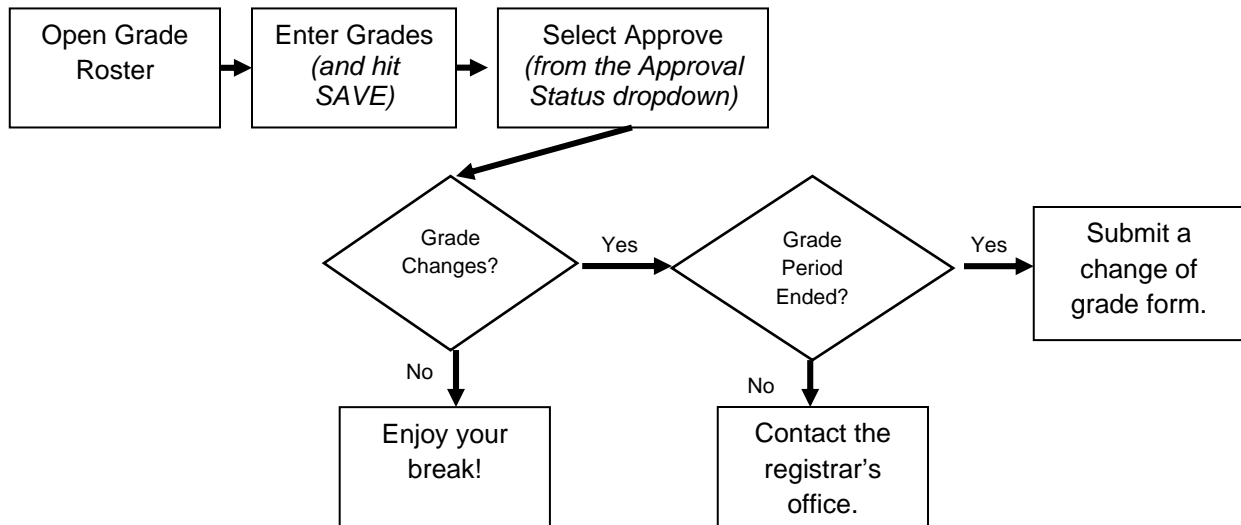


Overview

Grade Rosters are generated by the Registrar's Office after the last day of classes for a term and are available to class instructors the following day. Only the instructor of record as listed in the schedule of classes can enter grades for their class(es).

Grades must be entered during the designated grading period. The general process for entering online grades after the grade roster has been generated by the Registrar's Office includes:



Success Factors:

- **GRADES MUST BE ENTERED DURING THE DESIGNATED GRADING PERIOD!** Instructors must complete a change of grade form to submit grades after the grading period.
- All grades do not need to be entered at the same time. Enter the grades you have, and click Save. You can return to the grade roster to continue entering grades at your convenience.
- You can not approve, ie. submit grades to the registrar's office, until all students have been assigned a grade.
- Grading can occur from any computer that has an internet connection.
- **DO NOT HIT THE BACK BUTTON.** Use the internal navigation on the screen to return to the previous page. Hint: most navigation is located at the bottom of the screen.
- Only listed instructors for a class can enter grades for the class. If you are unable to enter grades before the end of the grading period, contact the registrar's office for guidance.
- **SAVE, SAVE, SAVE!**
- After completing your grade roster, and changing the status to approved, you must save your changes to submit your grade roster.
- If you have changes to make to a student's grades after the end of the grading period, you must submit a change of grade form. This process has not changed.

Opening and Reviewing your Grade Roster

Reminder – do not hit the Back Button in your browser in Student Administration.

1. After logging into myUMBC, click on **Topics** and select the **Faculty Center**.

The screenshot shows the myUMBC Faculty Center interface. At the top, there are navigation links for Alerts, Mail, Blackboard, Calendar, Activity, and a user profile for Susan Dawson. Below this is a navigation bar with 'Start', 'Topics', 'Community', and 'Help'. A 'Switch Role' bar shows 'Faculty' selected. The main content area is titled 'Faculty Center' and contains several sections: 'Classes & Grades', 'Administrative Reports', and 'Admin. Systems'. A callout bubble with the text 'Click once on Teaching Schedule.' points to the 'Teaching Schedule' link in the 'Classes & Grades' section.

2. From the Faculty Center of myUMBC, click once on the **Teaching Schedule** link. Your Teaching Schedule will appear.

The screenshot shows the 'Teaching Schedule' page. At the top, there is a header 'Teaching Schedule' and a 'Select display option:' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this are icons for 'Class Roster', 'Grade Roster', and 'Learning Management'. The main content is a table titled 'my Teaching Schedule > Fall 2009 > UMBC'. A callout bubble with the text 'Click to view the class Grade' points to the 'Grade Roster' icon in the first row of the table.

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	BIOL 106-1 (3244)	The Human Organism (Lecture)	27	MoWeFr 1:00PM - 1:50PM	LECTURE HALL I LH1	Sep 1, 2009- Dec 22, 2009
	PHED 170-1 (5883)	Touch Football (Lecture)	24	TuTh 10:00AM - 11:30AM	RETRIEVER ATHLETIC CENTER 228	Sep 1, 2009- Dec 22, 2009
	PHED 175-1 (5884)	ROTC Training (Lecture)	5	TuTh 2:15PM - 3:15PM	RETRIEVER ATHLETIC CENTER GYM	Sep 1, 2009- Dec 22, 2009
	THTR 470-1 (4985)	Drama Seminar (Lecture)	6	MoWe 10:00AM - 11:15AM	FINE ARTS 530	Sep 1, 2009- Dec 22, 2009

3. Click the **Grade Roster Icon** next to the desired class to view the **Grade Roster**.

NOTE: This icon will only appear once the grade roster has been generated by the registrar's office.

myUMBC
 Back to myUMBC | Log Out
Teaching Schedule

Susan Dawson

Faculty Center | **Grade Roster** | Learning Management

Ensure the class is correct. Click **change class** to return to the Teaching Schedule and select another class.

[View FERPA Statement](#)

Fall 2009 | Regular Academic Session

▼ **MATH 490 - 1 (4186)** **change class**

Special Topics in Mathematics - Rathinam Dynam Sys & Diff Eqat (Lecture)

Days and Times	Room	Instructor	Dates	Topic
MoWe 5:30PM-6:45PM	SONDHEIM HALL 112	Beth Oertel, Muruhan Rathinam, Susan Dawson	09/01/2009 - 12/22/2009	Rathinam Dynamical S & Differential Equations

The Approval Status remains **Not Reviewed** until ALL students on the roster receive a grade.

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed **save**

Click any column header to sort the roster in ascending or descending order.

Student Grade

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1 2500014247	Haas, Jesse D			GRD	Undergraduate Degree - Mathematics - BS/Computer Science	Senior
<input type="checkbox"/>	2 100					Undergraduate Degree - Mathematics - BS/Physics - BS/Honors College	Junior
<input type="checkbox"/>	3 300					Graduate Degree - Applied Mathematics - PhD	Graduate
<input type="checkbox"/>	4 300					Graduate Degree - Applied Mathematics - PhD	Graduate
<input type="checkbox"/>	5 30000399	Koenig, Alexandria V			GRD	Undergraduate Degree - Philosophy/Mathematics - BS	Senior

If the scroll arrows are active, more than one page of the roster exists. Either use the scroll arrows, or click View All to see all students on the same page.

View All | Download | Rows 1 - 5 of 5

Select All | Clear All

<- add this grade to selected students

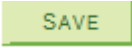
Click **SAVE** after making changes to the Roster and before exiting the roster.

SAVE

Assigning Grades

There are two methods for entering grades for students. You have the ability to enter grades one by one for each student, or you can enter the same grade for selected students on the roster.

Entering Grades per Student

1. Locate the desired student, and use the corresponding drop down menu to assign each student their grade.
2. Click  once you are finished entering the grades

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan
1 2500014247	Haas, Jesse D	A		GRD	Undergraduate Degree - Mathematics - BS/Computer Science
2 1000014224	Mason, David R.			GRD	Undergraduate Mathematics
3 3000075410	Saraswat, Jyoti	B		GRD	App...
4 3000035272	Trott, David W.			GRD	Graduate D Applied Ma
5 3000039926	Volkening, Alexandria V			GRD	Undergraduate Philosophy

View All | Download | Rows 1 - 5 of 5

Select All Clear All

<- add this grade to selected students

Callout 1: This row displays the student's selected Grade Basis.

Callout 2: The drop down menu reflects the grade options available for the student's chosen grade basis.



The grades that you have entered have been saved. In order to submit your completed grade roster to the Registrar's Office, you will need to change your Approval Status to 'Approved' and SAVE (0,0)

OK

The dialog box appears after saving the data. Click OK to continue.

Viewing the Grade Roster

Entering Multiple Grades at One Time

SA provides the ability to assign the same grade for a selected group of students .

1. Click on the checkbox to the left of the student's name for which you would like to assign a grade.
2. Select the class grade using the 'add this grade to selected students' drop down menu.
3. Click [<- add this grade to selected students](#) to apply the selected grade to all students.

NOTE: You may change an individual grade by using the corresponding drop down menu next to that student.

4. Click [SAVE](#)

The screenshot shows a table with columns: Student, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The first three rows are selected, indicated by checkmarks in the Student column. A callout '1. Select the students.' points to these checkmarks. Below the table, a callout '2. Select the Grade.' points to a dropdown menu showing grades A through I. A callout '3. Click the button.' points to a button labeled '<- add this grade to selected students'. A callout '4. Click Save.' points to a green 'SAVE' button.

Student	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input checked="" type="checkbox"/> 1 2300014247 Haas,Jesse D			GRD	Undergraduate Degree - Mathematics - BS/Computer Science	Senior
<input checked="" type="checkbox"/> 2 1000014224 Mason,David R.			GRD	Undergraduate Degree - Mathematics - BS/Physics - BS/Honors College	Junior
<input checked="" type="checkbox"/> 3 3000075410 Saraswat,Jyoti			GRD	Graduate Degree - Applied Mathematics - PhD	Graduate
<input type="checkbox"/> 4 David W.	B		GRD	Graduate Degree - Applied Mathematics - PhD	Graduate
<input type="checkbox"/> 5 ning,Alexandria V				Undergraduate Degree - Philosophy/Mathematics - BS	Senior

Note: The Select All and Clear All link are used for selecting and removing checkmarks to the left of a student's name. When you use these links you are selecting or clearing all students on the roster, not just on the viewable page.

Submitting Grades

Approving grades in SA is the same as submitting grades. The roster Approval Status begins as Not Reviewed. Once grades have been entered for **all** students on the roster, you must change the Approval Status to continue the grading process. The specific steps to follow depend on your grading access.

- Approve Access – you can enter and approve grades.
- Grade Access – you can only enter grades (typically reserved for TA's.)

Note: You cannot approve the grade roster unless every student on the roster has received a grade.

Approving the Grade Roster

If you have Approve grading access, you submit the approved grade roster for posting by the Registrar's office. You will know if you have this access if you have the option to select Approved from the drop down menu. If you do not have Approved as a drop down option, go to the Submitting Grades to be Approved section of this guide.

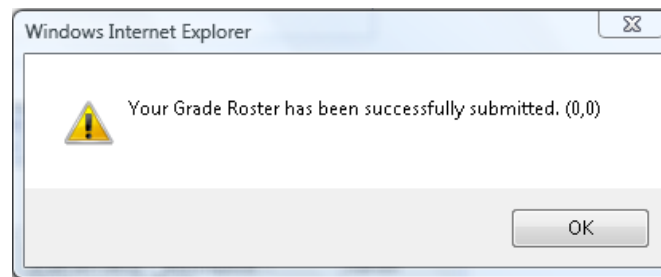
To change the Approval Status to Approved, follow these steps:

1. After entering grades for all students on the roster, and saving the grades, click once on the Approval Status drop down menu. Select the ***Approval Status** Approved.



2. Click  .

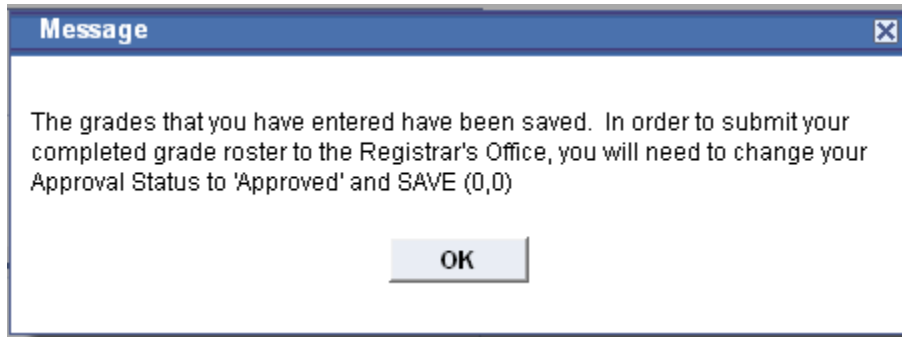
After successfully changing the grade roster to Approved, and saving your changes, the following dialog box will appear. Click OK to continue.



Once the status is changed to Approved, the roster is no longer available to be edited. Contact the Registrar if you need to make changes prior to the end of the grading period.

Viewing the Grade Roster

If you try to approve the roster without entering a grade for all students, you will receive the following dialog box. Click OK to return to the roster, enter a grade for all students, and follow the steps to approving the roster again.

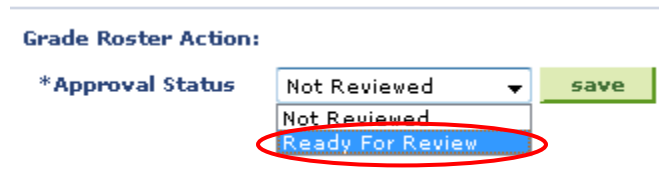


Viewing the Grade Roster

Submitting Grades to be Reviewed

If your grading access is set to Grade only, then you do not have access to approve the grade roster. You must set the Approval Status to Ready to Review, and then notify the primary instructor that the grade roster is available for final review and approval. To change your Approval Status, follow these steps:

1. Click once on the Approval Status drop down menu. Select the ***Approval Status Ready for Review**.



The screenshot shows a form titled "Grade Roster Action:". Below the title, there is a label "*Approval Status" followed by a dropdown menu. The dropdown menu is open, showing three options: "Not Reviewed", "Not Reviewed", and "Ready For Review". The "Ready For Review" option is highlighted in blue and circled in red. To the right of the dropdown menu is a green button labeled "save".

2. Click  .

NOTE: Doing this will grey out the grade roster allowing only the instructor with approval permissions to make any changes.

3. Notify the primary instructor for the class that the grade roster is available for review and approval.

Making Changes to a Student's Grades

How you make changes to a grade roster depends on whether or not the grading cycle is still in progress. Below are details for making changes to a student's grades both during the grading cycle and after the grading cycle.

Changing Grades During the Grading Cycle

Changes can be made a student's grades at any time during the grading cycle while the status of the grade roster is Not Reviewed. Once the grade roster status has been changed to Approved, the roster is no longer able to be edited by the instructor of the class. To change a grade after Approving the roster, but before the end of the grading cycle, contact the Office of the Registrar to make changes to individual grades.

Changing Grades After the Grading Cycle

After the grading cycle has ended, the grade roster is no longer available to be edited. To make changes to individual grades, including incomplete grades, you must complete a Change of Grade form.

Viewing the Grade Roster

Printing a Grade Roster

Grade Rosters are printed from within your internet browser. It is recommended to select the Printer Friendly Version link prior to printing your roster.

Printing in Firefox:

*Note: To ensure the page prints correctly, first navigate to **File**→**Print Preview**, and ensure the Scale is set to 100%. If you notice the width of the page does not entirely fit on the page, modify this setting to the scale that is appropriate for your computer. Once you set the scale, it remains until you reset it again.*



Steps:

1. Navigate to any PeopleSoft page.
2. Click once on the page you are currently viewing.
3. Right mouse click on page and select **"This Frame > Print Frame."**

AMST 100 - 01 Intro. to American Studies
Lecture (2233)
Spring 2011 | Regular Academic Session | UMBC | Undergraduate

Meeting Information

Days & Times	Room	Instructor
TuTh 1:00PM - 2:15PM	ACADEMIC BUILDING IV 150	Beth Oertel

*Enrollment Status:

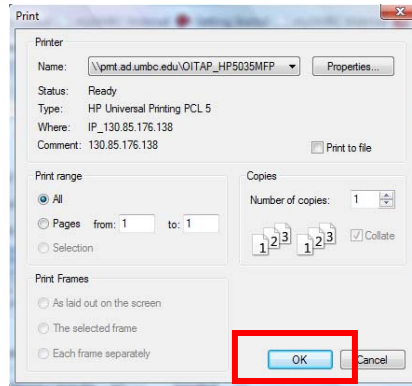
Enrollment Capacity: 60 Enrolled: 33

Enrolled Students

ID	Name	Grade Basis	Units	Pro	Instructor	
1 3000184643	Alves,Deven John	Graded	3.00	Undergraduate Degree - Undergraduate Studies	Fre	Beth Oertel
2 3000273639	Brown,Jessica Michelle	Graded	3.00	Undergraduate Degree - Undergraduate Studies	Fre	Beth Oertel
3 2500043888	Danji,Daniel	Graded	3.00	Undergraduate Degree - Political Science - BA	Jur	Beth Oertel
4 2000197301	Drude,Alexander N	Graded	3.00	Undergraduate Degree - Chemical Engineering	Jur	Beth Oertel
5 3000171821	Eckhoff,Andrew Sullivan	Graded	3.00	Undergraduate Degree - Environmental Science - BS	Freshman	Beth Oertel

4. The Printer window appears. Select the correct printer and click **OK**.

Viewing the Grade Roster



Printing in Internet Explorer:

1. Navigate to your desired PeopleSoft page.
2. In IE, **right mouse click** on page and select "**Select All.**"

AMST 100 - 01 Intro. to American Studies

Lecture (2233)

[Class Detail](#)

Spring 2011 | Regular Academic Session | UMBC | Undergraduate

Meeting Information

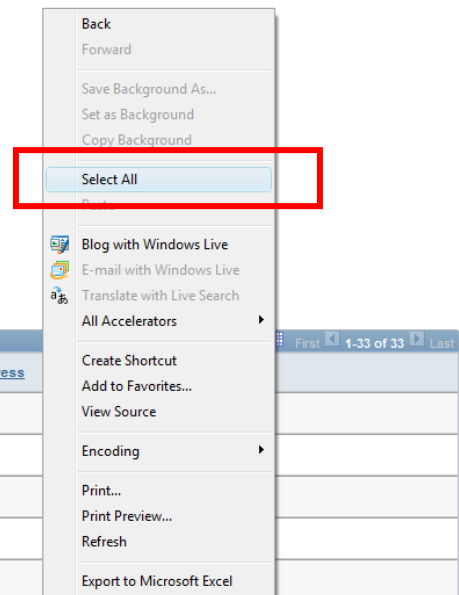
Days & Times	Room	Instructor	Meeting Dates
TuTh 1:00PM - 2:15PM	ACADEMIC BUILDING IV 150	Beth Oertel	01/26/2011 - 05/12/2011

*Enrollment Status:

Enrollment Capacity: 60 Enrolled: 33

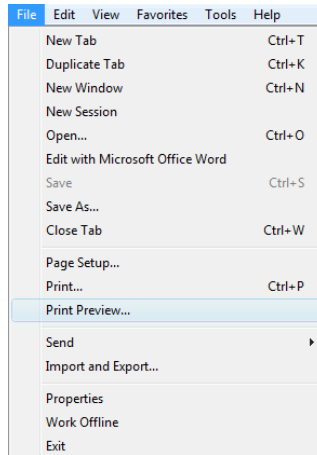
Enrolled Students

ID	Name	Grade Basis	Units	Program and Plan	Level	Email Address
1 3000184643	Alves,Deven John	Graded	3.00	Undergraduate Degree - Undergraduate Studies	Freshman	
2 3000273639	Brown,Jessica Michelle	Graded	3.00	Undergraduate Degree - Undergraduate Studies	Freshman	
3 2500043888	Danji,Daniel	Graded	3.00	Undergraduate Degree - Political Science - BA	Junior	
4 2000197301	Drude,Alexander N	Graded	3.00	Undergraduate Degree - Chemical Engineering	Junior	
5 3000171821	Eckhoff,Andrew Sullivan	Graded	3.00	Undergraduate Degree - Environmental Science - BS	Freshman	

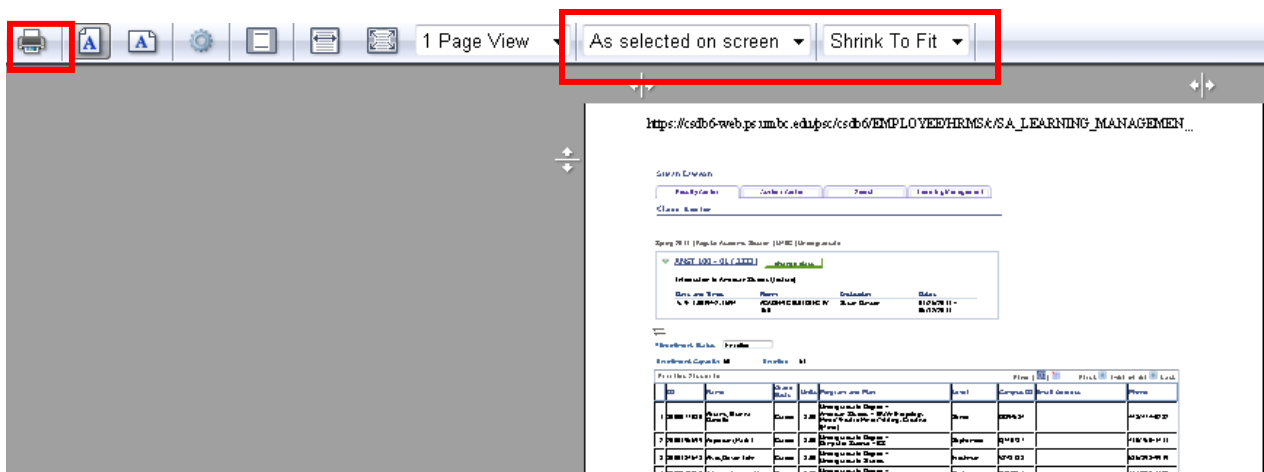


3. Select **File > Print Preview**

Viewing the Grade Roster



4. Select "As selected on screen" and "Shrink to Fit" from the Print Preview window.



5. Click the Print Icon.

