Using Grade Roster

Grade rosters are created the last day of class to enable you to assign final student grades. Classes with available grade rosters will have a ⬚ icon preceding the class listing. To access a grade roster for a specific course, click the grade roster icon for the class.

From the Grade Roster page, use the Roster Grade column drop down menu to assign grades to students in this class.

Only valid grades associated with the Grade Basis will display in the Drop Down. The first 20 students will appear on the screen. At the bottom of the page, click **View All** or use the arrows to grade the next 20 students in your class. At the bottom of the page, click **Save**.

NOTE: Students no longer attending your class should be given an F grade denoting the week the student stopped attending. For example if the student never attended the class, the grade should be F01. If the student attended the first four weeks, but then stopped attending, the grade should be F04. This grading process will replace the AERIE "NA" grade and date required by Federal Financial Aid statutes involving students who unofficially withdraw from the university.

Very Important

If you leave at least one student without a grade, change the Grade Roster Action: Approval Status to "Ready for Review". **When all students have been graded, change the Grade Roster Action: Approval Status to "Approved". Grades cannot be posted until the Approval Status is set to Approved.**

If you need to change a grade before the grades have been posted, change the Approval Status back to "Not Reviewed" to reopen the grading field. Reset the Approval Status back to "Approved" when you are finished and click **Save**.

Grades will not be visible to the students until the Office of Records and Registration "posts" the grades to the student record. Short term classes post once per week during the semester. Beginning the last day of classes, grades post nightly.

Once the grades have been posted, you can still change a grade if the grading deadline has not passed. Click the **Request Grade Change** link that appears in the Grade Roster Action box to open the Official Grade field for each student.

Make your change to the appropriate student and click the green **Submit** button at the bottom of the page. You will see a Success message next to the changed grade. This will repost that grade for that student. Click **Return to Grade Roster**.

Grade changes after the grade deadline still require the 3 part form with signatures of the instructor, department chair and dean.

Navigation to Advisor Center and Search From Faculty Center > My Schedule