# How to Enter Final Grades in Faculty Center

Final Grade Rosters are generated about a week prior to a class' end date. You must be given access by your departmental class scheduler to enter and approve grades for each class section.

Accessing PeopleSoft Final Grade Roster

1. Log in to **MyU.umn.edu** with your internet ID and password.

2. Click on the **Teaching** tab to view your classes. Use the arrows to navigate to another term.

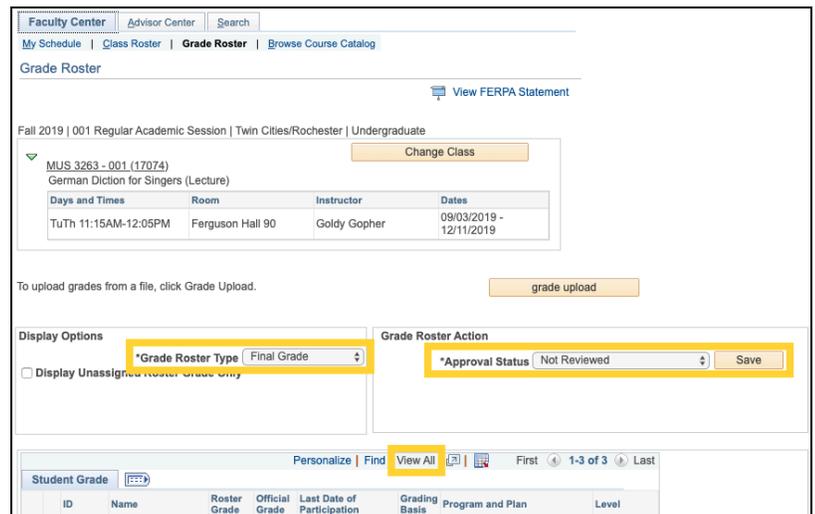   Note: If you do not see your class(es) listed, please contact your departmental scheduler.
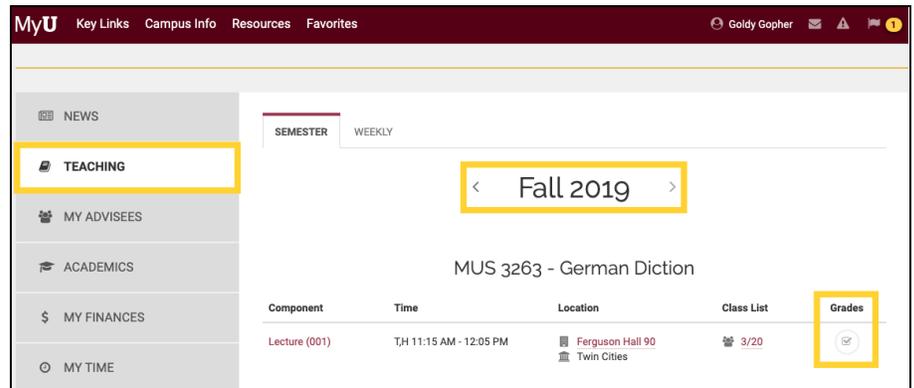
3. Click on the **Grades** icon.

Entering Grades

4. The **Grade Roster Type** must be set to **Final Grade.**

   The **Approval Status** must be set to **Not Reviewed**.

   The roster displays 20 students. Click **View All** if more than 20 students are enrolled.

5. Enter the student's grade using the **Roster Grade** dropdown.

   If a grade of F or N is entered, the **Last Date of Participation** field will automatically open, and a date must be entered.

6. Once all grades are entered and ready for submission, change the **Approval Status** to **Approved** and click **Save**. (Grades post nightly.)

   Approval Status: **Ready for Review** is used when the primary instructor needs to review your grades and approve them.

   Approval Status: Not Reviewed is used to go back and edit grades (before they are posted).

7. A confirmation message will be displayed. Click **OK**.

Additional Functionality

● Use the **Grade Upload** button to upload grades from a .csv file.

● Use the **<- add this grade to selected students** button to add the same grade to selected students, or all students.

● To send an email to selected students: click the **Notify Selected Students** button.

● To send an email to all students: click the **Notify All Students** button.

● To enter grades for another class, click the Change Class button to return to the **My Schedule** tab. Click the **Grade Roster** icon by the class.