



Using the Faculty Center to Enter, Approve, and Post Grades

1. On the **My Schedule** tab in **Faculty Center**, click the **Grade Roster** icon next to the class you are ready to grade.



Carol Instructor

Faculty Center | Advisor Center | Search | Learning Management

my schedule | grade roster

Faculty Center

My Schedule

Fall 2010 | CU Boulder [View Personal Data Summary](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > Fall 2010 > CU Boulder

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ANTH 1115-010 (11220)	Caribbean/Post Colonial (Lecture)	151	TuTh 11:00AM - 12:15PM	HUMN 150	Aug 23, 2010- Dec 17, 2010
	ANTH 1150-001 (11918)	Regional Cultures Africa (Lecture)	110	TuTh 9:30AM - 10:45AM	HUMN 150	Aug 23, 2010- Dec 17, 2010

[View Weekly Teaching Schedule](#)

2. The **Grade Roster** page will open.

Grade Roster

Fall 2010 UC Boulder | Boulder Main Campus Semester | CU Boulder | Undergraduate

▼ [ANTH 1115 - 010 \(11220\)](#) [change class](#)

The Caribbean in Post-Colonial Perspective (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 11:00AM-12:15PM	HUMN 150	Carol Instructor, Julie Instructor	08/23/2010 - 12/17/2010

Instructor Grade Access: [Approve Grades](#) [Grading Information/Deadline](#)

Note: Grade Access will vary depending upon the instructor's security setting for the class.

-**Grade** access allows the instructor to enter grades on the roster and set the **Approval Status** to "Ready for Review."

-**Approve** access allows the instructor to enter grades on the roster and review and approve the grades.

3. Scroll down, and you will see the grade roster with a drop-down option to enter grades in the column for Roster Grade. Select the correct final grade for each student in the drop-down option.

Drop Down Grading									
	FERPA	ID	Name	Preferred Name	Roster Grade	Lab Section	Rec Section	Program and Plan	Level
☐	1	1903	Addams, Gregory Spencer		A-		012	Leeds School of Business UGRD - Operation Mgmt Info Systems	Sophomore
☐	2	8490	Arthur, James Robert		B		012	College Arts & Sciences UGRD - Open Option/Pre-Communication	Sophomore
☐	3	4930	Bartlett, Cleo Elizabeth		C+		014	College Arts & Sciences UGRD - International Affairs	Sophomore
☐	4	0087	Bergen, Alexander Joseph				013	College Arts & Sciences UGRD - A&S - Open Option	Sophomore
☐	5	2118	Blocken, Clifford David		A		011	College Arts & Sciences UGRD - Physics	Senior
☐	6	2252	Bloomingtondale, Alicia Marie		A-		018	College Arts & Sciences UGRD - Film Studies	Junior
☐	7	9719	Brodrick, Taylor Robert		B+		019	Leeds School of Business UGRD - Marketing	Freshman
☐	8	7746	Brookstein, Mackenzie Mulberry		B-		014	College Arts & Sciences UGRD - A&S - Open Option	Freshman
☐	9	3060	Capshaw, Emily Grace		C+		012	College Arts & Sciences UGRD - English	Sophomore
☐	10	5374	Carey, James Thomas		C		015	College Arts & Sciences UGRD - History	Sophomore
☐	11	5429	Carstaires, Kevin Andrew		D		013	College Arts & Sciences UGRD - Sociology	Junior

- Make sure that a final grade is entered for every student, as you will not be able to approve and post until that is done. Also check that there is not a second page of the grade roster. For F and I grades, you are required to enter the participation level in the column for F/I Grade Participation Record. In addition, students receiving an F or I who participated but not through the full term should have a last date of participation entered.
- Once you have entered your grades, update the **Approval Status** to **Approved** at the top of the page.
 - TA's or Instructors** can change the Approval Status to **Ready for Review**.
 - The **primary instructor** can skip the Ready for Review step and set the Approval Status to **Approved**.

Instructor Grade Access: Post Grades

Display Options

Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grading Information/Deadline

Grade Roster Action

*Approval Status Approved Save

(To change the Approval Status, select from the drop down and press Save)

Grades for this class are approved and ready for posting to the students' record. Please confirm the "Approved" status by selecting the SAVE box to the right of the status box(if you have not done so already).

After saving the "Approved" status, select the POST button to immediately post grades.

If the grades are NOT ready for posting, change the approval status to "Not Reviewed".

UPLOAD GRADES

Save

Post

- Once you have updated the Approval Status, click the **Save** button next to the status. When the **Save** button is clicked, the **Post** button will appear right below. Click **Post** to complete the process. **It is critical that the Approval and Post steps are completed, as students will not be able to view the final grades on their student portal if the grades have not been officially posted.**

Note: Once grades are posted, you can no longer make changes through the grade roster.