

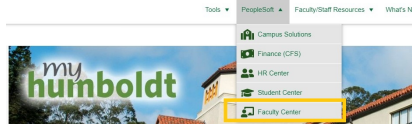
Entering Final Grades


Grades Information Line: 826.4971
Call this number if you have questions about the process.

- Go to humboldt.edu and select myHumboldt



- Select "Faculty Center" the PeopleSoft dropdown.



- Scroll down to your list of classes. Click the Grade Roster icon . If there is not an icon next to your class it may be a non-graded class (e.g. Lab).

- A list of currently enrolled students will be displayed. Please review the key below for more information.

Lecture (41063)
Fall Semester 2009 | Regular Academic Session | Humboldt State University | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 11:00AM - 12:20PM	SCIB 133	Ima LumberJack	8/24/2009 - 12/18/2009

*Grade Roster Type: Final Grade **A**

*Approval Status: Not Reviewed **B**


☒ Display Unassigned Roster Grade Only **C**

D <- add this grade to all students **G**

E Notify **F** View All **H** 1-44 of 44

	Notify	ID	Name	Roster Grade	Official Grade	Career	Grading Basis
1	<input type="checkbox"/>		Trinidad Sunset			Undergraduate	Ltr Grades
2	<input type="checkbox"/>		Carlsbad Jones			Undergraduate	Ltr Grades
3	<input type="checkbox"/>		Frying Pan Jack			Undergraduate	Ltr Grades

Item Key	Item Name	Description
A	Grade Roster Type	Should always be "Final Grade"
B	Approval Status	Change to "Approved" once grading is complete.
C	Display Unassigned Roster Grade Only	Check if you would like to hide students that have assigned grades.
D	<- Add this grade to all students	This option is only available for courses that have a mandatory grading basis set at the section level by the department during schedule build process.
E	Notify Check Box	Select if you would like to send the student an email. Once checked click "Notify Selected Students" located at the bottom of your screen. The Notify option will not email grades to students.
F	Roster Grade	Assign grades here
G	Excel Export	Export Grade Roster to Excel
H	Grading Basis	Displays Grading Basis for individual students.

5. Change the Approval Status to Approved  once all students have been assigned a grade. Save your work before leaving the Faculty Center.

Notes

- Grades may be assigned over multiple sessions. Please make sure to save your work before leaving the Faculty Center.

Messages you might receive while grading

Message: All students in the Grade Roster must be graded.

Description: All students in the Grade Roster must be graded before it can be approved. You will need to back up and change the approval status back to "Not Reviewed"; enter the missing grade(s) or assign the student(s) a RD grade (Report Delayed). Failure to set the roster to Approved or missing grades will result in your grades not being submitted. To save grades entered you must change the "Approved" status back to "Not Reviewed" and SAVE. Please call the Office of the Registrar, 707-826-6208 with any questions.

Reason: This message is received if the instructor saves the roster while in "Not Reviewed" status and grades are missing. The Faculty member should acknowledge warning by clicking "OK". The entries in the roster will be save.

Message: You have successfully completed Grading for this class

Description: The grades for this class have been submitted to the Office of the Registrar and will be posted at the end of grade processing. Once grades are posted, all changes require a Grade Change Form. Please call the Office of the Registrar, 707-826-4101 with any questions.

Reason: Instructor has successfully "Saved" the roster in "Approved" status.

Message: The Grade Roster is not complete

Description: When all grades have been assigned please remember to set the Approval Status field to "Approved" for your grades to be submitted to the Office of the Registrar. If you have skipped any students, you will get an error message to enter all grades. You will need to back up and change the approval status back to "Not Reviewed"; enter the missing grade(s) or assign the student(s) a RD (Report Delayed). Failure to set the roster to "Approved" or missing grades will result in your grades not being submitted. Please call the Office of the Registrar, Grades Information Line - 707-826-6208 with any questions.

Reason: This message is received if the instructor saves the roster while in "Not Reviewed" status and grades are missing. The Faculty member should acknowledge warning by clicking "OK". The entries in the roster will be save.

High Level View of the Grading Process

