STUDENT CENTRAL GRADE ROSTER FUNCTIONALITY AT-A-GLANCE

Grade Roster Authority

To access a class's grade roster through Faculty Center, you must be assigned as an instructor or grade roster delegate for that class. If a class you're teaching doesn't appear in your Faculty Center, please contact your department scheduler to be added to the class as an instructor with grading authority.

Level of Grading Authority

Remember that the level of grading authority one has depends upon the **Access** value—either **Approve** or **Grade**—selected in Curriculum Management's **Meetings** tab.

- Only instructors with an **Access** value of **Approve** can set grade rosters to the **Approved** status.
- Individuals with an **Access** value of **Grade** can input and save grades, and set the approval status to **Ready for Review**.

NOTE: If you are administrative staff and you don't have access to Faculty Center, you can view grade rosters by navigating to **Curriculum Management>Grading>Grade Roster**.

Accessing the Grade Roster

1. Go to **www.my.fsu.edu**. Log on using your FSUID and password.

2. From the left-hand side of your portal page, choose **Teaching>Faculty Center**. Your **my schedule** page appears.

3. After navigating to the **my schedule** page, click the **Grade Roster** icon next to the appropriate class, then click **Go**, and the **Grade Roster** page appears.
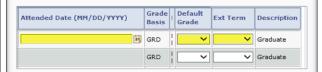
Approval Statuses

- ***Not Reviewed***. This status is the default status. Working in this status allows you to click **Save** and return at any time to inputting grades.

- ***Ready for Review***. After an instructor or TA who does not have final grade-approval authority finishes entering grades, he or she should select **Ready for Review** and click **Save**. Saving grades with this status provides a visual cue to the instructor with grade-approval authority that the grades are ready to be reviewed and approved.
  - After clicking save, the **Ready for Review** status is "locked."
  - If the TA needs to alter a grade, the instructor with grade approval authority must reset the status to **Not Reviewed** and click **Save** before the grade/s can be altered.
  - Faculty are not required to use the **Ready for Review** status unless they choose to as a signal to a co-instructor.

- ***Approved***. This status is equivalent to **Submit** in the Legacy system. After entering and/or reviewing the grades to ensure accuracy, select **Approved** and click **Save**.
  - Grades must reflect the **Approved** status in order to be posted.
  - When grades are **Approved** and **Save** is clicked, an email is generated to *every* person assigned as an instructor with grading authority.
  - The grade-submission deadline policy has not changed. After the deadline passes, you cannot change the **Approved** status or alter grades.

Incomplete (I) Grades

If you give a student a grade of Incomplete (I), the system activates drop-down boxes in the **Default Grade** and **Ext Term** (Extension Term) columns for that student.

The **Default Grade** is the grade the student should receive when the **Extension Term** lapses. Extension term syntax is: **2** for the millennium, **14** for the year, and:

- **1** = Spring term
- **6** = Summer term, and
- **9** = Fall term

Thus, **2141** is Spring term 2014; **2146** is Summer term 2014; and **2149** is Fall term 2014.

If the student is classified as a Title IV student, the **Attended Date** field also becomes active.

IMPORTANT! If the student never attended class, in the *Attended Date* field, enter the *first day of the term regardless of the date your first class meeting was held*. If the student did attend, enter the last date on which the student attended.

Need Help? Visit:

- http://www.sc.my.fsu.edu/Faculty/How-To/Use-Grade-Rosters-in-Faculty-Center

- Or, contact the ITS Service Desk at http://its.fsu.edu/ITS-Service-Desk or 850-644-HELP.

To have the roster show only those students for whom a grade has not been assigned, select the **Display NG Grades Only** check box.

To sort the roster by a column's value, click any column header. For example, clicking the **Description** column header would sort the roster by students' career level.

To assign individual grades, simply click the **Roster Grade** drop-down arrow next to each student's name and select the appropriate grade.

To select all students on all roster pages, including those pages you **cannot** see, click the **Select All** link.

To clear checkboxes for a student or subset of students before moving on to the next grading action, click the **Clear All** link.

To "batch" assign a specific grade to a subset of students:

1. Select the check box next to each student to receive the grade.

2. In the drop-down box adjacent to the **add this grade to selected students** button, choose the grade to assign to the selected students.

3. Click the **add this grade to selected students** button.

To Complete the Attended Date field, supply the date of the last day the instructor had contact with the student. If the student never attended class, enter the date of the 1st day of the term.

To assign an Incomplete (I), select it from the **Roster Grade** drop-down.

The **Default Grade and Ext Term** columns then activate drop-down boxes for you to supply the extension term and default grade that should be awarded at the end of the extension period.

Always click Save after inputting a series of individual grade values or related value entries!

Display Options:

*Grade Roster Type [Final Grade ▼]

☐ Display NG Grades Only

Student Grade

	ID	Nar	Roster Grade	Official Grade	Attended Date (MM/DD/YYYY)	Grade Basis	Program and Plan	Default Grade	Ext Term	Description
☐ 1	100	Arn	I ▼			GRD	Bachelor's Degree - Criminology & Crim. Justice-BS	▼	▼	Senior
☐ 2	000	An	B- ▼				egree - Criminology-MA (Trd)			Graduate
☐ 3	100	Bak	B- ▼				Unspecified - y - Conv			Graduate
☐ 4	200	Flac	B- ▼				Unspecified - y - Conv			Graduate
☐ 5	100	Jac	NG ▼				Unspecified - y - Conv			Graduate
☐ 6	200	Koc	B- ▼			GRD	Unspecified - Criminology - Conv			Graduate
☐ 7	200	Lad	B- ▼			GRD	Graduate-Unspecified - Criminology - Conv			Graduate
☐ 8	200	Mat	I ▼		[ ] 📅	GRD	Graduate-Unspecified - Criminology - Conv	▼	▼	Graduate
☐ 9	000	Noe	B- ▼			GRD	Graduate-Unspecified - Criminology - C			Graduate
☐ 10	200	Nog	B- ▼			GRD	Graduate-Unspe - C			raduate
☐ 11	100	Pilo	B- ▼			GRD	Graduate-Unspe Criminology - C			raduate
☐ 12	200	Ray	B- ▼			GRD	Graduate-Unspe Criminology - C			raduate
☐ 13	100	Rus	B- ▼			GRD	Graduate-Unspe Criminology - C			raduate
☐ 14	000	Tind	NG ▼			GRD	Bachelor's Degr Criminology & C			enior
☐ 15	200	Woc	B- ▼			GRD	Graduate-Unspe Criminology - C			raduate
☐ 16	100	Woc	B- ▼			GRD	Graduate-Unspe Social Work - Conv/Criminol			raduate
☐ 17	100	Zoh	B- ▼			GRD	Master's Degree Social Wk/Public Adm-MSW (Trd)			Graduate

View All | Load 7 of 17 ▶▶ ▶|

Select All   Clear All   Select/Clear all will select/clear all students on all pages in the roster.   Printer Friendly Version

[▼] [<- add this grade to selected students]

[notify selected students]   [notify all students]

[SAVE]