

## 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.

| MyU      | Key Links Campus Info   | Resources Favorites |                         |                  | \varTheta Goldy Gopher |       | <b>≈ 1</b> |
|----------|-------------------------|---------------------|-------------------------|------------------|------------------------|-------|------------|
| (DE)     | NEWS                    | SEMESTER WEB        | EKLY                    |                  |                        |       |            |
| <b>8</b> | TEACHING<br>MY ADVISEES |                     | <                       | Fall 2019        | >                      |       |            |
| ŝ,       | ACADEMICS               |                     | MUS 32                  | :63 - German Dic | tion                   | _     |            |
| \$       | MY FINANCES             | Component           | Time                    | Location         | Class List             | Grade | s          |
| Ø        | MY TIME                 | Lecture (001)       | T,H 11:15 AM - 12:05 PM | Ferguson Hall 90 | 3/20                   |       |            |

## **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.

|            |  |                           |                         | Tiew FERPA St                  | atement      |         |
|------------|--|---------------------------|-------------------------|--------------------------------|--------------|---------|
| Fall 20    | 19   001 Regular Academi                             | c Session   Twin Cities/R | cochester   Undergradua | ate                            |              |         |
| ▼ <u>N</u> | MUS 3263 - 001 (17074)<br>German Diction for Singers | (Lecture)                 | C                       | hange Class                    |              |         |
| 1          | Days and Times                                       | Room                      | Instructor              | Dates                          |              |         |
|            | TuTh 11:15AM-12:05PM                                 | Ferguson Hall 90          | Goldy Gopher            | 09/03/2019 -<br>12/11/2019     |              |         |
| Fo uplo    | ad grades from a file, click                         | Grade Upload.             |                         |                                | grade upload |         |
| Displa     | v Options  |                           | Grade                   | Roster Action                  |              |         |
| Displa     | y Options<br>*Grade F                                | toster Type Final Gra     | de \$                   | Roster Action *Approval Status | Not Reviewed | \$ Save |

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.

|  |   | ID               | Name                | Roster<br>Grade | Official<br>Grade | Last Date of<br>Participation | Brading Basis | Program and Plan   | Level                 |        |
|--|---|------------------|---------------------|-----------------|-------------------|-------------------------------|---------------|--|-----------------------|--------|
| )  | 1 | ########         | Allegro,<br>Cadence | \$              |                   |                               | <b>∖</b> -F   | College of Liberal Arts -<br>Music B Mus/Music Education | Sophomore<br>2nd Term |        |
| )  | 2 | <i>#######</i> # | Concerto,<br>Elegy  | ( <b>†</b>      |                   |                               | A-F           | College of Liberal Arts -<br>Music/Psychology B S        | Senior 2nd<br>Term    |        |
| )  | 3 | <i>#######</i> # | Trumpet,<br>Reed    | -               |                   |                               | A-F           | College of Liberal Arts -<br>Music B Mus                 | Junior                |        |
|  |   | Select A         |                     | C               | lear All          |                               |               | Printer Friendly Ve                                      | rsion Grade Ro        | ster A |
|  |   | \$               |                     | <               | - Add th          | is grade to selected          | students      |  |                       |        |
| Notify Selected Students Notify All Students |   |                  |                     |                 |                   |                               |               |  |                       |        |

 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.

| ▼        | MUS 3263 - 001 (17074)<br>German Diction for Singers           | s (Lecture)           |              |          |                            |          |      |  |  |  |  |
|----------|--|-----------------------|--------------|----------|----------------------------|----------|------|--|--|--|--|
|          | Days and Times Room  |                       | Instructor   |          | Dates                      |          |      |  |  |  |  |
|          | TuTh 11:15AM-12:05PM   | Ferguson Hall 90      | Goldy Gopher |          | 09/03/2019 -<br>12/11/2019 |          |      |  |  |  |  |
| To up    | To upload grades from a file, click Grade Upload. grade upload |                       |              |          |                            |          |      |  |  |  |  |
| Disp     | lay Options  |                       |              | Grade Ro | ster Action                |          |      |  |  |  |  |
| <b>D</b> | *Grade F<br>isplay Unassigned Roster                           | Roster Type Final Gra | de 💠         |          | *Approval Status           | Approved | Save |  |  |  |  |
|          |  | *                     |              |          |                            |          |      |  |  |  |  |

Notify All Students

**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 Change Class button to return to the **My Schedule** tab. Click the **Grade Roster** icon by the class.

Select All Clear All

Notify Selected Students



ndly Version Grade Roster Audit

Save