

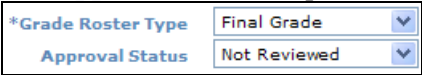



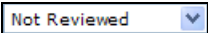

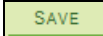
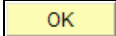
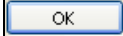

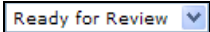
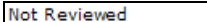




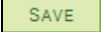
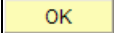
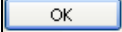


Instructor: Enter Final Grades

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. 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 Grade Roster icon that is immediately to the left of the class. 
6.	Decision: What would you like to do? <ul style="list-style-type: none"> • Enter and approve grades Go to step 7 on page 1 • Review/change and approve grades entered by a proxy Go to step 17 on page 2
7.	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 . The Approval Status dropdown list contains the value Not Reviewed . 
8.	To assign a grade to a student, click on a dropdown list in the Roster Grade 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 Approval Status dropdown list. 

12.	<p>If you are ready to submit the grades, click the Approved list item.</p> 
13.	<p>Click the Save button to submit the grades.</p> 
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 Cancel button.</p> <p>To approve grades, click the OK button.</p> 
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 OK 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>End of Procedure. Remaining steps apply to other paths.</p>
17.	<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> <p>The Approval Status dropdown list contains either the value Not Reviewed or Ready for Review.</p> 
18.	<p>Decision: Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> • Change grades before submitting Go to step 19 on page 2 • Submit grades Go to step 24 on page 3
19.	<p>To change a grade prior to submitting grades, click on the Approval Status dropdown list.</p> 
20.	<p>Click the Not Reviewed list item.</p> 
21.	<p>Changing the Approval Status to Not Reviewed activates the Roster Grade dropdown lists, thus enabling you to choose a new grade for any student.</p>

22.	<p>To reassign a grade to a student, click on the student's dropdown list in the Roster Grade column.</p> 
23.	<p>Select the appropriate grade. Only those grades applicable to the student's grading basis will appear.</p> 
24.	<p>When you are finished reviewing grades, click on the Approval Status dropdown list.</p> 
25.	<p>Click the Approved list item.</p> 
26.	<p>Click the Save button to submit the grades.</p> 
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 Cancel button.</p> <p>To approve grades, click the OK button.</p> 
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 OK 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>End of Procedure.</p>