

## Instructor: Enter Final Grades

### Concept

This business process 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 the Enter Final Grades process to enter and approve grades for your classes.


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.

# Business Process Document

## Faculty Center: Instructor: Enter Final Grades

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



Step	Action
4.	The Faculty Center appears.  On top of the faculty center tab is your name and EmplID.
5.	On the My Teaching Schedule grid, locate the class for which you want to assign grades. Click <b>Grade Roster</b> icon that is immediately to the left of the class. 
6.	<b>Decision:</b> What would you like to do? <ul style="list-style-type: none"> <li>Enter and approve grades Go to step 7 on page 3</li> <li>Review/change and approve grades entered by a proxy Go to step 17 on page 9</li> </ul>

**Faculty Center**

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

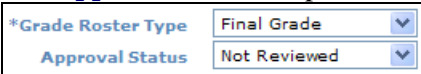


**CHEM 113 - 110** Principles of Chemistry Lab  
Laboratory (1814)  
Fall 2008 | Regular Academic Session | Case Western Reserve Univ | Undergraduate


**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
Th 1:00PM - 4:00PM	Millis Science Ctr 210	Fergus Ferguson	08/25/2008 - 12/05/2008

\*Grade Roster Type: **Final Grade**  Display Unassigned Roster Grade Only  
Approval Status: **Not Reviewed**

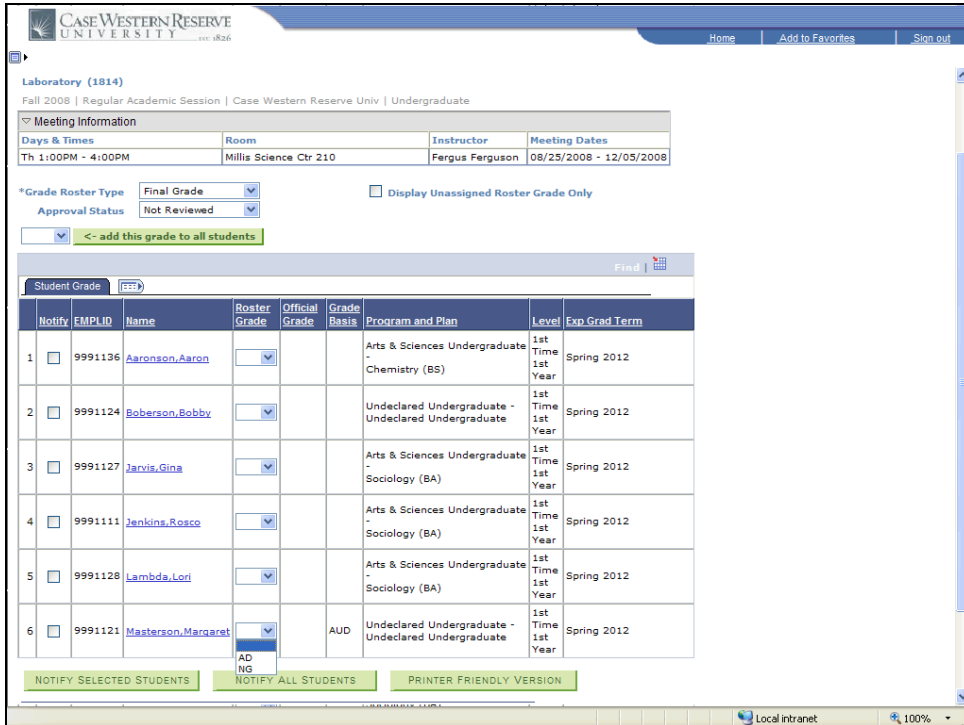
Notify	EMPLID	Name	Roster Grade	Official Grade	Program and Plan	Level	Exp Grad Term
1	9991136	Aaronson, Aaron			Arts & Sciences Undergraduate - Chemistry (BS)	1st Time 1st Year	Spring 2012
2	9991124	Boberson, Bobby			Undeclared Undergraduate - Undeclared Undergraduate	1st Time 1st Year	Spring 2012
3	9991127	Jarvis, Gina			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
4	9991111	Jenkins, Sosco			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
5	9991128	Lambda, Lori			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012

Step	Action
7.	<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 value <b>Final Grade</b>.</p> <p>The <b>Approval Status</b> dropdown list contains the value <b>Not Reviewed</b>.</p> 
8.	<p>To assign a grade to a student, click on a dropdown list in the <b>Roster Grade</b> column.</p> 
9.	<p>The grading basis appropriate to the particular student appears in the dropdown list.</p> <p>Select the appropriate grade.</p> 

 **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.

# Business Process Document

## Faculty Center: Instructor: Enter Final Grades



Laboratory (1814)  
Fall 2008 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

Meeting Information


Days & Times	Room	Instructor	Meeting Dates
Th 1:00PM - 4:00PM	Millis Science Ctr 210	Fergus Ferguson	08/25/2008 - 12/05/2008

\*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only  
Approval Status: Not Reviewed

<- add this grade to all students

Notify	EMPLID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Exp Grad Term
<input type="checkbox"/>	9991136	Aaronson, Aaron				Arts & Sciences Undergraduate - Chemistry (BS)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991124	Boberson, Bobby				Undeclared Undergraduate - Undeclared Undergraduate	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991127	Jarvis, Gina				Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991111	Jenkins, Rosco				Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991128	Lambda, Lori				Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991121	Masterson, Margaret			AUD	Undeclared Undergraduate - Undeclared Undergraduate	1st Time 1st Year	Spring 2012

NOTIFY SELECTED STUDENTS    NOTIFY ALL STUDENTS    PRINTER FRIENDLY VERSION

Step	Action
10.	<p>You may not know if a student has changed his grading basis from the class grading basis until you enter his grade.</p> <p>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>.</p> 

**Faculty Center**

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

**CHEM 113 - 110 Principles of Chemistry Lab**

Laboratory (1814)

Fall 2008 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

**Meeting Information**

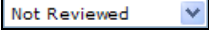
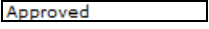
Days & Times	Room	Instructor	Meeting Dates
Th 1:00PM - 4:00PM	Millis Science Ctr 210	Fergus Ferguson	08/25/2008 - 12/05/2008


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

Approval Status: **Not Reviewed**

[← add this grade to all students](#)

Notify	EMPLID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Exp Grad Term
<input type="checkbox"/>	9991136	Aaronson, Aaron	A			Arts & Sciences Undergraduate - Chemistry (BS)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991124	Boberson, Bobby	B			Undeclared Undergraduate - Undeclared Undergraduate	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991127	Jarvis, Gina	B			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991111	Jenkins, Roscoe	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991128	Lambda, Lori	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012

Step	Action
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. 

 Grades can be saved without being submitted at any point in the grade entry process by clicking the **Save** button when the **Approval Status** dropdown list is set to **Not Reviewed** or **Ready for Review**.

# Business Process Document

## Faculty Center: Instructor: Enter Final Grades

CASE WESTERN RESERVE UNIVERSITY

Home Add to Favorites Sign out

Laboratory (1814)

Fall 2008 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Th 1:00PM - 4:00PM	Millis Science Ctr 210	Fergus Ferguson	08/25/2008 - 12/05/2008

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

Approval Status: Approved

<- add this grade to all students

Student Grade

Notify	EMPLID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Exp Grad Term
<input type="checkbox"/>	9991136	Aaronson, Aaron	A			Arts & Sciences Undergraduate - Chemistry (BS)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991124	Roberson, Bobby	B			Undeclared Undergraduate - Undeclared Undergraduate	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991127	Jarvis, Gina	B			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991111	Jenkins, Rosco	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991128	Lambda, Lori	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991121	Masterson, Margaret	AD		AUD	Undeclared Undergraduate - Undeclared Undergraduate	1st Time 1st Year	Spring 2012

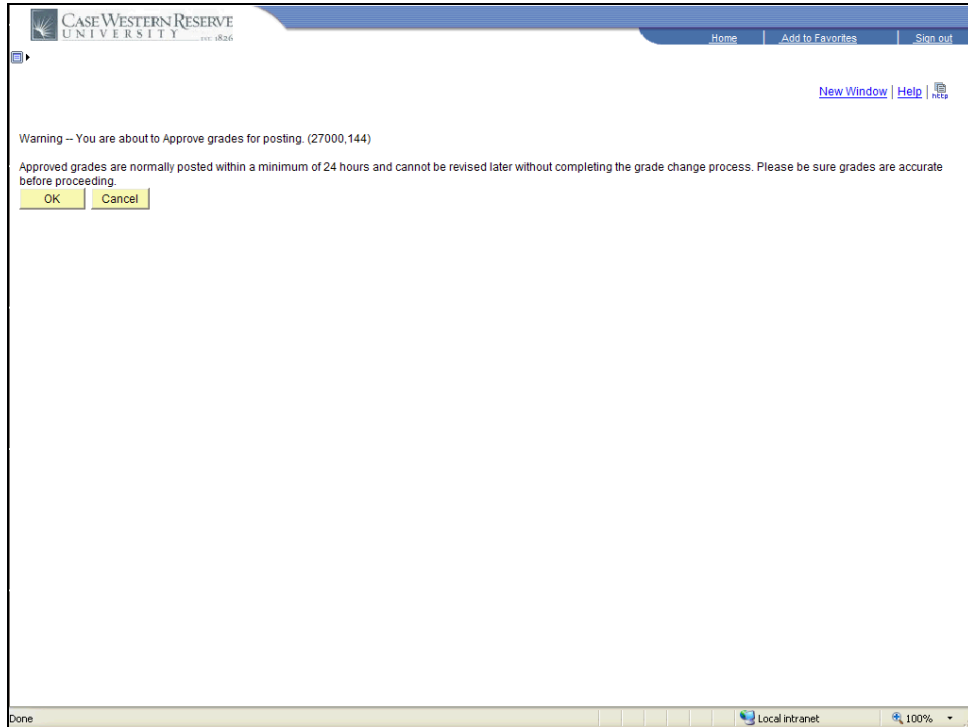
NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

RETURN SAVE

Local intranet 100%

Step	Action
13.	Click the <b>Save</b> button to submit the grades.

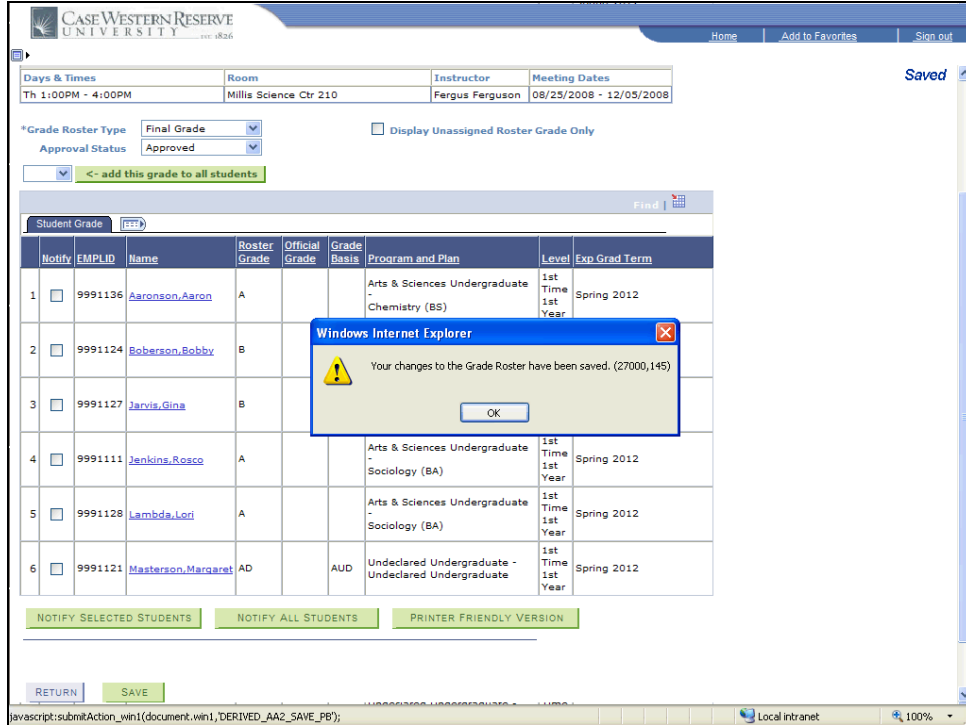
SAVE



Step	Action
14.	<p>A confirmation screen appears to warn you that you are about to approve grades for posting.</p> <p>To return to the grades without approving, click the <b>Cancel</b> button.</p> <p>To approve grades, click the <b>OK</b> button.</p> <div data-bbox="418 1255 532 1293" style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">OK</div>

# Business Process Document

## Faculty Center: Instructor: Enter Final Grades



Case Western Reserve University

Home Add to Favorites Sign out


Days & Times: Th 1:00PM - 4:00PM Room: Millis Science Ctr 210 Instructor: Fergus Ferguson Meeting Dates: 08/25/2008 - 12/05/2008

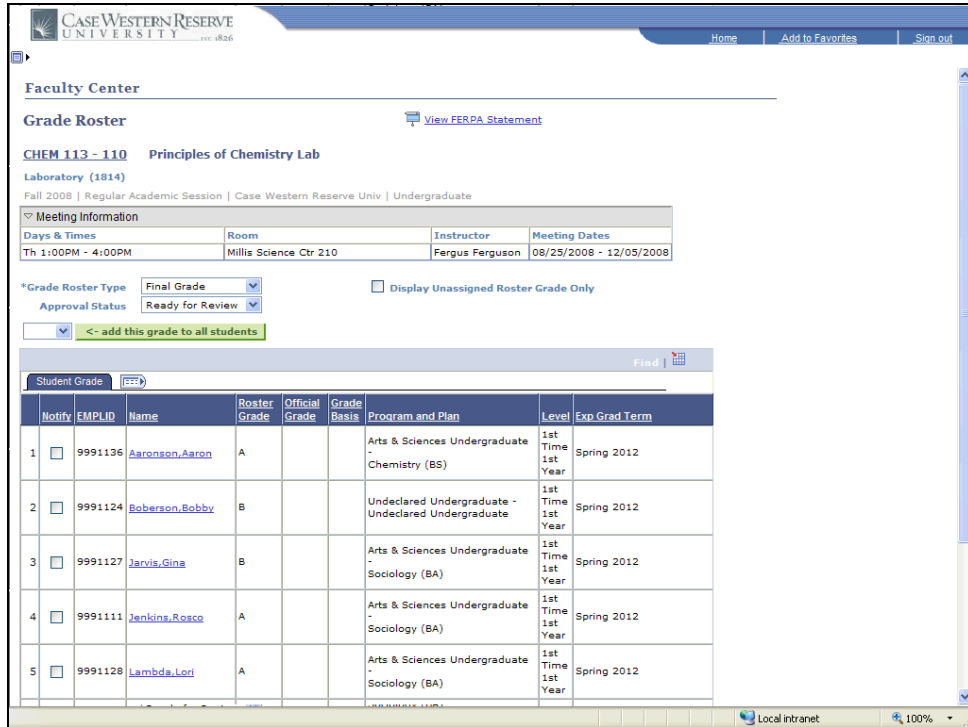
\*Grade Roster Type: Final Grade Approval Status: Approved

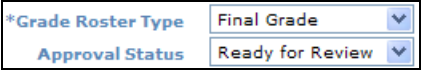
Notify	EMPLID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Exp Grad Term
<input type="checkbox"/>	9991136	Aaranson, Aaron	A			Arts & Sciences Undergraduate - Chemistry (BS)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991124	Roberson, Bobby	B					
<input type="checkbox"/>	9991127	Jarvis, Gina	B					
<input type="checkbox"/>	9991111	Jenkins, Rosco	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991128	Lambda, Lori	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991121	Masterson, Margaret	AD		AUD	Undeclared Undergraduate - Undeclared Undergraduate	1st Time 1st Year	Spring 2012

NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

RETURN SAVE

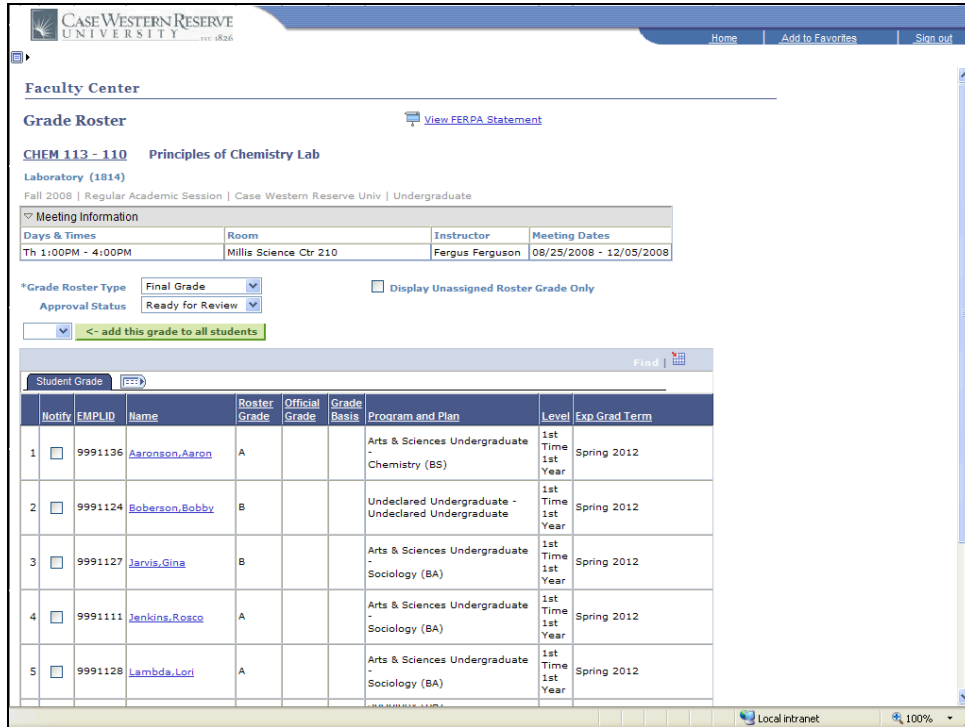
Step	Action
15.	<p>If you clicked OK, the grade roster screen reappears and a notification window appears to let you know that your grade roster has been saved.</p> <p>Click the <b>OK</b> button.</p> 
16.	<p>This completes the process of entering and submitting grades in the Grade Roster. The students' grades for the class are now submitted and will be posted to their student records within a minimum of 24 hours.</p> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>



Step	Action
17.	<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 value <b>Final Grade</b>.</p> <p>The <b>Approval Status</b> dropdown list contains either the value <b>Not Reviewed</b> or <b>Ready for Review</b>.</p> 
18.	<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 19 on page 10</li> <li>Submit grades Go to step 24 on page 12</li> </ul>

# Business Process Document

## Faculty Center: Instructor: Enter Final Grades



**Faculty Center**

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

**CHEM 113 - 110** Principles of Chemistry Lab  
Laboratory (1814)  
Fall 2008 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

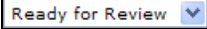
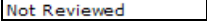
**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
Th 1:00PM - 4:00PM	Millis Science Ctr 210	Fergus Ferguson	08/25/2008 - 12/05/2008

\*Grade Roster Type: **Final Grade**  Display Unassigned Roster Grade Only  
Approval Status: **Ready for Review**

[<- add this grade to all students](#)

Student Grade	Notify	EMPLID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Exp. Grad. Term
1	<input type="checkbox"/>	9991136	<a href="#">Aaranson, Aaron</a>	A			Arts & Sciences Undergraduate - Chemistry (BS)	1st Time 1st Year	Spring 2012
2	<input type="checkbox"/>	9991124	<a href="#">Boberson, Bobby</a>	B			Undeclared Undergraduate - Undeclared Undergraduate	1st Time 1st Year	Spring 2012
3	<input type="checkbox"/>	9991127	<a href="#">Jarvis, Gina</a>	B			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
4	<input type="checkbox"/>	9991111	<a href="#">Jenkins, Rosco</a>	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
5	<input type="checkbox"/>	9991128	<a href="#">Lambda, Lori</a>	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012

Step	Action
19.	To change a grade prior to submitting grades, click on the <b>Approval Status</b> dropdown list. 
20.	Click the <b>Not Reviewed</b> list item. 

**Faculty Center**

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

**CHEM 113 - 110 Principles of Chemistry Lab**

Laboratory (1814)

Fall 2008 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
Th 1:00PM - 4:00PM	Millis Science Ctr 210	Fergus Ferguson	08/25/2008 - 12/05/2008

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

Approval Status: **Not Reviewed**

<- add this grade to all students

Notify	EMPLID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Exp Grad Term
<input type="checkbox"/>	9991136	<a href="#">Aaranson, Aaron</a>	A			Arts & Sciences Undergraduate - Chemistry (BS)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991124	<a href="#">Boberson, Bobby</a>	B			Undeclared Undergraduate - Undeclared Undergraduate	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991127	<a href="#">Jarvis, Gina</a>	B			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991111	<a href="#">Jenkins, Rosco</a>	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991128	<a href="#">Lambda, Lori</a>	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012

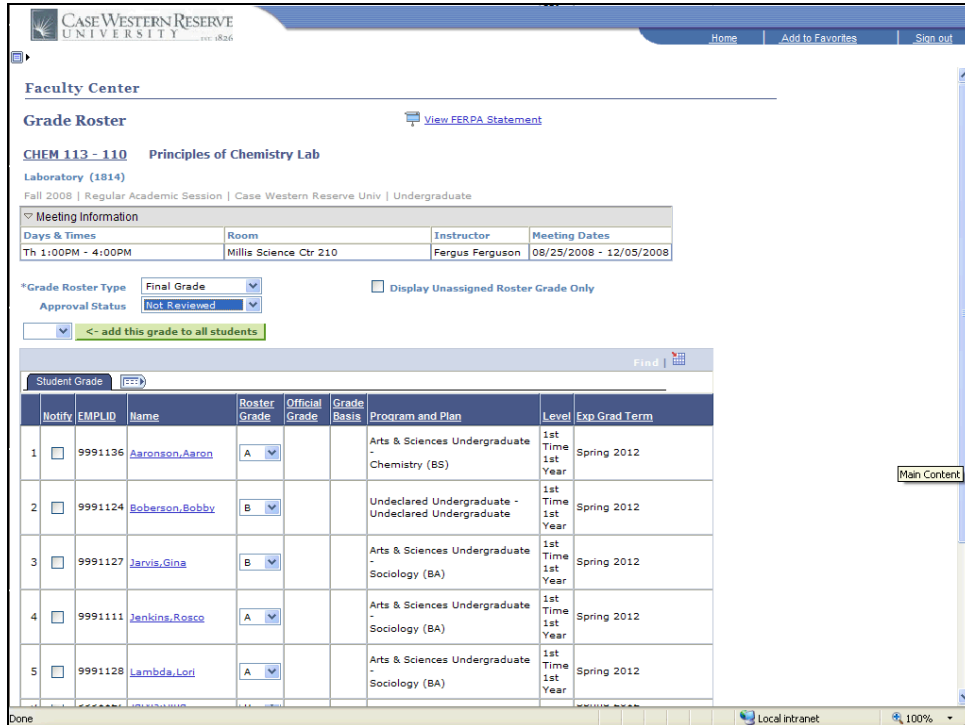
Step	Action
21.	Changing the Approval Status to Not Reviewed activates the <b>Roster Grade</b> dropdown lists, thus enabling you to choose a new grade for any student.

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

# Business Process Document

## Faculty Center: Instructor: Enter Final Grades



**Faculty Center**

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

**CHEM 113 - 110 Principles of Chemistry Lab**

Laboratory (1814)

Fall 2008 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

**Meeting Information**



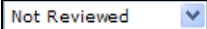

Days & Times	Room	Instructor	Meeting Dates
Th 1:00PM - 4:00PM	Millis Science Ctr 210	Fergus Ferguson	08/25/2008 - 12/05/2008

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

Approval Status: **Not Reviewed**

[<- add this grade to all students](#)

Notify	EMPID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Exp Grad Term
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3	9991127	<a href="#">Jarvis, Gina</a>	B			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
4	9991111	<a href="#">Jenkins, Rosco</a>	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
5	9991128	<a href="#">Lambda, Lori</a>	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012

Step	Action
22.	To reassign a grade to a student, click on the student's dropdown list in the <b>Roster Grade</b> column. 
23.	Select the appropriate grade. Only those grades applicable to the student's grading basis will appear. 
24.	When you are finished reviewing grades, click on the <b>Approval Status</b> dropdown list. 
25.	Click the <b>Approved</b> list item. 

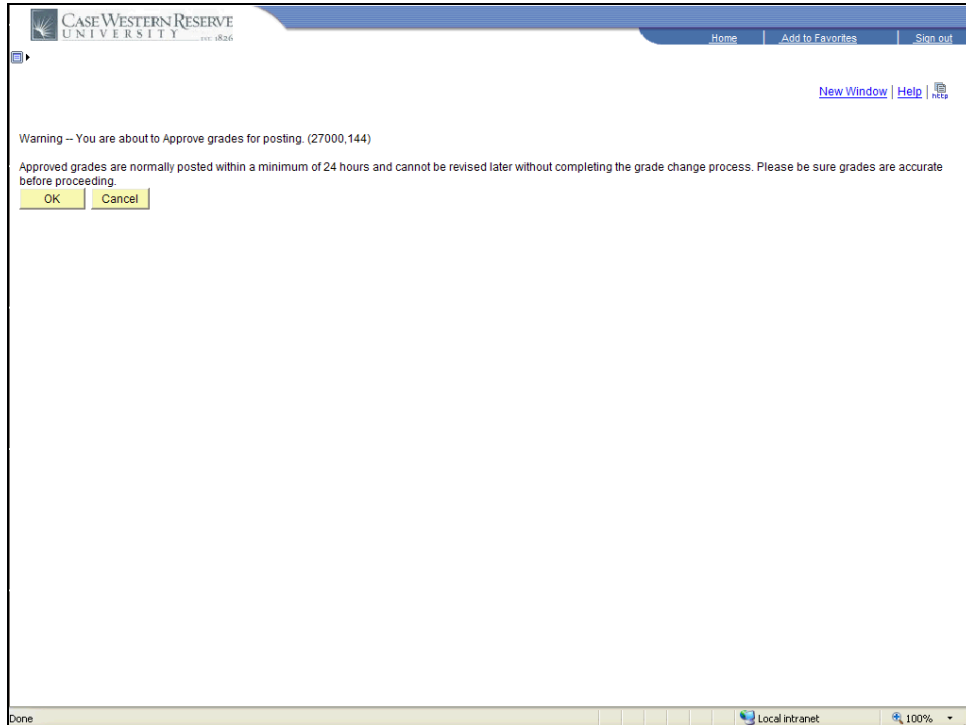
Case Western Reserve University Faculty Center: Enter Final Grades interface. The page displays a table of students with columns for Notify, EMPLID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, Level, and Exp. Grad. Term. The table contains 6 rows of student data. Below the table are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY ALL STUDENTS', and 'PRINTER FRIENDLY VERSION'. At the bottom, there are 'RETURN' and 'SAVE' buttons.

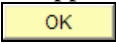
Notify	EMPLID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Exp. Grad. Term
<input type="checkbox"/>	9991136	<a href="#">Aaronson, Aaron</a>	A			Arts & Sciences Undergraduate - Chemistry (BS)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991124	<a href="#">Boberson, Bobby</a>	A			Undeclared Undergraduate - Undeclared Undergraduate	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991127	<a href="#">Jarvis, Gina</a>	B			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991111	<a href="#">Jenkins, Roscoe</a>	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991128	<a href="#">Lambda, Lori</a>	A			Arts & Sciences Undergraduate - Sociology (BA)	1st Time 1st Year	Spring 2012
<input type="checkbox"/>	9991121	<a href="#">Masterson, Marqaret</a>	AD		AUD	Undeclared Undergraduate - Undeclared Undergraduate	1st Time 1st Year	Spring 2012

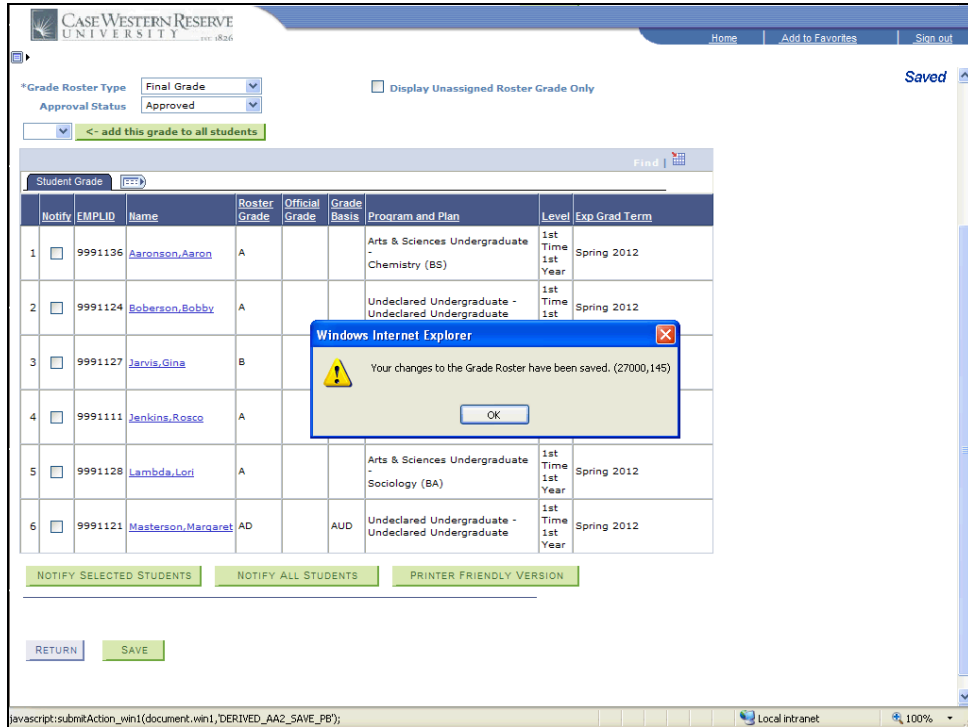
Step	Action
26.	Click the <b>Save</b> button to submit the grades. <div style="text-align: center;"><input type="button" value="SAVE"/></div>


# Business Process Document

## Faculty Center: Instructor: Enter Final Grades



Step	Action
27.	<p>A confirmation screen appears to warn you that you are about to approve grades for posting.</p> <p>To return to the grades without approving, click the <b>Cancel</b> button.</p> <p>To approve grades, click the <b>OK</b> button.</p> 



Step	Action
28.	<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 <b>OK</b> button.</p> 
29.	<p>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.</p> <p><b>End of Procedure.</b></p>