


Instructors: Entering Final Grades

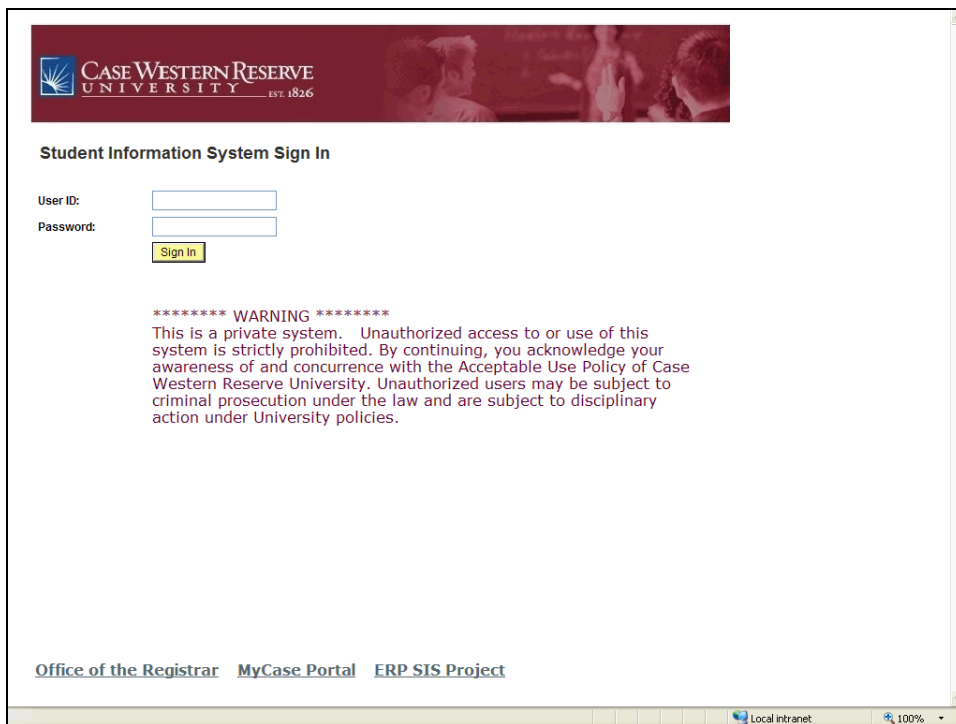
Concept

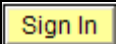
This document demonstrates how an instructor uses the Grade Roster to enter and/or approve grades for a class section.

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


Procedure

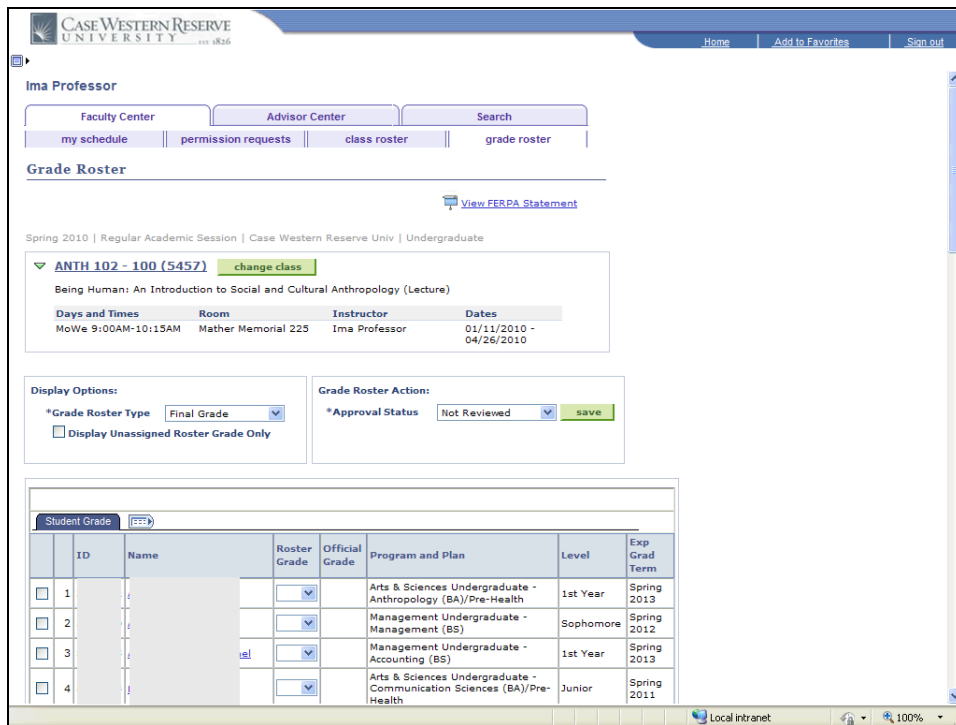
Use this document as a guide to entering and approving grades for your classes.

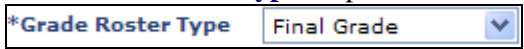
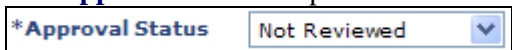


Step	Action
1.	On the Student Information System Sign In page, enter your Case Network ID into the User ID field.
2.	Enter the associated Case Network ID password into the Password field.
3.	Click the Sign In button. 



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Step	Action
4.	<p>On the My Teaching Schedule table, locate the class for which you want to assign grades. Click the Grade Roster icon that is immediately to the left of the class.</p> <p>Please note: The icons at the top of the table are used as a legend only and are inactive.</p> 
5.	<p>Decision: What would you like to do?</p> <ul style="list-style-type: none"> • Enter and approve grades Go to step 6 on page 2 • Review/change grades entered by yourself or a grading proxy Go to step 16 on page 5



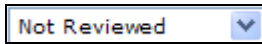

Step	Action
6.	<p>The Grade Roster screen appears. At the top of the page is the class meeting information.</p> <p>The Grade Roster Type dropdown list contains the default value Final Grade.</p> 
7.	<p>The Approval Status dropdown list contains the value Not Reviewed.</p> 

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Step	Action
8.	To assign a grade to a student, click on a dropdown list in the Roster Grade column. 
9.	Only those grades applicable to the student's grading basis appear. Select the appropriate grade. 



Tip: You may also use the tab button on your keyboard to highlight each dropdown box and type in a grade for each student. Please be aware that some students may already have "W" and "WD" grades assigned, or may have elected a special grading basis, like audit grades.

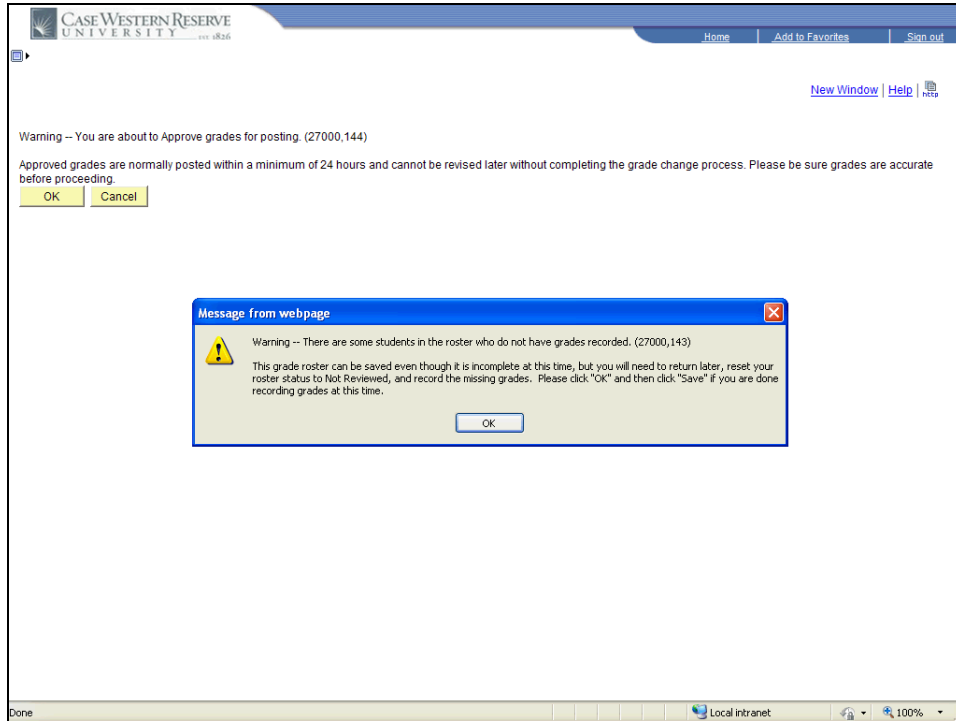
Step	Action
10.	When you are finished entering grades, click on the Approval Status dropdown list. 
11.	If you are ready to submit the grades, click the Approved list item. 

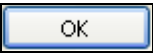
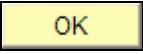
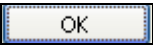


Grades can be saved without being submitted at any point in the grade

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entry process by clicking the **Save** button when the **Approval Status** dropdown list is set to **Not Reviewed** or **Ready for Review**. It is also possible to submit a partially-entered grade roster when in **Approved** status.



Step	Action
12.	<p>If the roster is not fully graded, a warning message will appear. It states:</p> <p>Warning - There are some students in the roster who do not have grades recorded.</p> <p>This grade roster can be saved even though it is incomplete at this time, but you will need to return later, reset your roster status to Not Reviewed, and record the missing grades. Please click "OK" and then click "Save" if you are done recording grades at this time.</p> <p>Click the OK button.</p> 
13.	<p>Click the OK button to submit the grades.</p> 
14.	<p>If you clicked OK, the grade roster screen reappears and a notification window appears to let you know that your grade roster has been saved.</p> <p>Click the OK button.</p> 

Step	Action
15.	This completes the process of entering and submitting grades in the Grade Roster. The students' grades for the class are now submitted and will be posted to their student records within a minimum of 24 hours. End of Procedure. Remaining steps apply to other paths.

IMA Professor

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:

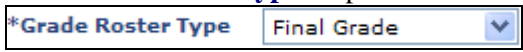
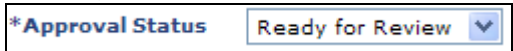
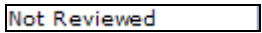
*Grade Roster Type: Final Grade (v)

Display Unassigned Roster Grade Only

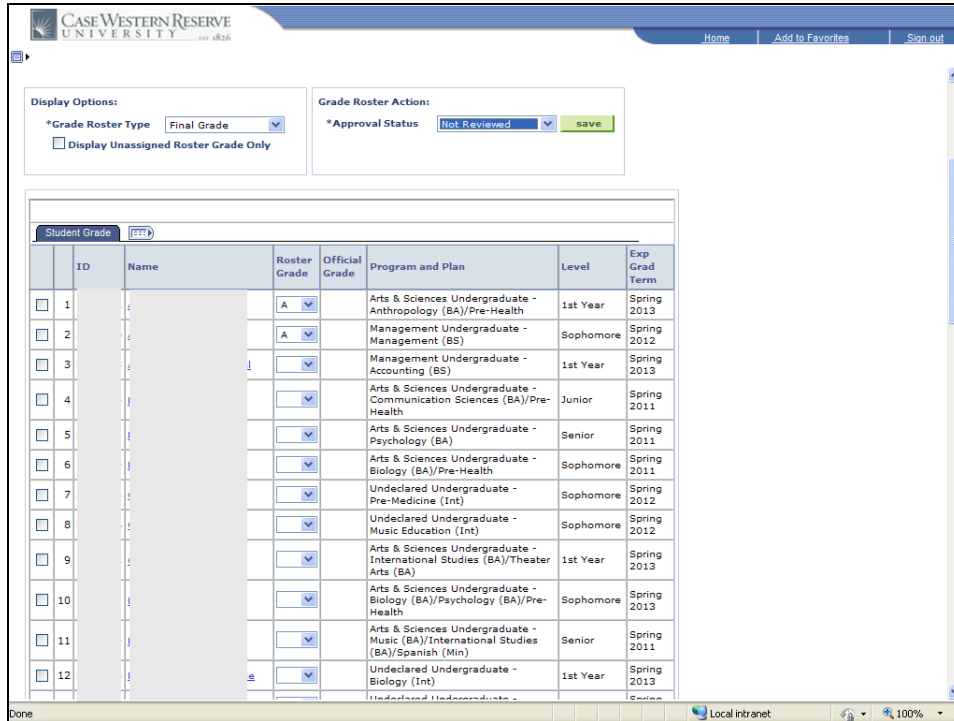
Grade Roster Action:

*Approval Status: Not Reviewed (v) [save](#)


ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Exp Grad Term
1				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

Step	Action
16.	The Grade Roster screen appears. At the top of the page is the class meeting information. The Grade Roster Type dropdown list contains the default value Final Grade . 
17.	Decision: What would you like to do? <ul style="list-style-type: none"> Add or change grades Go to step 18 on page 5 Submit grades Go to step 23 on page 7
18.	If the Approval Status dropdown list contains the value Approved or Ready for Review , click on it. 
19.	Click the Not Reviewed list item. 

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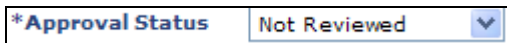

Step	Action
20.	Changing the Approval Status to Not Reviewed activates the Roster Grade dropdown lists, thus enabling you to choose a new grade for any student.

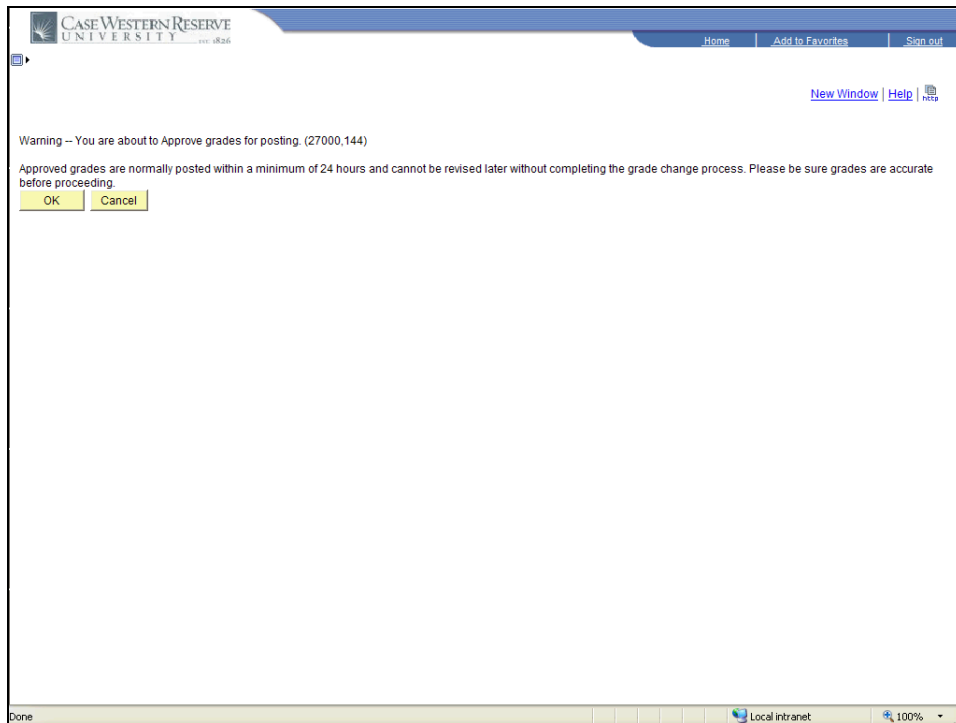


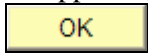
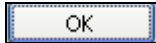
To specifically locate students that have not been given a grade in the Grade Roster, click the **Display Unassigned Roster Grade Only** checkbox. This will cause only those students who have not had grades assigned to them to show up on the Grade Roster. To make the entire roster list reappear, click the **Display Unassigned Roster Grade Only** checkbox again.

Display Unassigned Roster Grade Only

Step	Action
21.	To add or reassign a grade to a student, click on the student's dropdown list in the Roster Grade column. 
22.	Select the appropriate grade. Only those grades applicable to the student's grading basis will appear. 

Step	Action
23.	When you are finished reviewing grades, click on the Approval Status dropdown list. 
24.	Click the Approved list item. 



Step	Action
25.	A confirmation screen appears to warn you that you are about to approve grades for posting. If you have not assigned grades to some students, you will receive a warning that not all students have been graded. You can return at a later time to enter additional grades. To return to the grades without approving, click the Cancel button. To approve grades, click the OK button. 
26.	If you clicked OK, the grade roster screen reappears and a notification window appears to let you know that your grade roster has been saved. Click the OK button. 

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Step	Action
27.	This completes the process of entering, changing and approving grades on the Grade Roster. The students' grades for the class are now submitted and will be posted to their student records within a minimum of 24 hours. End of Procedure.