network ID into the <b>User ID</b> field.
2.	Enter the associated Case Network ID password into the <b>Password</b> field.
3.	Click the <b>Sign In</b> button. 
4.	The <b>Faculty Center</b> appears.  On top of the Faculty Center tab is your name and EmplID.
5.	On the <b>My Teaching Schedule</b> grid, locate the class for which you want to assign grades. Click its <b>Grade Roster</b> icon. 
6.	<b>Decision:</b> What would you like to do? <ul style="list-style-type: none"> <li>• Enter and submit grades Go to step 7 on page 1</li> <li>• Review/change and submit grades entered by a proxy Go to step 15 on page 2</li> </ul>
7.	The Grade Roster screen appears. At the top of the page is the class meeting information.  The <b>Grade Roster Type</b> dropdown list contains the default <b>Final Grade</b> .  The <b>Approval Status</b> dropdown list contains the value <b>Not Reviewed</b> .
8.	To assign a grade to a student, click on a dropdown list in the <b>Roster Grade</b> column. 
9.	The grading basis appropriate to the particular student appears in the dropdown list. Select the appropriate grade. 
10.	You may not know if a student has changed his grading basis from the class grading basis until you enter his grade.  In this example, one student has chosen to audit the class, so the only grades available to give him are <i>Audit</i> and <i>No Grade</i> .
11.	When you are finished entering grades, click on the <b>Approval Status</b> dropdown list. 
12.	If you are ready to submit the grades, click the <b>Approved</b> list item. 
13.	Click the <b>Save</b> button to submit the grades. 

14.	<p>This completes the process of entering and submitting grades in the Grade Roster. The students' grades for the class are now submitted.</p> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>
15.	<p>The Grade Roster screen appears. At the top of the page is the class meeting information.</p> <p>The <b>Grade Roster Type</b> dropdown list contains the default <b>Final Grade</b>.</p> <p>The <b>Approval Status</b> dropdown list contains the value <b>Ready for Review</b>. That means that your grading proxy has entered students' grades for this class.</p>
16.	<p><b>Decision:</b> Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> <li>• Change grades before submitting Go to step 17 on page 2</li> <li>• Submit grades Go to step 22 on page 2</li> </ul>
17.	<p>To change a grade prior to submitting, click on the <b>Approval Status</b> dropdown list.</p> 
18.	<p>Click the <b>Not Reviewed</b> list item.</p> 
19.	<p>Changing the Approval Status to Not Reviewed activates the <b>Roster Grade</b> dropdown lists, thus enabling you to choose a new grade for any student.</p>
20.	<p>To reassign a grade to a student, click on the student's dropdown list in the <b>Roster Grade</b> column.</p> 
21.	<p>Select the appropriate grade. Only those grades applicable to the student's grading basis will appear.</p> 
22.	<p>When you are finished reviewing grades, click on the <b>Approval Status</b> dropdown list.</p> 
23.	<p>Click the <b>Approved</b> list item.</p> 
24.	<p>Click the <b>Save</b> button to submit the grades.</p> 
25.	<p>This completes the process of submitting grades in the Grade Roster. The students' grades for the class are now submitted.</p> <p><b>End of Procedure.</b></p>