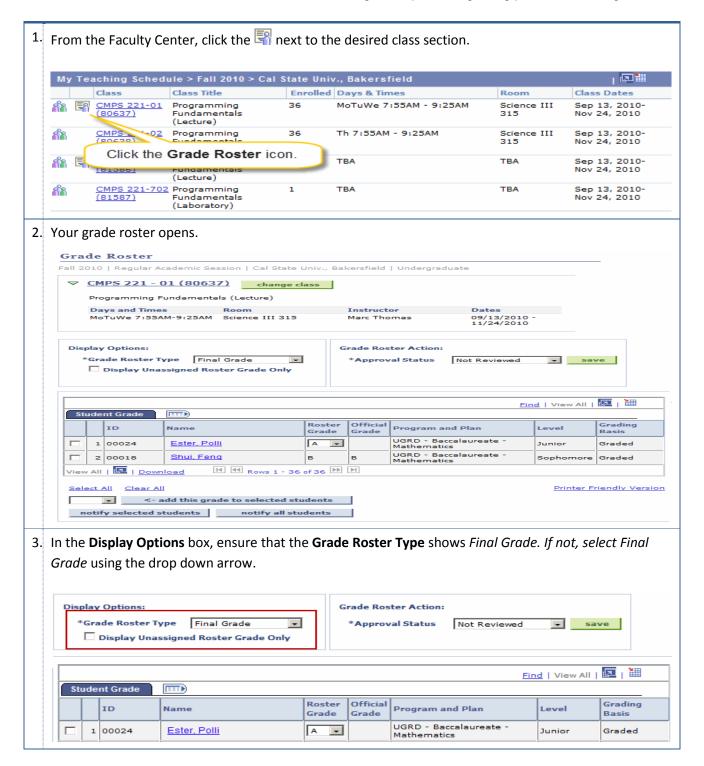


## **Entering Grades**

You can assign grades by opening your grade roster, selecting a grade for each student, and clicking the save button. The Grade Roster is available, once the Registrar opens the grading period. To enter grades:





4. For each student, enter the student's grade or select the grade using the drop down arrow. **Display Options: Grade Roster Action:** \*Grade Roster Type Final Grade \*Approval Status Not Reviewed save ☐ Display Unassigned Roster Grade Only 💹 | 🛗 Find | View All | **Student Grade** Roster Official Grading ID Name Program and Plan Level Basis UGRD - Baccalaureate -Ester, Polli 1 00024 -Junior Graded Mathematics UGRD - Baccalaureate -2 00018 Shui, Fenq Graded Sophomore Mathematics View All | 💹 | Download H ← Rows 1 - 36 of 36 → H Printer Friendly Version Select All <- add this grade to selected students notify selected students notify all students 5. In the **Grade Roster Action** box, change the **Approval Status** to *Approved* using the drop down arrow. **Display Options: Grade Roster Action:** \*Grade Roster Type \*Approval Status Approved Final Grade save Display Unassigned Roster Grade Only 6. When you are satisfied with your entries, click the button. **Display Options: Grade Roster Action:** \*Grade Roster Type \*Approval Status Final Grade Approved save ☐ Display Unassigned Roster Grade Only Note: The grades are posted nightly. Once grades are posted, you must submit a grade change form to have a student's grade changed. Before the nightly grade posting, a student's grade is changeable by you.