CHAPTER 4

Grades
Introduction

There are three ways to enter grades into PeopleSoft: Manually for each individual student in the Enrollment Request component, for each student by using the Quick Enroll component, or by entering the grades in the Grade Roster. Colleges will utilize the grade rosters to enter the majority of grades. This chapter will focus on utilizing the grade rosters.

All instructors will have access to the grade roster. However, the level of the access will differ depending upon the security access that has been granted by the registrar or student dean. There are three levels of access for the instructor:

- The instructor may be able to only view the grade roster.
- The instructor may be able to generate the roster, enter grades, and save the roster with the grades.
- The instructor may be able to generate the roster, enter grades, and post the roster with grades.

This chapter will demonstrate the highest level of access. Keep in mind that the access that you have been granted may change the appearance of the component.
Entering Grades

In most cases, you will enter your grades into the grade roster. Although an initial process has been run across the system to generate the data necessary to create grade rosters, you will still need to create each individual roster before you can enter grades.

To enter grades, follow these steps:

1. From the Home page, select Curriculum Management.

2. Select Grade Roster under the Grading folder.

3. Enter the appropriate term in the Term and Class Nbr and click the Search button. If you do not know the class number, you may use the other search fields to search for the class. After entering the search information, click the Search button and select the class from the resulting list.
If the wrong class is retrieved, perform another search and enter the Course Offering Nbr along with the original search criteria.

4. Complete the Grade Roster Type page using the following instructions:

- Select Final Grade from the Grade Roster Type field. If Final Grade is already selected and the Description field, the Override and Partial Post checkboxes, and the Create and Post buttons are visible, this step is not necessary.

- The Description will default as the Final Grade. Do NOT change.

- The Final Roster Grading Status area will indicate where you are in the grading process. Statuses include Grade Input Allowed, Error, Ready to Post, and Posted.

- If you have previously created this grade roster, you may select Override
**Grade Roster** to override the previous grade roster. *If you do the override, you will have to enter all grades back into PeopleSoft for the entire class.*

- If you select the **Partial Post** checkbox, you can enter and post grades for only a portion of the students on the roster. *If you perform a partial post, you still have to change the Approval Status to Ready to Review, but you may return to the grade roster later and enter the grades for the remaining students.*

5. Click the **Create** button to create the roster. *This will move you to the Grade Roster page.*

6. All students enrolled in the class will appear on this page. In the **Roster Grade** field, enter the grade for the first student and tab to the next student until you have entered all grades for this roster.

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**Some helpful hints on entering grades:**

- *If a student has officially dropped the class after the Add/Drop period, a W grade will automatically appear on the roster.*

- *If you do not know which grades can be awarded for a class, click the **Lookup Grade** icon and click the **Lookup** button. Select the correct grade from the resulting list. If you need to assign an I, WF, or WP grade, you must contact someone from the Student Records Office to enter that grade for you.*

- *Click the **Detail** link to look at the enrollment detail for each student enrolled. Click the **Return** link when finished.*

- *The **Note** link is used to enter a note that will appear on the student’s transcript. Do NOT enter any information on the note page.*

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*If you wish to exclude a grade the student earned which is a higher grade in legacy, you may select a repeat code from the Repeat Code field in the Enrollment Request or Quick Enroll area of PeopleSoft. Use Normal*
7. Click the **Grade Roster Type** tab.

8. If you have been granted access to post the grades, change the **Approval Status** from **Not Reviewed** to **Approved** and click the **Post** button to save the grades and post them to the students’ transcripts. Otherwise, select **Ready to Review** and click the **Save** button.

9. Click the **Home** link when finished to return to the **Home** page.