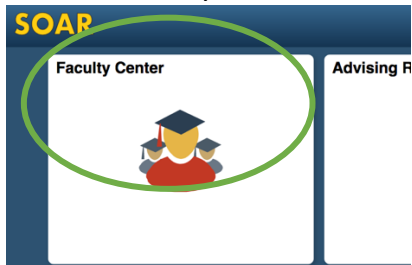


Enter Grades

1. Click the Faculty Center tile.



2. Confirm the correct term is displayed at the top.
3. Click the Grade Roster icon.
4. The APPROVAL STATUS column will aid faculty in determining which grade rosters still need grades entered and approved appropriately. As faculty complete grade entry for each section, the "Approval Status" column will adjust accordingly.




My Schedule

Spring 2017-2018 | Univ of Southern Mississippi

Change Term


View Personal Data Summary
My Exam Schedule

Select display option
 Show All Classes
 Show Enrolled Classes Only

Icon Legend  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > Spring 2017-2018 > Univ of Southern Mississippi

Personalize | View All | First of 1 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Approval Status
 CMS 320-001 (1466)	Bus And Prof Spking (Lecture)	25	MoWeFr 8:00AM - 8:50AM	LAB 206	Jan 16, 2018-May 11, 2018	NOT REVIEWED

5. Select NA, Interim Grade, or Final Grade from Grade Roster Type list.

Display Options

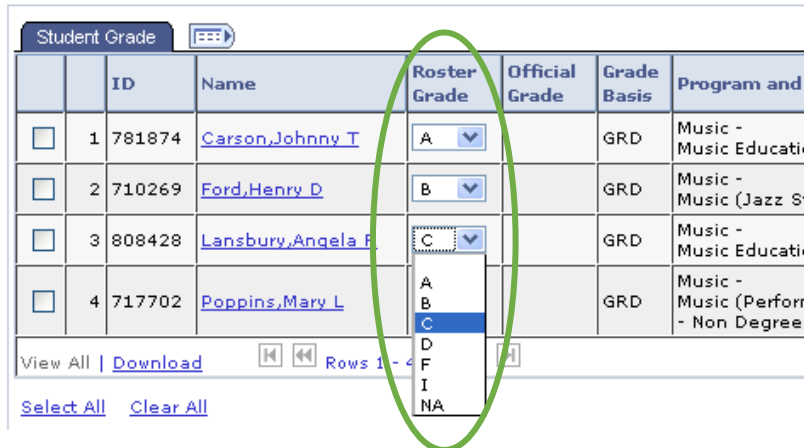
*Grade Roster Type

Display Unassigned Roster Grade Only

Final Grade
Interim Grade
✓ Not Attending

- Enter grade by clicking on and selecting from list. Do this for each student.

FOR NA ROSTER: Enter an NA for those who did not show up on the first day of class. Leave the others blank.



	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and
<input type="checkbox"/>	1 781874	Carson,Johnny T	A		GRD	Music - Music Educatio
<input type="checkbox"/>	2 710269	Ford,Henry D	B		GRD	Music - Music (Jazz St
<input type="checkbox"/>	3 808428	Lansbury,Angela F	C		GRD	Music - Music Educatio
<input type="checkbox"/>	4 717702	Poppins,Mary L			GRD	Music - Music (Perform - Non Degree

- Set **Approval Status** appropriately:

>Approved = Grades entered and **ready for Registrar** to post to transcripts

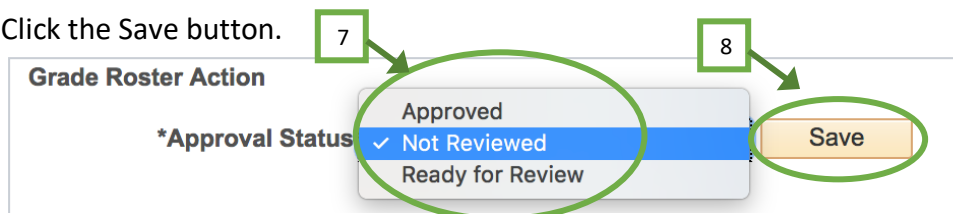
>Not Reviewed = Default setting when you first get to the page

>Ready for Review = Grades entered but **not ready for Registrar** to post to transcripts

FOR NA and INTERIM GRADES: Set Approval Status to “Ready for Review” since these grades do not post to the official transcript.

FOR FINAL GRADES: Set Approval Status to “Approved” since this is the only grade that will be added to the students’ transcripts.

- Click the Save button.



Grade Roster Action

*Approval Status: 7 8

Approved

✓ Not Reviewed

Ready for Review

Save

NOTE: Final grades will NOT display in the Official Grade column until the Registrar's Office has run their processes.