


### Grading Proxies: Enter Final Grades


#### Concept

This document demonstrates how a Grading Proxy uses the Grade Roster to enter final grades for a class. Grading proxies are designated by instructors to have access to enter grades for classes, but they cannot submit final grades. One becomes a grading proxy by submitting a request form (<http://www.case.edu/registrar/forms/sectionreqforminstructor.pdf>) to the University Registrar's office, and then being assigned to the appropriate class sections in the Schedule of Classes.

Click the  icon to the immediate left of the class to access the grade roster.

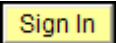
#### Procedure

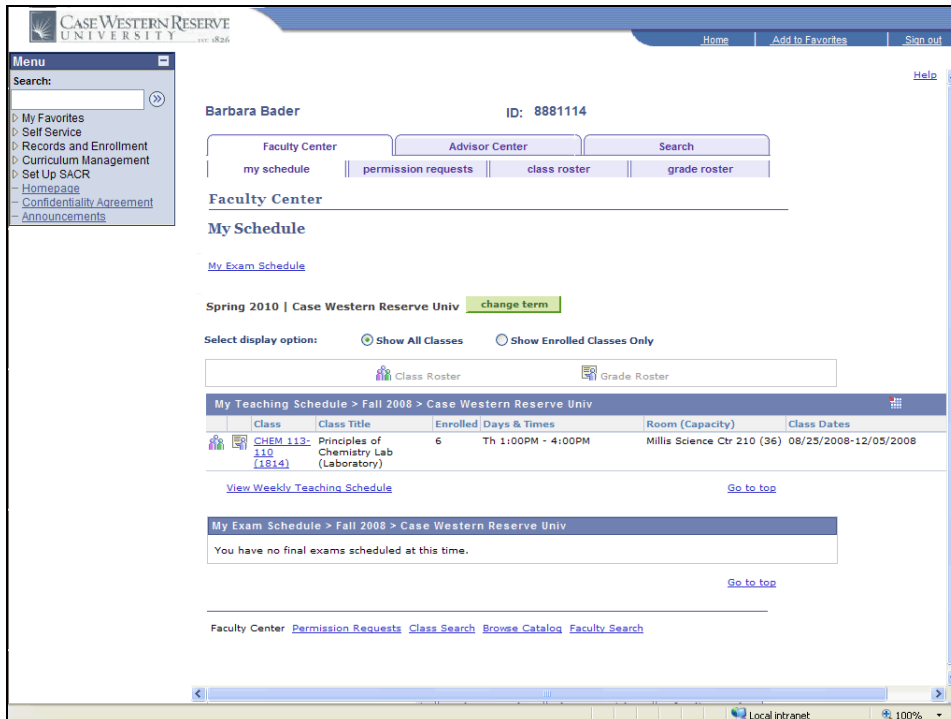
Use these directions to enter grades for the classes for which you are a Grading Proxy.



Step	Action
1.	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.

## Grading Proxies: Enter Final Grades

Step	Action
3.	Click the <b>Sign In</b> button. 




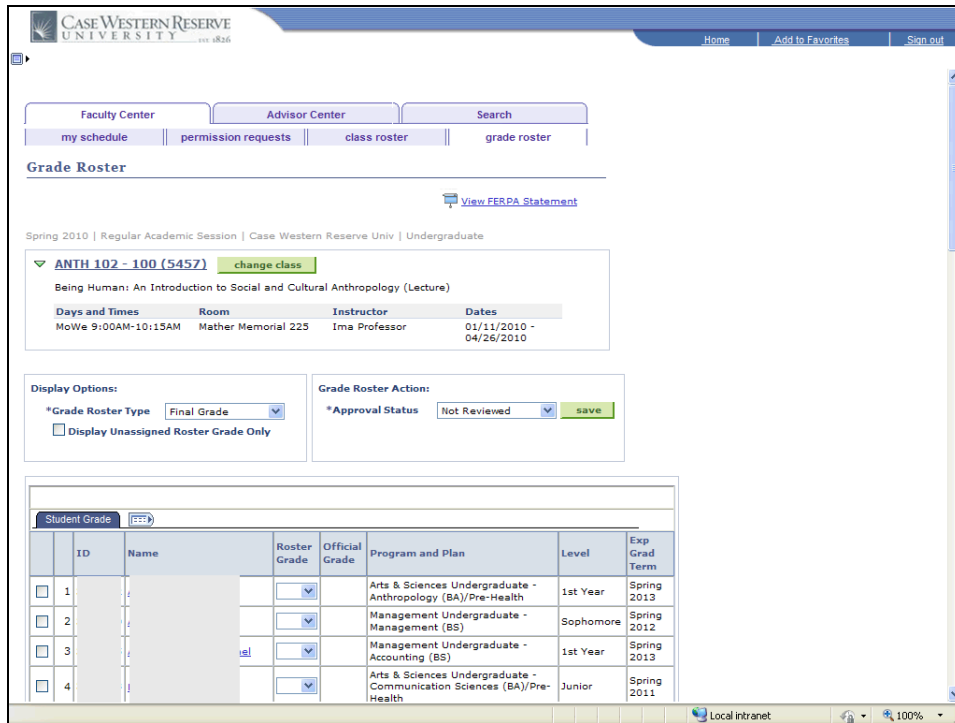
Step	Action
4.	The Faculty Center appears.  In the My Teaching Schedule grid are all classes to which you have been assigned as a grading proxy in this term.



Individuals who are grading proxies can enter grades in the SIS Grade Roster via the Faculty Center, but cannot approve official grades. Only approved grades can be posted to student records. Grading proxies are assigned to class sections in the Schedule of Classes. Once a grading proxy enters grades, the instructor of record must approve the official grades. The instructor of record can also change grades that the grading proxy has entered.

## Grading Proxies: Enter Final Grades

Step	Action
5.	<p>On the <b>My Teaching Schedule</b> table, locate the class for which you want to assign grades.</p> <p>Click the <b>Grade Roster</b> icon to the immediate left of the class.</p> 



Case Western Reserve University

Home | Add to Favorites | Sign out

Faculty Center | Advisor Center | Search

my schedule | permission requests | class roster | grade roster

**Grade Roster**

[View FERPA Statement](#)

Spring 2010 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

▼ ANTH 102 - 100 (5457) [change class](#)

Being Human: An Introduction to Social and Cultural Anthropology (Lecture)


Days and Times	Room	Instructor	Dates
MoWe 9:00AM-10:15AM	Mather Memorial 225	Ima Professor	01/11/2010 - 04/26/2010

Display Options: \*Grade Roster Type: Final Grade (v)  Display Unassigned Roster Grade Only

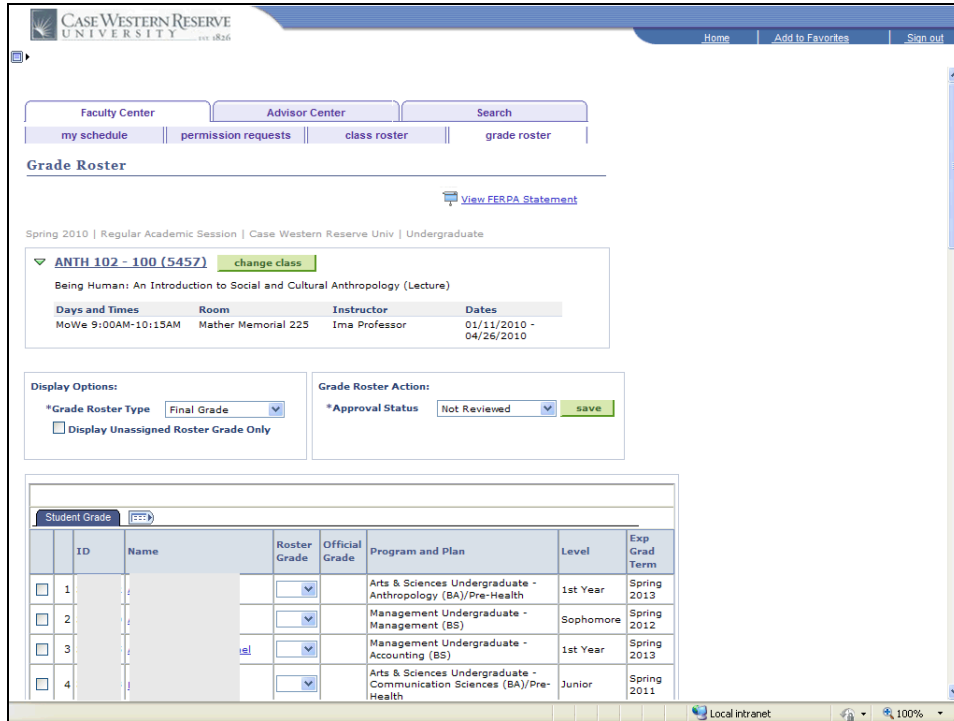
Grade Roster Action: \*Approval Status: Not Reviewed (v) [save](#)

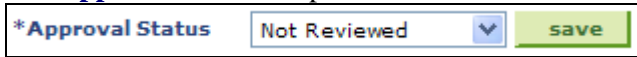



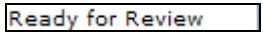
ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Exp Grad Term
1		(v)		Arts & Sciences Undergraduate - Anthropology (BA)/Pre-Health	1st Year	Spring 2013
2		(v)		Management Undergraduate - Management (BS)	Sophomore	Spring 2012
3		(v)		Management Undergraduate - Accounting (BS)	1st Year	Spring 2013
4		(v)		Arts & Sciences Undergraduate - Communication Sciences (BA)/Pre-Health	Junior	Spring 2011

Local intranet | 100%

Step	Action
6.	<p>The Grade Roster screen appears. At the top of the screen is the class meeting information.</p> <p>The <b>Grade Roster Type</b> dropdown list contains the default value <b>Final Grade</b>.</p> 

# Grading Proxies: Enter Final Grades



Step	Action
7.	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.	When you are finished entering grades, click on the <b>Approval Status</b> dropdown list. 
11.	Select <b>Ready for Review</b> . 

# Grading Proxies: Enter Final Grades

Case Western Reserve University

Home Add to Favorites Sign out

▼ ANTH 102 - 100 (5457) [change class](#)

Being Human: An Introduction to Social and Cultural Anthropology (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 9:00AM-10:15AM	Mather Memorial 225	Ima Professor	01/11/2010 - 04/26/2010

Display Options: \*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Ready for Review [save](#)

ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Exp Grad Term
1		A		Arts & Sciences Undergraduate - Anthropology (BA)/Pre-Health	1st Year	Spring 2013
2				Management Undergraduate - Management (BS)	Sophomore	Spring 2012
3				Management Undergraduate - Accounting (BS)	1st Year	Spring 2013
4				Arts & Sciences Undergraduate - Communication Sciences (BA)/Pre-Health	Junior	Spring 2011
5				Arts & Sciences Undergraduate - Psychology (BA)	Senior	Spring 2011
6				Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Sophomore	Spring 2011
7				Undeclared Undergraduate - Pre-Medicine (Int)	Sophomore	Spring 2012
8				Undeclared Undergraduate - Music Education (Int)	Sophomore	Spring 2012
9				Arts & Sciences Undergraduate - International Studies (BA)/Theater Arts (BA)	1st Year	Spring 2013
10				Arts & Sciences Undergraduate - Biology (BA)/Psychology (BA)/Pre-	Sophomore	Spring

Local intranet 100%

Step	Action
12.	Click the <b>Save</b> button to save the grades.



Case Western Reserve University

Home Add to Favorites Sign out

Grade Roster [View FERPA Statement](#) **Saved**

Spring 2010 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

▼ ANTH 102 - 100 (5457) [change class](#)

Being Human: An Introduction to Social and Cultural Anthropology (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 9:00AM-10:15AM	Mather Memorial 225	Ima Professor	01/11/2010 - 04/26/2010

Display Options: \*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only

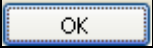
Grade Roster Action: \*Approval Status: Not Reviewed [save](#)

Message from webpage: Your changes to the Grade Roster have been saved. (27000,145) [OK](#)

ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Exp Grad Term
1		A		Arts & Sciences Undergraduate - Anthropology (BA)/Pre-Health	1st Year	Spring 2013
2		A		Management Undergraduate - Management (BS)	Sophomore	Spring 2012
3				Management Undergraduate - Accounting (BS)	1st Year	Spring 2013
4				Arts & Sciences Undergraduate - Communication Sciences (BA)/Pre-Health	Junior	Spring 2011
5				Arts & Sciences Undergraduate - Psychology (BA)	Senior	Spring 2011
6				Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Sophomore	Spring 2011
7				Undeclared Undergraduate - Pre-Medicine (Int)	Sophomore	Spring 2012

Done Local intranet 100%

## Grading Proxies: Enter Final Grades

Step	Action
13.	<p>A message appears to let you know that your changes to the grade roster were saved.</p> <p>Click the <b>OK</b> button.</p> 
14.	<p>This completes the process of entering final grades on the Grade Roster.</p> <p>The students' grades for the class have been saved and the instructor of record can review and submit them.</p> <p><b>End of Procedure.</b></p>