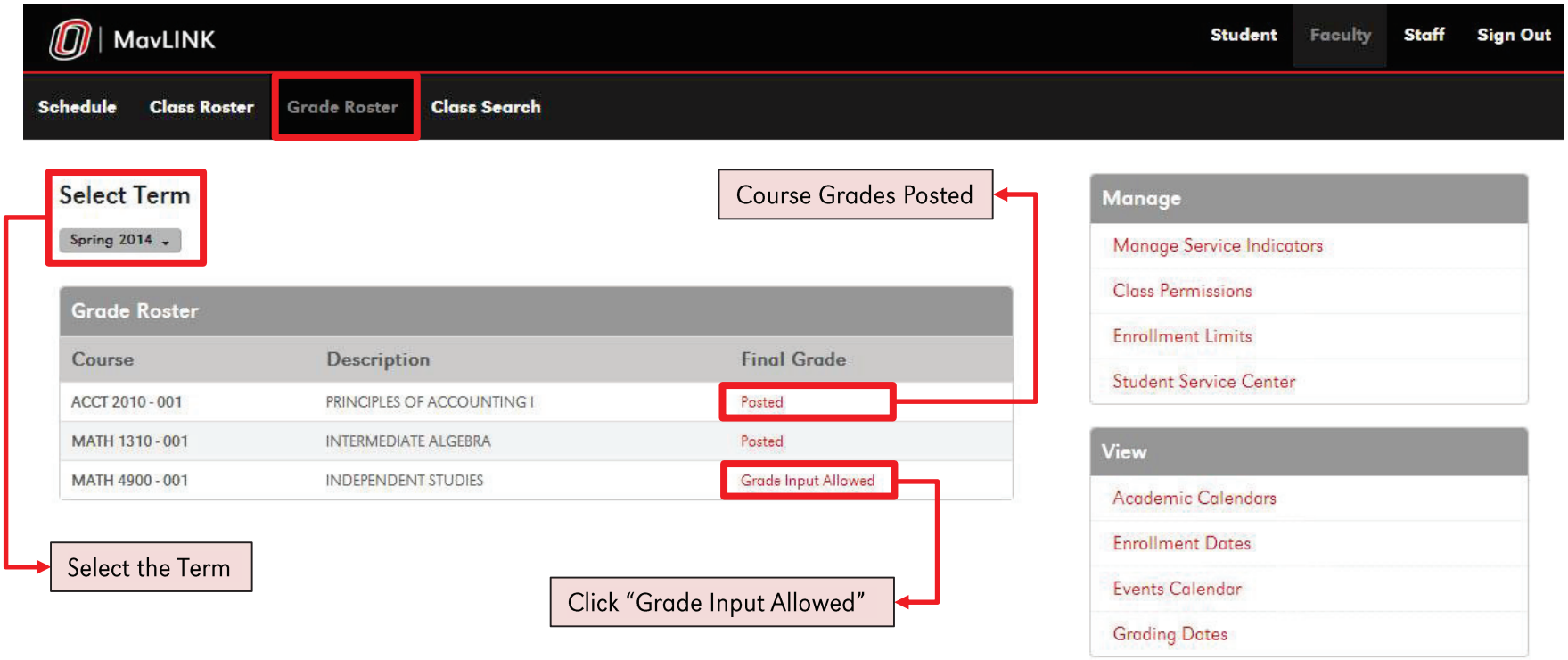
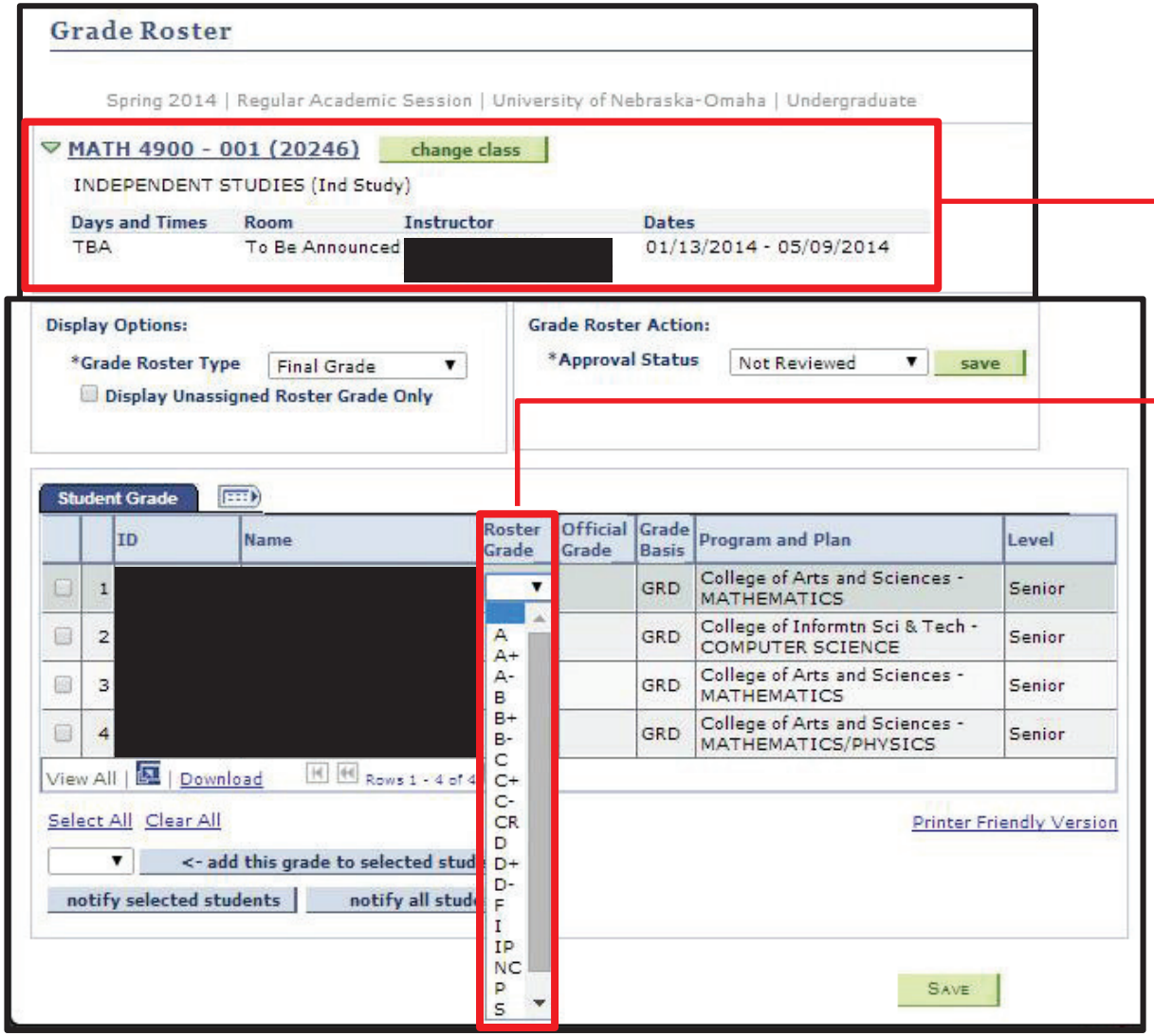
Grade Roster



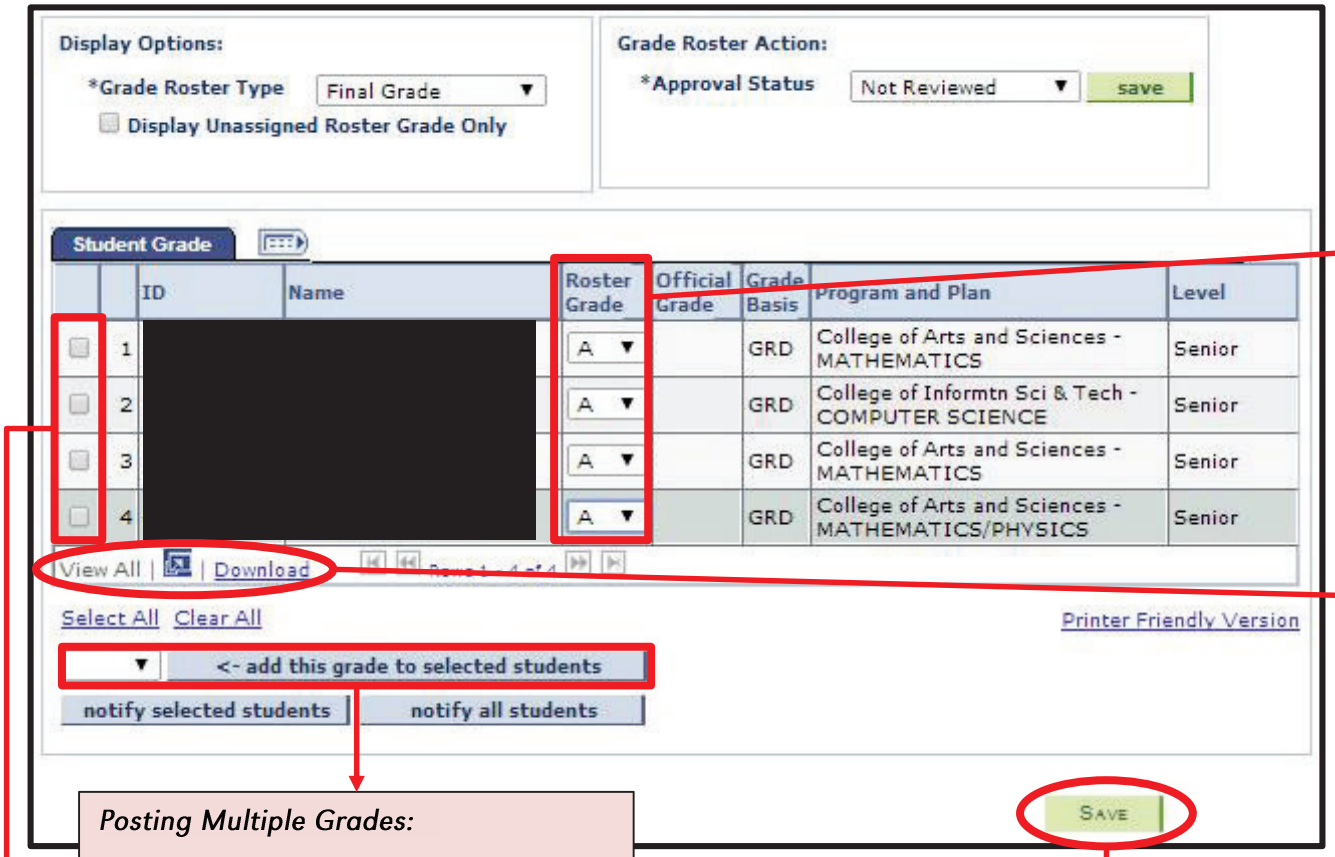
Grade Roster (Continued)



Course Information

Select the grade for each student from the drop down menu.

Grade Roster (Continued)



Populated Grades

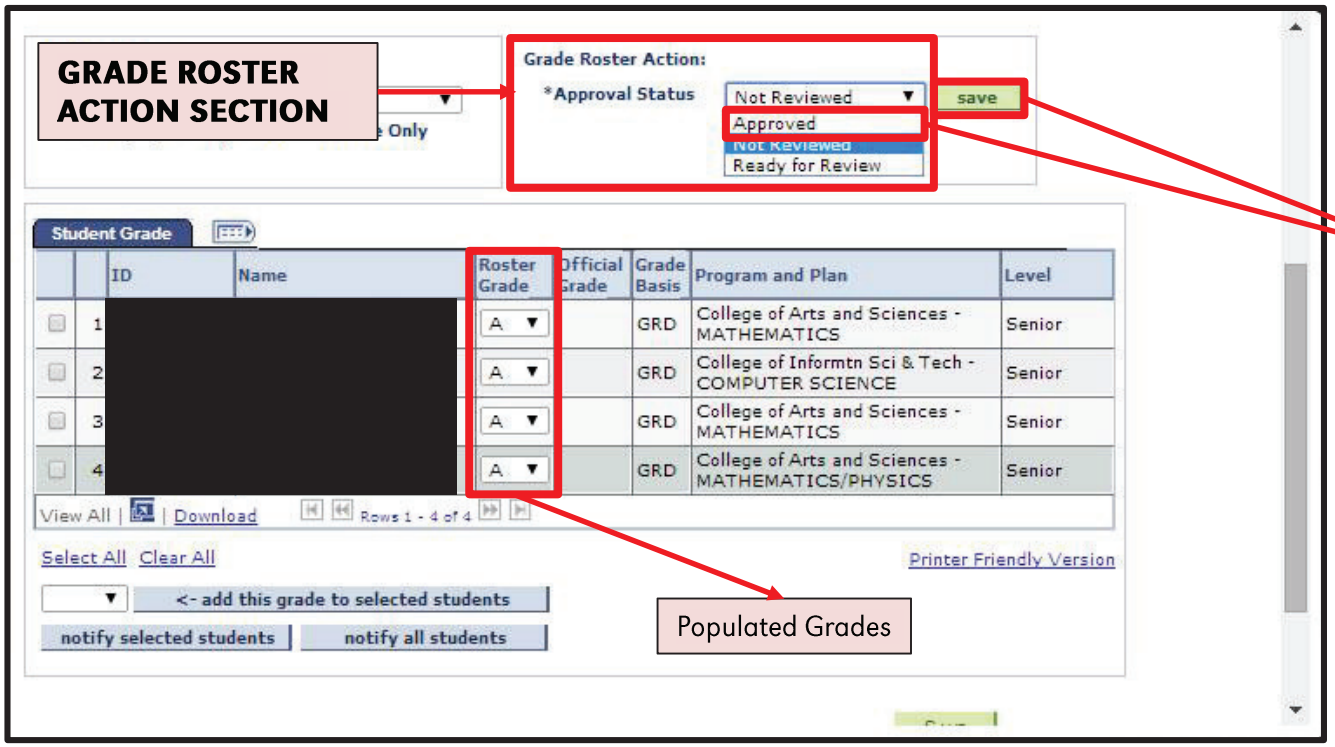
View All and Download links

Posting Multiple Grades:

1. Check the boxes for the students receiving the same grade
2. Select the desired grade and click "add this grade to selected students" button

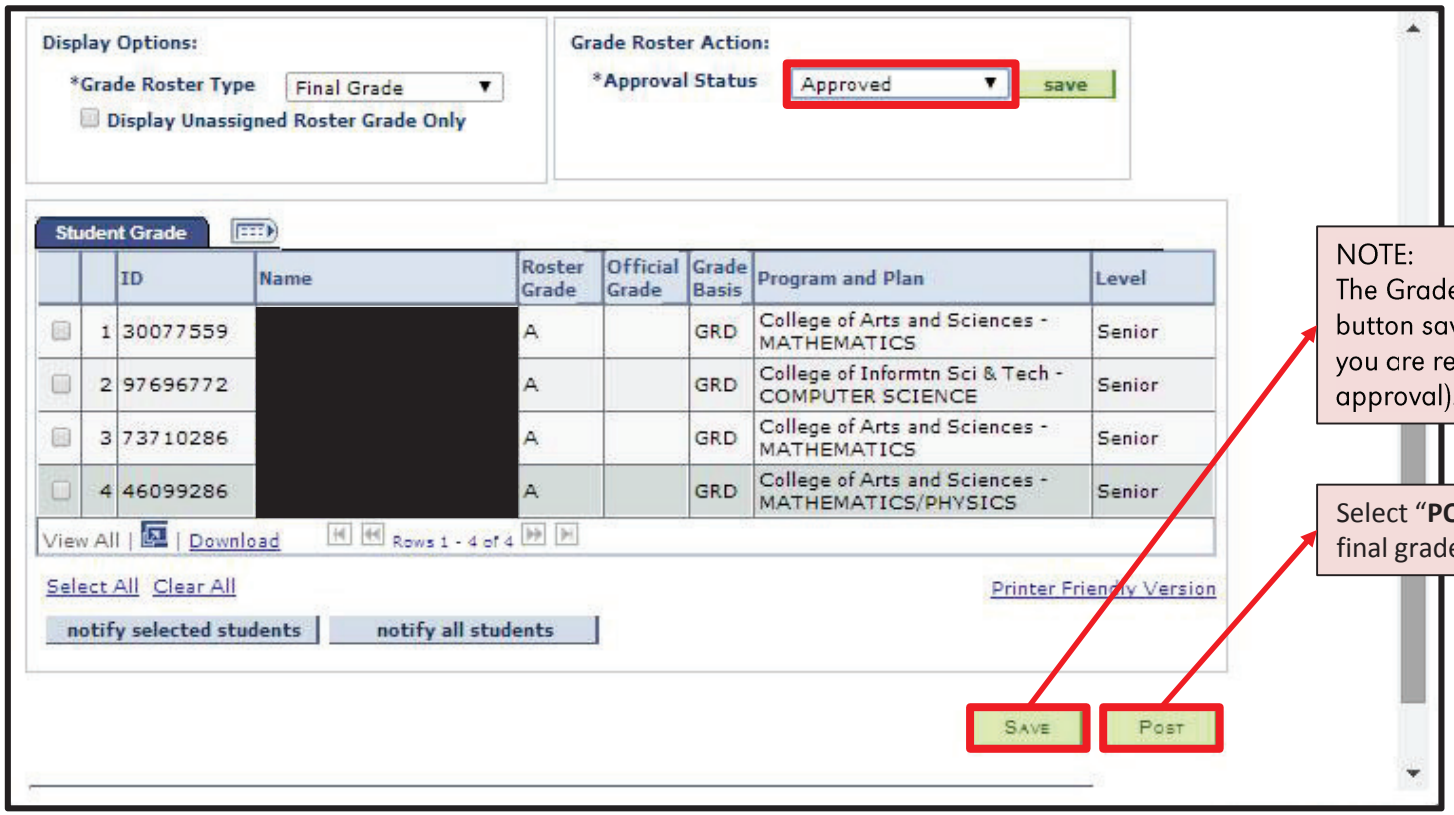
Click "SAVE." The SAVE button saves the grades you selected from the drop down menu. It does not post the grades.

Grade Roster (Continued)



NOTE:
The Grade Roster **SAVE** button saves the grade action you are requesting (e.g., approval). Once approved is selected, a "**POST**" button will appear at the bottom of the screen.

Grade Roster (Continued)

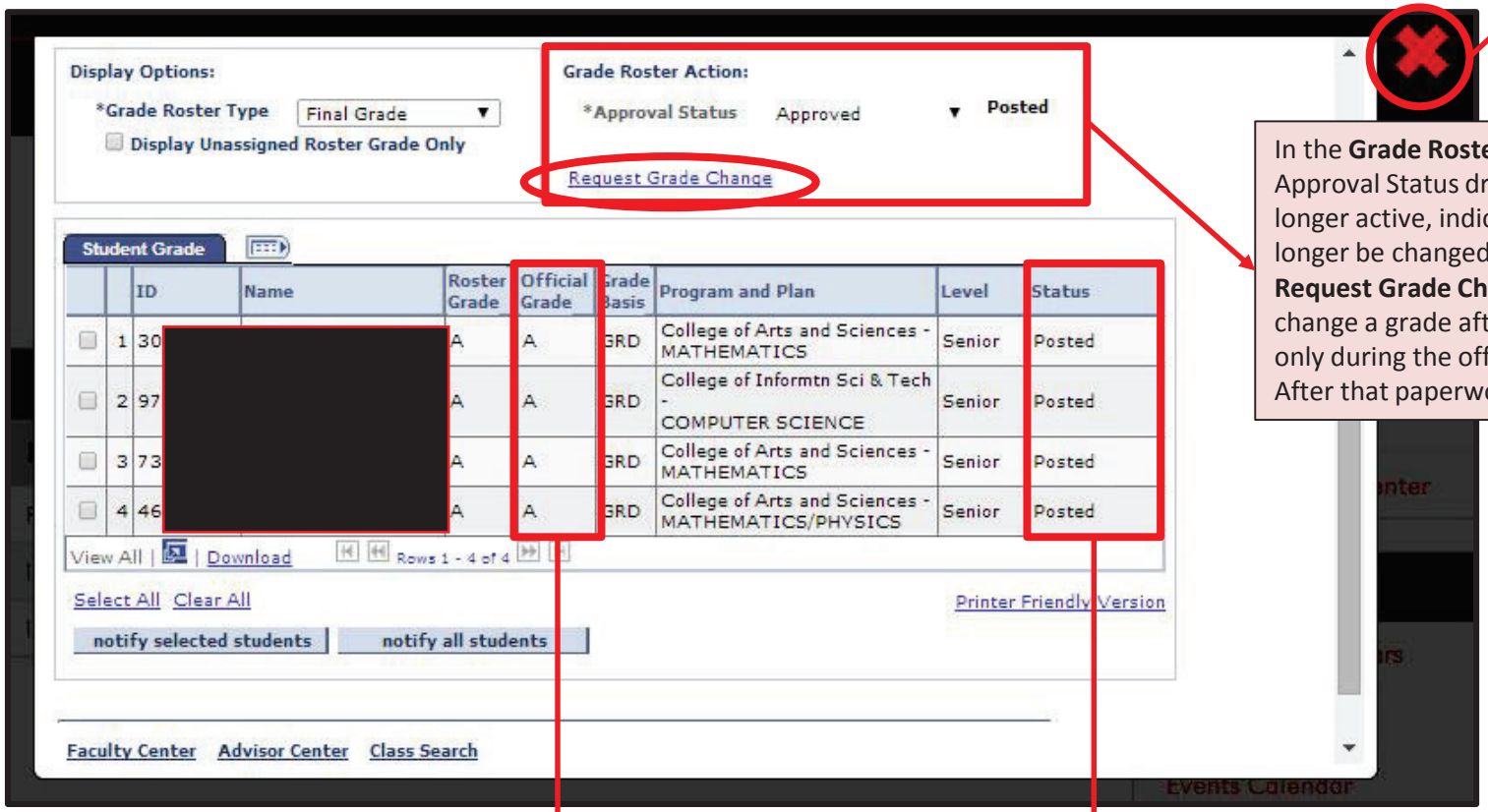


NOTE:
The Grade Roster **SAVE** button saves the grade action you are requesting (e.g., approval).

Select "**POST**" to post your final grades.

Grade Roster (Continued)

Return to Previous Screen



In the **Grade Roster Action** section, the Approval Status dropdown menu is no longer active, indicating that it can no longer be changed. However, the new **Request Grade Change** link allows you to change a grade after it is posted, but only during the official grading period. After that paperwork must be submitted.

Grades in the **Official Grade** column will appear only if grades have been approved and saved.

Once posted, the word posted will now appear in a new column called Status.