

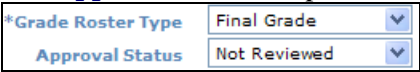




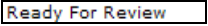
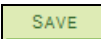
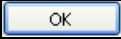


Grading Proxies: Enter Final Grades

1.	On the Student Information System Sign In page, enter your Case Network ID into the User ID field.
2.	Enter the associated Case Network ID password into the Password field.
3.	Click the Sign In button. 
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.
5.	On the My Teaching Schedule grid, locate the class for which you want to assign grades. Click the Grade Roster icon to the immediate left of the class. 
6.	The Grade Roster screen appears. At the top of the screen is the class meeting information. The Grade Roster Type dropdown list contains the default value Final Grade . The Approval Status dropdown list contains the value Not Reviewed . 
7.	To assign a grade to a student, click on a dropdown list in the Roster Grade column. 
8.	The grading basis appropriate to the particular student appears in the dropdown list. Select the appropriate grade. 
9.	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> . 
10.	When you are finished entering grades, click on the Approval Status dropdown list. 
11.	Select Ready for Review . 
12.	Click the Save button to save the grades. 

Quick Reference Guide

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