

## Posting Grades - Complete or Partial Grade Rosters

Last Revised July 2023

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

**Note:** Assigning grades in Canvas does not take the place of officially submitting grades. In order to appear on a student's transcript, grades must be submitted through PeopleSoft.

### 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 links for 'Faculty Center', 'Advisor Center', and 'Search'. Below these are 'My Schedule', 'Class Roster', and 'Grade Roster'. The '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 Faculty Center interface. The 'Grade Roster' link in the top navigation bar is highlighted with a red box. Below the navigation bar, there is a 'Change Term' button and a 'View Personal Data Summary' button. A 'Select display option' section has radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A toolbar contains icons for 'Icon Legend', 'Class Roster', 'Grade Roster', and 'Learning Management'. Below this is a table titled 'My Teaching Schedule > 2018 Fall > Claremont Graduate University'.

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- W (Withdrawn) is not an option.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. To leave the page you either need to (1) save your data, or (2) clear the data entered by clicking the Enable Tabs & Links button.

#### 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](#)

#### To submit a complete grade roster (all grades can be submitted):

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

Student Grade	ID	Transcript Note	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		B		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	2		A		GRD	Psychology - Ph.D. in Psychology	Graduate
<input type="checkbox"/>	3		A-		GRD	Psychology - Ph.D. in Psychology	Graduate
<input type="checkbox"/>	4		A-		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	5		B		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	6		AU		AUD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	7		C		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	8		A-		GRD	Psychology - M.A. in Psychology	Graduate
<input type="checkbox"/>	9		B+		GRD	Psychology - Ph.D. in Psychology	Graduate

[Select All](#) [Clear All](#) [Printer Friendly Version](#)  
[Notify Selected Students](#) [Notify All Students](#) [Save](#) [Post](#)

#### To submit a partial grade roster (some grades cannot be submitted):

- 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 remaining/additional student grades
- Change the Approval Status to Approved and click Save.

**Note:** This step will be completed by the Registrar's Office staff if the *only* remaining grades have been submitted as a Grade Pending (GP) or Incomplete (I).