Grade Rosters are available the first day of the final Examination Period. As an instructor you can access your grade roster and assign grades via the Faculty Center in myCSUB.

- You have two options to access your Grade Roster:

  1) You can click on the link ‘Grade Roster’ in your Faculty Center

  2) OR you can select the Grade Roster icon located to the left of the related Course and Number e.g. ACCT 3000, with the corresponding CRN you wish to enter grades.

- This brings up the following page.
- Enter the grade earned for each student and **remember to SAVE** frequently, especially for grade rosters with large class sizes.

- Effective Spring 2017, per memo from the Chancellor’s Office, the Last Date of Attendance is now mandatory for all WU grades. The last date of attendance is pre-populated with the ‘fifty Percent Point’ in Time date for the term. If the default date is not the actual last date of attendance, please change the date based on your attendance records for the **known Last Date of Attendance**. Last Date of Attendance remains optional for F and NC grades.

The following message appears each time an instructor **SAVES** and **SUBMITS** her/his grades online, per course section, using the Faculty Self-Service Center:

**Your Grade Roster has been saved**

Your grades will be posted nightly to the official student record. Grades that have been posted cannot be changed without submitting a Change of Grade form to the Registrar in the office of Admissions & Records.

For WU grades, the last date of attendance is pre-populated. If the default date is not the actual last date of attendance, please change the date based on your records.

**NOTE:** A grade of “F” should be reserved for those students who attended the class throughout the term and failed the course.