Instructors who are teaching and also have the ability to 'approve and post' grades in the system have the capability to enter AND approve their own grades. This is usually the Department Head or equivalent within each department.

This is a two-step process: f813.1 108136 -0rANGea3-0.8i46D

3.

Grade Entry and Approval for
# Course Instructors/Approvers

SA – Faculty Centre

11. Grades can be manually assigned or uploaded from a file. To manually assign a grade, select the desired grade from the Roster Grade drop down list. To upload grades from a file, reference the job aid on the training webpage: Student Administration > Faculty Centre- Grading > Upload Grades from Excel. Click the Roster Grade list.

12. Select a desired grade for this student (e.g. A). Repeat this step for all students on the roster. Click the A list item.

13. Scroll to the bottom of the class roster to view additional options. For example, to add the same grade to the entire class, you can select all the students on the roster. Important: Remember to click View All to ensure you are selecting the entire list of students on the class roster. Click the Select All button.
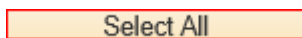
Select All

14. After clicking Select All a checkmark will display beside their name. Click the Add this grade to selected students list. Select the desired grade for all students (e.g. A). Click the A list item.

A

15. After selecting the grade for all students and clicking on Add this grade to selected students . You

4. Once the Roster Status and Grading Role criteria are changed to Ready to Review and Approve and Post, the Review and Approve grades page provides a summary of all grade rosters pending approval (e.g. French 457). Histograms, a dynamic GPA calculation for each grade roster and the date the grade rosters were set to Ready for Review status also display. This will display ALL grade rosters which are ready for review and approval, including all courses you are authorized to approve. Click the Grade Roster button.
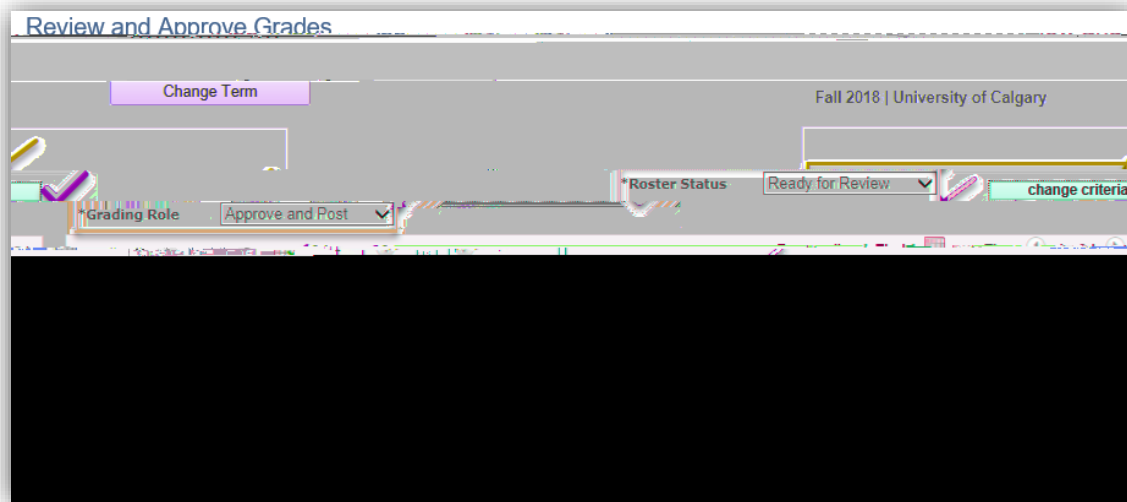
5.   Scroll down the roster and ensure each student listed on Roster has been graded. Once you are satisfied with the Roster Grades, navigate back to the Review Approve Grades page. Click the

6. **Important:** Please note the Approve check box defaults to 'Approve' for all classes listed. Clicking the Approve and Post All Checked button approves all classes with the check box checked. Optional: Click the Uncheck All button to remove checkmarks in the Approve column and then click Save. This allows you to approve the Grade Rosters on an individual basis Click the Approve and Post All Checked button.
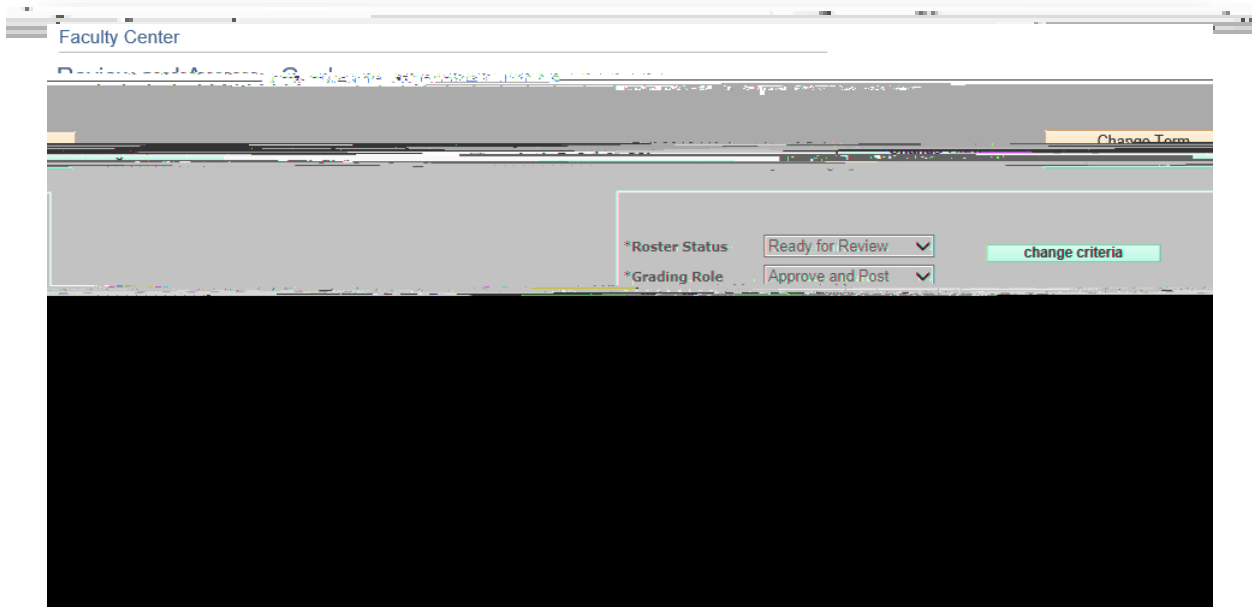
7. ***Important Note: Once posted, grades will be immediately accessible to students via their Student Centre. Please ensure you have reviewed all the Grade Rosters in the list prior to selecting the Approve and Post All Checked button. Note the approved class roster is removed from the Review and Approve Grade page.

For the corresponding online learning, consult the Student Administration (PeopleSoft Campus Solutions) training website.
End of Procedure.