



Online Grade Rosters

This guide outlines the process for faculty to enter grades online using myCSUSTAN Faculty Center for Fall 2008 and beyond.

Grade Rosters are available from the faculty center as **soon as Enrollment Services has opened the grading cycle.** From the grade roster you can:

- Enter grades online
- Download your grade roster to Excel
- Print the grade roster

Grade Roster

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
CIS 2000-001 DIS 4 808	Intro to Bus Computer Systems (Discussion)	45	TuTh 9:05AM - 10:03AM	Demergasso-Bava Hall 106	Sep 4, 2008- Dec 9, 2008
CIS 2000-003 LAB 41912	Intro to Bus Computer Systems	25	TuTh 10:10AM - 11:07AM	Demergasso-Bava Hall 107	Sep 4, 2008- Dec 9, 2008

Click on Grade roster icon next to the desired class section to begin the process

- Select the Faculty Center option under Self Service.
- Grade rosters are available only after Enrollment Services has created them near the end of the term.
- Select the Grade roster icon next to the desired class section to begin entering grades.

Leave Approved Status as **Not Reviewed** until you have completed entering grades for ALL students.

Clicking on the 'Display Unassigned Roster Grade Only' box shows students who have not yet been graded

Download

Grades can be selected from the drop-down list

Save

Notify	ID	Name	Roster Grade	Official Grade	Career	Grading Basis
<input type="checkbox"/>	SR0000021	Brad Pitt	B		Undergraduate	Graded
<input type="checkbox"/>	SR0000014	Baby Pitt			Undergraduate	Graded

- Use the drop-down list to select the grade you wish to assign to student.
- When you are done entering grades, click on SAVE button.
- Leave the Approval Status as Not Reviewed until you complete entering grades for all students.
- You may **SAVE and leave this page at any time and return to complete entering grades. Once you change the Approved Status to Approved, you will not be able to change the grade since the grade then becomes final.**
- You will be prompted by various messages reminding you that the grade roster is complete, etc.
- You can download the grade roster by clicking on the icon.



Once you have completed entering ALL grades, select status as **Approved** so that it is recorded on the student record

- Once you have entered grades for ALL students, select Approval Status as **Approved** and **click on SAVE**. Once approved, then grades will become part of student record and you will not be able to change grades online.
- Once you change the status to **Approved**, and **click SAVE**, you will receive a message reminding you that it's final. See example on this screen.
- You can download the grade roster by clicking on the download icon.

Note: Don't forget to Sign Out from the system