



Online Grade Rosters Guide

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Introduction

This guide outlines the process for faculty to enter grades online using the myStanState Faculty Center in PeopleSoft.

Grade rosters are available from the faculty center **as soon as Enrollment Services has opened the grading cycle.**

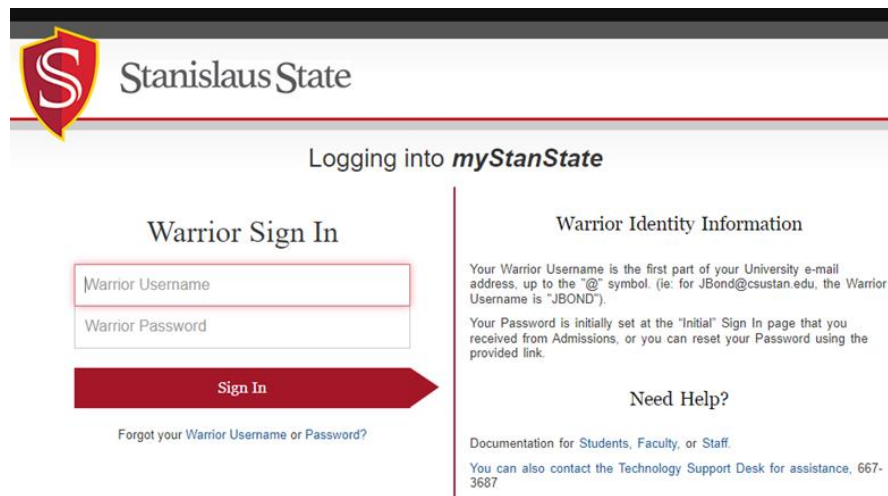
From the grade roster you can:

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

Navigating to PeopleSoft

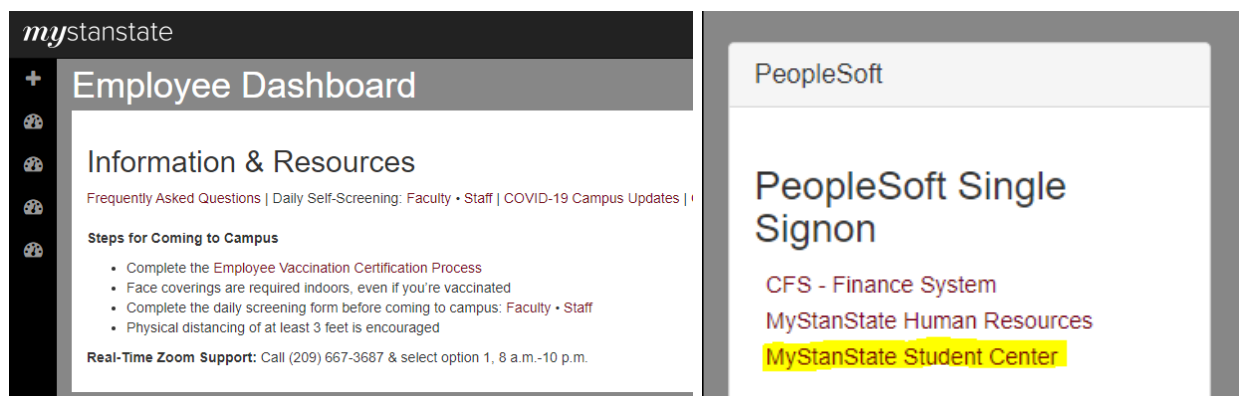
The Online Grade Rosters are accessible from within **PeopleSoft**. You can navigate to PeopleSoft using the links found on your **myStanState** dashboard.

Using your preferred internet browser, navigate to my.csustan.edu and log in using your Stanislaus State credentials. You will be prompted to log in using Multi-Factor Authentication (MFA). For more information or help with issues involving MFA, please contact OIT.



The image shows the Stanislaus State myStanState login page. At the top is the Stanislaus State logo and the text "Stanislaus State". Below this is a header "Logging into myStanState". The main content area is divided into two columns. The left column is titled "Warrior Sign In" and contains two input fields: "Warrior Username" and "Warrior Password". Below these fields is a red "Sign In" button. Under the button is a link: "Forgot your Warrior Username or Password?". The right column is titled "Warrior Identity Information" and contains two paragraphs of text explaining the username and password requirements. Below this is a "Need Help?" section with a link: "Documentation for Students, Faculty, or Staff." and another link: "You can also contact the Technology Support Desk for assistance, 667-3687".

Upon logging in, you will see your **Employee Dashboard**. Scroll down and locate the box within your **Employee Dashboard** with the header labeled **PeopleSoft**. Within the **Peoplesoft** box will be a header labeled **PeopleSoft Single Signon**. Click the link below this header labeled **MyStanState Student Center** to navigate into **PeopleSoft**.

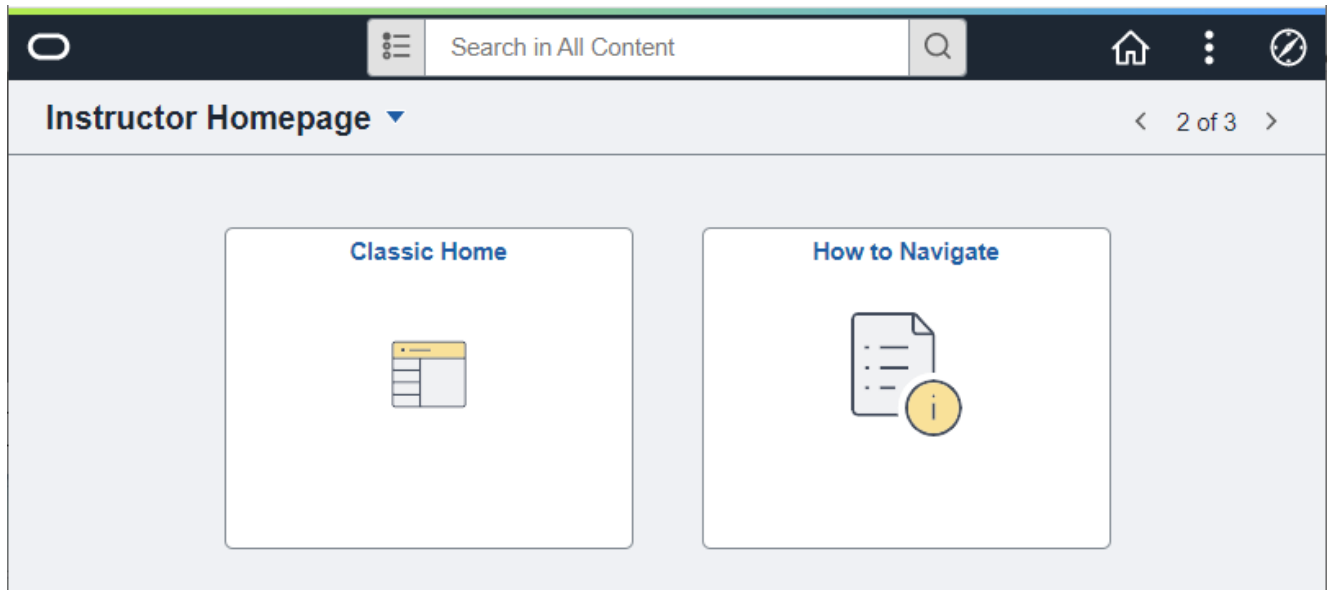


The image shows two side-by-side screenshots. The left screenshot is the "myStanState Employee Dashboard". It has a dark header with the "myStanState" logo. Below the header is a section titled "Employee Dashboard" with a plus icon. Under this is a section titled "Information & Resources" with links: "Frequently Asked Questions", "Daily Self-Screening: Faculty • Staff", and "COVID-19 Campus Updates". Below this is a section titled "Steps for Coming to Campus" with a list of bullet points: "Complete the Employee Vaccination Certification Process", "Face coverings are required indoors, even if you're vaccinated", "Complete the daily screening form before coming to campus: Faculty • Staff", and "Physical distancing of at least 3 feet is encouraged". At the bottom is a section titled "Real-Time Zoom Support: Call (209) 667-3687 & select option 1, 8 a.m.-10 p.m.". The right screenshot is the "PeopleSoft Single Signon" page. It has a light gray header with the "PeopleSoft" logo. Below the header is a section titled "PeopleSoft Single Signon". Under this are three links: "CFS - Finance System", "MyStanState Human Resources", and "MyStanState Student Center". The "MyStanState Student Center" link is highlighted with a yellow background.

Note that the PeopleSoft link will open a new tab or window. If you have a pop-up blocker, you may need to disable it in order to allow the window to open. You may also be prompted to log in again with your Stanislaus State credentials.

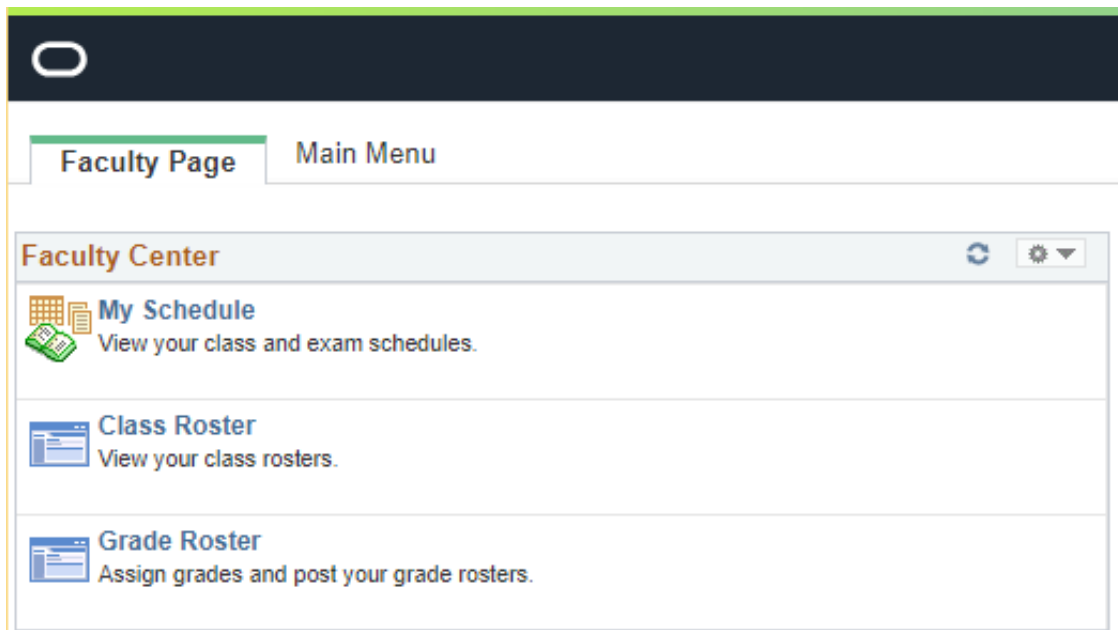
Navigating to the Grade Roster

Once logged into PeopleSoft, you will land on your **Instructor Homepage**. Click the tile on the left labeled **Classic Home** to access the **Faculty Center**.



For more information on navigating the Homepage and Nav Bar, please refer to the [Fluid Nav Campus Guide](#).

From your Faculty Page, you can access your class schedule, class roster, and grade roster. Click on the link labeled **My Schedule** to select a class whose grade roster you want to access.



[Faculty Center](#)
[Advisor Center](#)
[Search](#)

[My Schedule](#)
[Class Roster](#)
[Grade Roster](#)

My Schedule

2023 Spring | CSU Stanislaus

Change Term

Select display option

☒ Show All Classes
☐ Show Enrolled Classes Only

[My Exam Schedule](#)

Icon Legend
 Class Roster
 Grade Roster
 Learning Management
 Class Permissions

My Teaching Schedule > 2023 Spring > CSU Stanislaus

Personalize | View All |
First 1-3 of 3 Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		MATH 2460-001 (21519)	Intro to Differential Equation (Lecture)	23	MoFr 11:00AM - 11:50AM	Dorothy & Bill Bizzini 108	Jan 26, 2023-May 24, 2023
		MATH 2460-201 (25423)	Intro to Differential Equation (Lecture)	1	MoFr 11:00AM - 11:50AM	TBA	Jan 26, 2023-May 24, 2023
		MATH 4140-001 (21529)	Real Analysis II (Lecture)	4	MoWeFr 10:00AM - 10:50AM	Dorothy & Bill Bizzini 111	Jan 26, 2023-May 24, 2023

View Weekly Teaching Schedule

Go to top

Double check the term in which you are working. If the term displayed near the top of the My Schedule area is incorrect, select **Change Term** to adjust your term as necessary.

2022 Fall | CSU Stanislaus

Change Term

Select display option

☒ Show All Classes
☐ Show Enrolled Classes Only

[My Exam Schedule](#)

Icon Legend
 Class Roster
 Grade Roster
 Learning Management
 Class Permissions

My Teaching Schedule > 2022 Fall > CSU Stanislaus

Personalize | View All |
First 1-2 of 2 Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		MATH 4130-001 (41585)	Real Analysis I (Lecture)	34	MoWeFr 11:00AM - 11:50AM	Science Building 104	Aug 22, 2022-Dec 16, 2022
		MATH 4130-002 (45351)	Real Analysis I (Lecture)	16	MoWeFr 9:00AM - 9:50AM	Naraghi Hall of Science 221	Aug 22, 2022-Dec 16, 2022

View Weekly Teaching Schedule

Go to top

Locate the class section whose grade roster you want to access on your Teaching Schedule and select the **Grade Roster Icon** to the left of the class section.

Inputting Grades

Faculty Center

Advisor Center

Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Grade Roster

2023 Spring | Regular Academic Session | CSU Stanislaus | Undergraduate

▼

MATH 4140 - 001 (21529)

Real Analysis II (Lecture)

Change Class

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-10:50AM	Dorothy & Bill Bizzini 111		01/26/2023 - 05/24/2023

Display Options

*Grade Roster Type Final Grade ▼

☐ Display Unassigned Roster Grade Only

Grade Roster Action

1 *Approval Status Not Reviewed ▼ Save

Student Grade

Find | View All | First 1-4 of 4 Last

	ID	Name	Roster Grade	Official Grade	Academic Career	Grading Basis
<input type="checkbox"/>	1		2 ▼		Undergraduate	Letter Grd
<input type="checkbox"/>	2		▼		Undergraduate	Letter Grd
<input type="checkbox"/>	3		▼		Undergraduate	Letter Grd
<input type="checkbox"/>	4		▼		Undergraduate	Letter Grd

View All | First Rows 1 - 4 of 4 Last

Select All

Clear All

3 Printer Friendly Version

<- Add this grade to selected students

Notify Selected Students

Notify All Students

4 Save

1. Approval Status

While you are still inputting the grades for your students, leave the **Approval Status** at the **Not Reviewed** drop-down menu option until grades have been entered for **ALL** students.

Attempting to change the Approval Status prior to all grades being entered will result in an error message.

2. Grade Selection

Use the drop-down list to select the grade you wish to assign to each student.

Note: students that receive an Incomplete “I” grade require an Incomplete Grade Agreement to be filled out. For more information on the Incomplete Grade Agreement, please see the [Incomplete Grade Agreement guide](#).

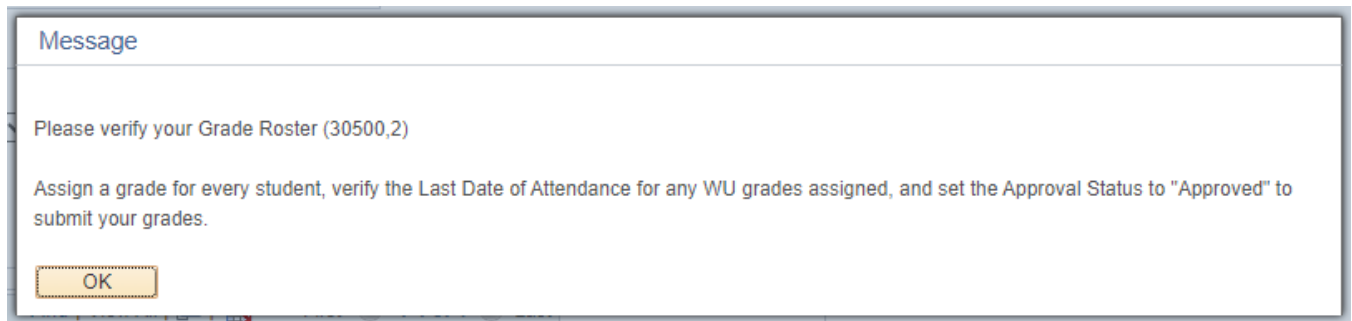
3. Print Roster

Click on the **Printer Friendly Version** link to print out a copy of your grade roster.

4. Saving

You may **Save** and leave this page at any time by clicking the **Save** button at the bottom of the page. If properly saved, you can retain your progress to complete entering your grades at another time.

Saving using the button at the bottom of the page will prompt a reminder message to verify your Grade Roster and input grades for all students.



Click the “OK” button to proceed with saving.

Submitting Grades

Once you have entered grades for **ALL** students, select **Approved** from the Approval Status drop-down menu and click on the **save** button within the Grade Roster Action section.

Display Options

*Grade Roster Type

Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status

Not Reviewed

Approved

Not Reviewed

Save

Find | View All | First 1-4 of 4 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Academic Career	Grading Basis
<input type="checkbox"/>	1		C		Undergraduate	Letter Grd
<input type="checkbox"/>	2		B		Undergraduate	Letter Grd
<input type="checkbox"/>	3		D		Undergraduate	Letter Grd
<input type="checkbox"/>	4		A		Undergraduate	Letter Grd

View All | First Rows 1 - 4 of 4 Last

Message

You have successfully completed Grading for this class (30500,1)

The grades for this class have been entered and will be posted within 24 hours. Once grades are posted, all changes require a Change of Grade Card. If you have any questions please contact Enrollment Services 667-3264.

OK

Upon saving, you will receive a message confirming your grade submission for this class section. Once approved, the grades will become part of the student record. For information on changing grades online, please refer to the [Online Grade Change Process Guide](#).