FACULTY GRADE ENTRY: TIPS & TRICKS

My Courses

Columns may be sorted by clicking on the arrows located to the right of each column title.

A search box is available to locate your courses by typing in various items such as term name and year (Ex. Spring 2021). Delete your search to exit the search function.

The default display for the My Courses section is 10 courses per page. For larger course lists, use the navigation tools at the bottom of the course list to access courses on additional pages or use the Per Page drop down menu to increase the number of records displayed on one page.
To review the **Course Details** for a selected course, click on the arrow located to the right of the search box. Course Details will list the course title and section information, number of grades submitted, number of grades pending, course dates, and the primary and secondary instructors.
Class Roster

Once you have selected a course for grading, the class roster will display below it. You can use the search box if you would like to search for a particular student. Delete your search to exit the search function.

You will also notice up/down arrows and a dot in the middle of the screen located in between the My Courses list and the Class Roster list.

For large class rosters, use the navigation tools at the bottom of the class roster to access additional student records on subsequent pages, or you may adjust the number of records displayed on one page using the Per Page drop down menu.
Grading

Click on the **Reset** button at the bottom of the page to automatically reset any grades that have been entered but have **not** yet been saved. After clicking Reset, a message at the top right corner of the page will ask if you want to Reset. Click on **Yes** and you will receive a confirmation message that the reset was successful.

Previously saved grades may still be changed by accessing the final grade drop down menu as long as there is **not** a green check mark under the **Rolled** column for the student. A green check mark under the Rolled column indicates that the grade has already been rolled/posted to the student’s academic record. You will also notice that final grade drop down menu is no longer accessible. Any needed grade changes at this point will require submission of a [grade change form](#).