

Grade Roster

- 'Display Options' allows you to hide students already assigned a grade from a previous session

The screenshot shows the 'Grade Roster' page with a navigation bar at the top containing 'faculty center', 'advisor center', 'search', and 'learning management'. Below this are 'my schedule', 'class roster', and 'grade roster'. A yellow warning box states: 'You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.' Below the warning is a 'change class' button. The 'Display Options' section has a dropdown for 'Grade Roster Type' set to 'Final Grade' and a checked checkbox for 'Display Unassigned Roster Grade Only'. To the right, 'Grade Roster Actions' includes 'Approval Status' set to 'Not Reviewed' and a 'save' button. Below is a table with columns: Student Grade, ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, Level, and Last Contact Date. The first row shows a student with ID 1, Name [redacted], Roster Grade [redacted], Official Grade [redacted], Grading Basis ANC, Program and Plan Credit - Undecided Associate in Arts, and Level Sophomore. Below the table are buttons for 'Download', 'Select All', 'Clear All', and 'Printer Friendly Version'. At the bottom are buttons for '<- add this grade to selected students', 'notify selected students', 'notify all students', and a 'SAVE' button.

1. Enter a student's grade using the drop down menu under 'Roster Grade'
Notice: You can assign grades to multiple students at once by checking the box in the first column for each student and then using the drop down menu at the bottom of the page and "add this grade to selected students" button.
Notice: After an edit the page will disable the navigation links at the top and bottom of this page until you save your changes.

This screenshot is similar to the first one but includes red annotations. A red box around the 'Roster Grade' dropdown in the first row of the table is labeled 'Change Single'. A red box around the '<- add this grade to selected students' dropdown at the bottom is labeled 'Change Multiple'. A red box around the 'SAVE' button at the bottom right is labeled 'Save Changes'. The 'Display Options' section remains the same as in the first screenshot.

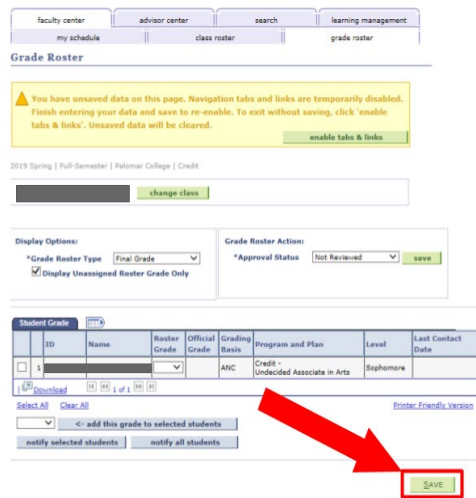
Important! When you enter an **FW** grade, you must enter a 'Last Contact Date'. This date must be between the second and last day of class.



ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Last Contact Date
1		FW		ANC	Credit - Mechanical Engineering	Freshman	

Important! When you enter an **I** (Incomplete) grade, you must submit an Incomplete Grade Form ([linked here](#)) with the student's consent to the Records Office.

2. Save your changes by clicking the 'Save' button at the bottom of the page



faculty center | advisor center | search | learning management
my schedule | class roster | grade roster

Grade Roster

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2019 Spring I Full-Semester | Palomar College | Credit

[change class](#)

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	Grading Basis	Program and Plan	Level	Last Contact Date
1				ANC	Credit - Undecided Associate in Arts	Sophomore	

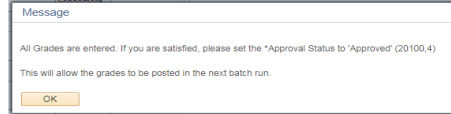
[Download](#) | [1 of 1](#)

Select All | Clear All | [Print: Friendly Version](#)

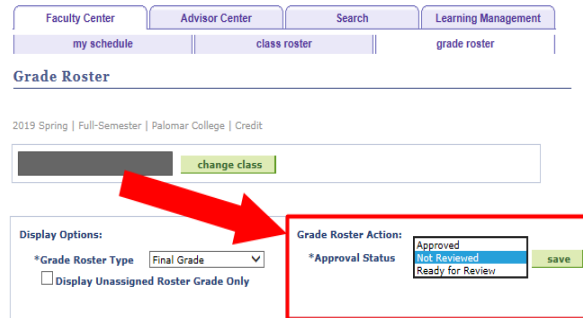
[-< add this grade to selected students](#) | [notify selected students](#) | [notify all students](#)

[SAVE](#)

Notice: You will receive a notification when all students have been assigned a grade.



3. Scroll up and change the 'Approval Status' to Approved in the drop down menu and click the 'Save' button next to it to submit grades for posting



Notice: If you need to make a change to a grade after they have been posted, you must submit a Grade Change Form.

4. You will receive a confirmation message and follow up email from the server

To: [Your Faculty Email]
Subject: Final Grade Roster for: [Class Name] ([Class Code]) Term: [Semester]

This is an automated email to confirm that you have successfully approved your Final Grade Roster for:

[Class Name] ([Class Code]) in the [Semester] term. Class Nbr: #####

DO NOT REPLY to this message.
