

## Posting Grades - Complete or Partial Grade Rosters

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CGU Registrar's Office: [student.records@cgu.edu](mailto:student.records@cgu.edu) or (909) 621-8285 (x18285 on-campus)

Information for Faculty can be found on the [Grades and Grading page](#). Grades entered in Canvas do not appear in PeopleSoft – you must post grades in PeopleSoft even if you have already entered the final grade in Canvas.

### 1. Log on to PeopleSoft & check the term shown


- If you don't know how to log on, see the **Faculty Center – Logging On** document.
- If the term shown is not the one you want to see, click Change Term, select the correct term, and then click Continue.

The screenshot shows the top navigation bar of the Faculty Center. It includes tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below these are links for 'My Schedule', 'Class Roster', and 'Grade Roster'. The 'Faculty Center' link is active. Below the navigation bar, the text '2020 Fall | Claremont Graduate University' is displayed. A yellow 'Change Term' button is highlighted with a red rectangular box.

### 2. Select the Grade Roster for your class

- Click on the [Grade Roster Icon](#) next to the class or click the [Grade Roster link](#) at the top. If your class does not have a grade roster or if not all students are listed on the roster contact the Registrar's Office.


The screenshot shows the 'My Schedule' page for the 2018 Fall term at Claremont Graduate University. The navigation bar includes 'Faculty Center', 'Advisor Center', and 'Search'. Below are links for 'My Schedule', 'Class Roster', and 'Grade Roster'. The 'Grade Roster' link is highlighted with a red rectangular box. A yellow 'Change Term' button is visible. To the right, there are links for 'View Personal Data Summary', 'My Exam Schedule', and 'Faculty Governance Service'. Below the navigation bar, there is a 'Select display option' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this is an 'Icon Legend' section with icons for 'Class Roster', 'Grade Roster', and 'Learning Management'. The main content area shows a table titled 'My Teaching Schedule > 2018 Fall > Claremont Graduate University'. The table has columns for 'Class', 'Class Title', 'Enrolled', 'Days & Times', 'Room', and 'Class Dates'. The first row is highlighted with a red rectangular box. The table data is as follows:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 PSYCH 318-1 (1309)	Overview of Social Psychology (Seminar)	9	We 9:00AM - 11:50AM	McManus 31	Sep 4, 2018-Dec 22, 2018

### 3. Enter Grades

- Enter each grade from the drop-down selection. If students have arranged a special grading type (i.e., Pass/Fail) they may have a different list of options than other students.
- Large classes may have a second page – you can select Last to go to the next page
- Students auditing the class require an entry (enter AU for a passing audit, F for a failing audit).
- W (Withdrawn) is not an option. This is an enrollment notation and is not assigned by instructors.
- Once you begin entering grades, a message will pop up on the top of the screen. If you leave the page you either need to save your data or Enable Tabs & Links to leave and lose your data.

#### Grade Roster

 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.

[Enable Tabs & Links](#)

#### If you have grades for all students on your roster (a complete grade roster):

- Select a grade from the drop down menu next to each student name
- Change the Approval Status from Not Reviewed to Approved and click Save
- Saved grades are automatically posted to student records; do not save grades that are “in-progress”

Display Options

\*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status Approved [Save](#)

Personalize | Find | 1-9 of 9 | [First](#) [1-9 of 9](#) [Last](#)

Student Grade	Transcript Note	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>				B		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>				A		GRD	Psychology - Ph.D. in Psychology	Graduate
<input type="checkbox"/>				A-		GRD	Psychology - Ph.D. in Psychology	Graduate
<input type="checkbox"/>				A-		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>				B		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>				AU		AUD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>				C		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>				A-		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>				B+		GRD	Psychology - Ph.D. in Psychology	Graduate

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

[Notify Selected Students](#) [Notify All Students](#)

[Save](#) [Post](#)

#### If you have grades for only some students on your roster (a partial grade roster):

- Select a grade for each student you want to enter a grade for
- Leave blank any grades you have not yet assigned
- Change the Approval Status to Ready for Review and click Save.

#### When you are ready to enter remaining grades and complete the partial roster:

- Change the Approval Status to Not Reviewed
- Enter additional student grades
- Change the Approval Status to Approved and click Save.