

## Online Grade Rosters

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

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

Faculty Center  
my schedule

Advisor Center  
class roster

Search  
grade roster

**Faculty Center**

**My Schedule**

2013 Fall | CSU Stanislaus change term My Exam Schedule

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management Class Permissions

**My Teaching Schedule > 2013 Fall > CSU Stanislaus**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">COGS 3150-001 (40387)</a>	Nonlinear Systems and Chaos (Lecture)	10	TuTh 9:30AM - 10:15AM	Demergasso-Bava Hall 104	Aug 22, 2013- Dec 18, 2013
<a href="#">COGS 3150-002 (40388)</a>	Nonlinear Systems and Chaos (Laboratory)	10	TuTh 10:16AM - 10:45AM	Demergasso-Bava Hall 104	Aug 22, 2013- Dec 18, 2013
<a href="#">COGS 4350-001 (40389)</a>	The Information of Meaning (Lecture)	13	TuTh 2:00PM - 3:15PM	Dorothy & Bill Bizzini 212	Aug 22, 2013- Dec 18, 2013
<a href="#">CS 2700-003 (40468)</a>	Assembly Lang & Comp Archit (Lecture)	20	TuTh 3:30PM - 4:15PM	Demergasso-Bava Hall 104	Aug 22, 2013- Dec 18, 2013

1. Verify the term is the current term for grading
2. Select the change term button if the correct term is not displayed
3. Select the Grade Roster icon next to the course

**Grade Roster**

2014 Spring | Regular Academic Session | CSU Stanislaus | Undergraduate

▼ **CS 3740 - 002 (20448)** change class

Computer Organization (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	Demergasso-Bava Hall 104	Thomas Carter	01/27/2014 - 05/23/2014

**Display Options:**

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status: Not Reviewed save

ID	Name	Roster Grade	Official Grade	Academic Career	Grading Basis
1		▼		Undergraduate	Letter Grd
2		▼		Undergraduate	Letter Grd
3		▼		Undergraduate	Letter Grd
4		▼		Undergraduate	Letter Grd
5		▼		Undergraduate	Letter Grd
6		▼		Undergraduate	Letter Grd

View All | Download | Rows 1 - 30 of 30

Select All Clear All [Printer Friendly Version](#)

-> add this grade to selected students

notify selected students notify all students

SAVE

Message

All students in the Grade Roster must be graded. (14670,6)

All students in the Grade Roster must be graded before it can be approved.

OK

Message

Please verify your Grade Roster (30500,2)

Assign a grade for every student, verify the Last Date of Attendance for any WU grades assigned, and set the Approval Status to "Approved" to submit your grades.

OK

- Leave the Approval Status as Not Reviewed until grades are entered for all students.
- 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.

If you try and change the approval Status to Approved before all grades have been entered you will receive the following message:

Message

All students in the Grade Roster must be graded. (14670,6)

All students in the Grade Roster must be graded before it can be approved.

OK

You may **SAVE and leave this page** at any time and return to complete entering grades.

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

- When the save button is clicked a message will appear asking you to verify your grade roster. Click the OK button.

**Grade Roster Action:**

**\*Approval Status** Approved save

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

- Once you have entered grades for ALL students, select Approved for the Approval Status.
- Click on the save button.
- A message will prompt that the grades are final and will post to the students account within 24 hours.

**Once approved, then grades will become part of student record and you will not be able to change grades online.**

View All | [Download](#) | Rows 1 - 30 of 30

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

< - add this grade to selected students

notify selected students | notify all students

SAVE

- You can download the grade roster at any time by clicking on Download link.