

Enter Grades

Step	Action								
1.	Click the Faculty Center tile.								
	Faculty Center								
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 2023-2024 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 R Grade Roster Learning Management My Teaching Schedule > Spring 2023-2024 > Univ of Southern Mississippi My Teaching Schedule > Spring 2023-2024 > Univ of Southern Mississippi								
5.	Select the desired grade roster from Grade Roster Type list. Display Options *Grade Roster Type Not Attending Display Unassigned Roster Grade Only								
6.	For INTERIM and FINAL rosters: 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.								



	Personalize Find View All 🖾 🔣 First 🕢 1-20 of 35 🖉									
	Otder	ID Na	me	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level		
	1	101(····	1		Industrial Engineering Tech - Indstrl Eng Tec(Logistics) BS	Senior		
	2	1017		✓ A			Industrial Engineering Tech - Indstrl Eng Tec(Logistics) BS	Senior		
	3	101:		B C			Industrial Engineering Tech - Indstrl Eng Tec(Logistics) BS	Junior		
	— 4	1017		D			Industrial Engineering Tech - Industrial Engineering Tech BS	Sophomore		
	5	3927					Industrial Engineering Tech - Indstrl Eng Tec(Logistics) BS	Senior		
		101:		NA XF			Industrial Engineering Tech - Industrial Engineering Tech BS	Junior		
7.	. Set Approval Status appropriately:									
	Annual Curden entrand and mark for Devictory to the terrority									
	>Approvea = Graaes enterea ana reaay for Registrar to post to transcripts									
	>Not Reviewed = Default setting when you first get to the page									
	>Ready for Review = Grades entered (or nartially entered) but not ready for Realstrar									
	to post to transcripts									
	FOR NA and INTERIM GRADES: Set Approval Status to "Ready for Review" since these									
	 FOR FINAL 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. 									
8.	Click the Save k	outton.								
	NOTE : Final grades will NOT display in the Official Grade column until the Registrar's Offic has run their processes.									
	Grade Roster Action *Approval Status Approved Save Ready for Review									