

SiS - Entering Grades

1. The **Faculty Center** allows you access to your schedule, class roster and grade roster.
2. Click the **Collapse Menu** button.

3. Use the **Faculty Center - My Schedule** page to access instructor-related transactions and to view teaching schedules. You see only those terms for which you are assigned as the instructor.
4. To enter grades for a different term, click the **Change Term** button.

5. Click the **2011 Summer** option.

6. Click the **Continue** button.

7. On the **My Schedule** page, the **Grade Roster** icon will only display after the grade rosters are generated by the Registrar's office.
8. Click the **Grade Roster** button.

9. Use the **Grade Roster** page to view or enter grades and update the roster's approval status.
10. To begin, verify that the **Grade Roster Type** displays the correct grade type and that the **Approval Status** is **Not Reviewed**.
11. To sort the Grade Roster by any column, click the column header (for example, **Name** or **Level**).
12. To assign a grade to a student, you can enter the grade or use the drop-down in the **Roster Grade** column.
13. Click the **Roster Grade** drop-down button for student 1.

14. Click the **A** list item.

15. Click the **Roster Grade** drop-down button for student 2.

16. Click the **B** list item.

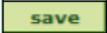

17. Continue to enter grades for the remaining students on the **Grade Roster**.
18. When you are finished entering grades, click the **Save** button.

19. A status of **Approved** is required to post the roster. Click the **Approval Status** list.

20. Click the **Approved** list item.

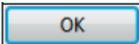
Note: **Ready for Review** is not being used by UMass at this time.

21. Click the **Save** button.



22. A message displays confirming that the grades will be posted overnight.

Click the **OK** button.



23. Another option for assigning grades is to choose a letter grade in the **add this grade to selected students** list...
24. ...then choose the appropriate students that earned that grade by clicking the check box next to that student.
25. You must also click the **Save** button if adding grades to selected students.
26. To print the grade roster, see the *Viewing the Grade Roster (Printer Friendly)* topic.
27. To return to the **Faculty Center**, scroll to the bottom of the page and click the **Faculty Center** link.
28. Congratulations! You have successfully entered grades.
End of Procedure.