

Recording Student Mid-Term Grades Online

With PeopleSoft Faculty Center

Overview

The PeopleSoft Faculty Center enables faculty members to manage class and student-related activities from one centralized location, including a view of your teaching schedule by term as well as access to class and grade rosters.

Use Faculty Center to record student Mid-Term grades online. This document includes instructions on how to do that.

Grade Roster Availability

Grade rosters are generated by the Office of the Registrar and made available to you in the Faculty Center. You must be assigned to the class as the primary instructor, secondary instructor, or teacher’s assistant (TA) by your departmental administrator in order for the Faculty Center information to appear. If a term or a class is not listed, contact your departmental administrator.

Access Your Faculty Center

Log in to **My Pitt** (my.pitt.edu) with your University Computer Account username and password. Click the **Faculty Center** task through the myPitt Portal. Next, click **Self Service**, click **Faculty Center**, and then click **My Schedule**. Your Faculty information will be display as in the example below.

Faculty Center

Search

My Schedule

Class Roster

Grade Roster

My Schedule

Fall Term 2021-2022 | University of Pittsburgh

Change Term

View Textbook Summary

My Exam Schedule

Select display option

Show All Classes

Show Enrolled Classes Only

Icon Legend

Class Roster

Grade Roster

Posted Grd Rstr

My Teaching Schedule > Fall Term 2021-2022 > University of Pittsburgh

Personalize

View All

First

1-4 of 4

Last

| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|--|---------------------------|----------------------------------|----------|----------------------|----------------------------|---------------------------|
| | ENGCOMP 0200-1025 (10255) | SEMINAR IN COMPOSITION (Seminar) | 19 | TuTh 4:00PM - 5:15PM | 335 Cathedral of Learning | Aug 27, 2021-Dec 10, 2021 |
| | ENGLIT 0610-1040 (11532) | WOMEN AND LITERATURE (Seminar) | 22 | TuTh 2:30PM - 3:45PM | 121 Cathedral of Learning | Aug 27, 2021-Dec 10, 2021 |
| | ENGLIT 0625-1010 (16583) | DETECTIVE FICTION (Seminar) | 32 | TuTh 4:00PM - 5:15PM | 306 Cathedral of Learning | Aug 27, 2021-Dec 10, 2021 |
| | ENGLIT 0625-1030 (11238) | DETECTIVE FICTION (Seminar) | 34 | Tu 6:00PM - 8:30PM | 208A Cathedral of Learning | Aug 27, 2021-Dec 18, 2021 |

View Weekly Teaching Schedule

Go to top

My Exam Schedule > Fall Term 2021-2022 > University of Pittsburgh

Personalize

View All

First

1-4 of 4

Last

| Class | Class Title | Exam Date | Exam Time | Exam Room | Enrolled |
|--------------------------|--------------------------------|---------------------|-----------------|---------------------------|----------|
| ENGLIT 0610-1040 (11532) | WOMEN AND LITERATURE (Seminar) | 12/13/2021, Monday | 2:00PM - 3:50PM | 121 Cathedral of Learning | 22 |
| ENGLIT 0625-1010 (16583) | DETECTIVE FICTION (Seminar) | 12/14/2021, Tuesday | 2:00PM - 3:50PM | 306 Cathedral of Learning | 32 |

View Weekly Exam Schedule

Go to top

Select a Term

The latest term for which you are assigned as an instructor is displayed. To select another **term**, click **Change Term**. If a term is not listed, contact your departmental administrator.

1. Select the term and click **Continue**.

Pittsburgh Faculty

Faculty Center Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Grade Roster

[View FERPA Statement](#)

Fall Term 2021-2022 | Academic Term | University of Pittsburgh | Undergraduate

▼ [Change Class](#)

ENGLIT 0610 - 1040 (11532)
WOMEN AND LITERATURE (Seminar)

| Days and Times | Room | Instructor | Dates |
|--------------------|---------------------------|--------------------|-------------------------|
| TuTh 2:30PM-3:45PM | 121 Cathedral of Learning | Pittsburgh Faculty | 08/27/2021 - 12/10/2021 |


Access a Grade Roster

Click the **Grade Roster** subtab at the top of the page:

Faculty Center Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

[My Schedule](#)

Or click the  icon next to the class for which you wish to enter Mid-Term grades.

If the grade roster icon does not appear beside a class in which you are the designated instructor, please verify that the appropriate term is selected. If a class is missing from the **My Teaching Schedule** list, contact your departmental administrator.

My Teaching Schedule > Fall Term 2021-2022 > University of Pittsburgh

Personalize | View All |  |  First 1-4 of 4 Last

| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|---|---------------------------|----------------------------------|----------|----------------------|----------------------------|----------------------------|
|  | ENGCOMP 0200-1025 (10255) | SEMINAR IN COMPOSITION (Seminar) | 19 | TuTh 4:00PM - 5:15PM | 335 Cathedral of Learning | Aug 27, 2021- Dec 10, 2021 |
|  | ENGLIT 0610-040 (11532) | WOMEN AND LITERATURE (Seminar) | 22 | TuTh 2:30PM - 3:45PM | 121 Cathedral of Learning | Aug 27, 2021- Dec 10, 2021 |
|  | ENGLIT 0625-010 (16583) | DETECTIVE FICTION (Seminar) | 32 | TuTh 4:00PM - 5:15PM | 306 Cathedral of Learning | Aug 27, 2021- Dec 10, 2021 |
|  | ENGLIT 0625-1030 (11238) | DETECTIVE FICTION (Seminar) | 34 | Tu 6:00PM - 8:30PM | 208A Cathedral of Learning | Aug 27, 2021- Dec 18, 2021 |

[View Weekly Teaching Schedule](#) [Go to top](#)



Review the Mid-Term Grade Roster

The top section of the **Mid-Term Grade Roster** includes meeting information, display options, and the roster status. Below that, the students enrolled in the class are listed in alphabetical order.

Fall Term 2021-2022 | Academic Term | University of Pittsburgh | Undergraduate

ENGLIT 0610 - 1040 (11532)
 WOMEN AND LITERATURE (Seminar)

Change Class

| Days and Times | Room | Instructor | Dates |
|--------------------|---------------------------|--------------------|-------------------------|
| TuTh 2:30PM-3:45PM | 121 Cathedral of Learning | Pittsburgh Faculty | 08/27/2021 - 12/10/2021 |

Display Options

*Grade Roster Type Mid-Term Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed

Save

In the class header:

- Click the class title to view the **Class Detail** page. Class Detail includes course summary information, enrollment and meeting information, seating details, and the course description.
- Click **Change Class** to return to My Class Schedule to view another roster for this term or to change the term and view more classes that you are assigned to teach. *Display Options:*

| | |
|--|--|
| Grade Roster Type | Displays <i>Mid-Term Grade</i> , which is the only option. |
| Display Unassigned Roster Grades Only | Check this box to view only the students who have not been assigned a grade. This feature is helpful when grading large classes. |

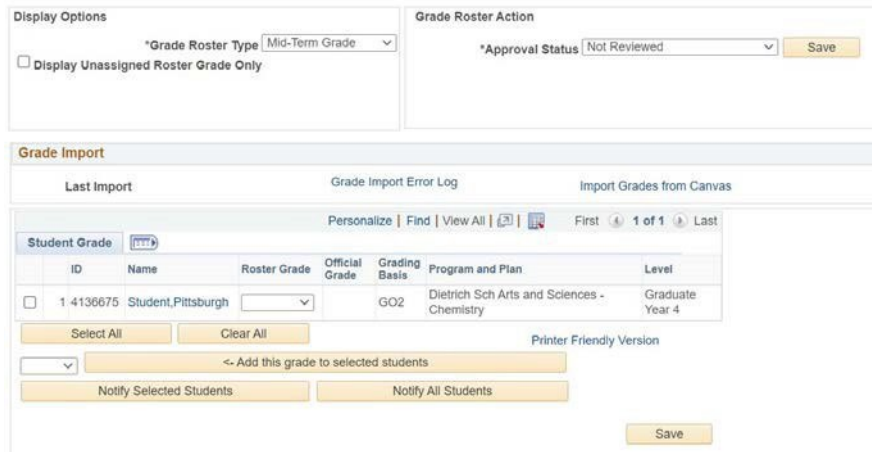
Grade Roster Action:

| | |
|------------------------|---|
| Approval status | Displays the approval status of the roster. <ul style="list-style-type: none"> <i>Not Reviewed</i> is the preliminary roster status where grades can be entered and updated. In <i>Ready for Review</i> status, all students have been graded and no changes can be made. <i>Approved</i> means that the roster is in its final status |
|------------------------|---|

Enter Student Grades

The students are listed in alphabetical order on the roster, but click any column title to sort the list by that field. Click the title twice to sort in descending order by that field.

Select the student's grade from the **Roster Grade** drop-down menu, and then click **Save**.



| | |
|--|---|
| Add this grade to selected students | <p>Click a box to the left of the student roster number to select that student or use Select All to check the box beside every student on the roster.</p> <p>Then select a grade from the drop down-menu. Click Add this grade to selected students to automatically assign that grade to the students selected.</p> <p>Note: This function does NOT apply to the following:</p> <ul style="list-style-type: none"> classes that offer both the standard Letter Grade option and the Satisfactory No-Credit option (LG/SNC) classes that offer both the Letter Grade option and the Honors/Satisfactory/Unsatisfactory (LG/HSU) |
| Notify selected students | <p>Click a box to the left of the student roster number to select that student. Then use this button to send an email to that selected group.</p> |
| Notify all students | <p>Click this button to send an email to all students in the roster.</p> |

Note: Remember to save your work periodically as you enter grades and to save your work before you close the file. This is especially important for large grade rosters.

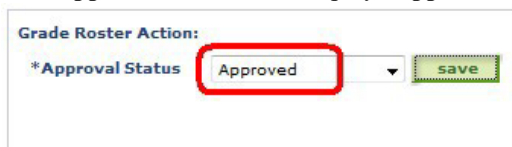
Save the Mid-Term Roster

When Mid-Term grade rosters are generated, the initial approval status is **Not Reviewed**, where grades can be entered and updated. The other status options are **Ready for Review** when grades have been entered and the roster is pending approval by the primary instructor and **Approved** where grades have been entered for all students, the roster was approved by the primary instructor. Follow these steps to approve a grade roster:

1. In **Not Reviewed** status, continue to add and update student grades.
2. When finished entering grades for all students on the roster, select the appropriate approval status:
 - a. For teaching assistants, select **Ready for Review**.
 - b. For Instructors, select **Approved**.

Note: *Approved is only an available option for the primary class instructor and placing the roster in **Approved** status and saving the file is equivalent to signing off on your roster.*

3. Click **Save**. When the save process completes, **Saved** temporarily appears at the top right corner of your screen. Check to make sure no error messages display after you click **Save**.
4. You can confirm that your changes were saved by verifying the following:
 - a. The **Approval Status** field displays **Approved**.



Grade Roster Action:

*Approval Status: Approved save

- b. The **Roster Grade** field displays grades and can no longer be edited.

| Roster Grade | Official Grade | Grade Basis | Program and Plan | Level |
|--------------|----------------|-------------|---|--------|
| A | | LG | Sch Hlth & Rehabilitation Scs - Athletic Training | Senior |
| A | | LG | Sch Hlth & Rehabilitation Scs - Athletic Training | Senior |

Note: If you decide to **not assign a mid-term grade** to every student on the roster, please just **SAVE** the roster in the **Not Reviewed** status. Students will still receive a mid-term grade if the roster isn't placed into an **Approved** status.



Helpful Hints

Issue: Grade Roster is missing

Access the class roster through Faculty Center. If your class roster is missing as well, then you have not been assigned to the class as an instructor. Contact your departmental administrator.

If you can access your class roster but not the grade roster for a specific class, please have your departmental administrator confirm that you have either 'Grade' or 'Approve' access on the class meetings page of the class. If you have 'Grade' or 'Approve' access and you still cannot see the grade roster, the grade roster may not have been generated by the Office of the Registrar. Please contact the Office of the Registrar at your campus for assistance.

Issue: Student is missing on Grade Roster

The student may have dropped the class. This can be verified by checking the drop-down on the Class Roster page. Contact the Office of the Registrar if you need assistance.

Issue: Grade basis displayed on the roster is incorrect

If a student's grade basis is incorrect, contact the Office of the Registrar at your campus. You will only be able to select a valid value as determined by the grading basis defined during enrollment for that student. Most students are graded using the letter grade (LG) basis.

Need Help?

For technical assistance, contact the Technology Help Desk at 412-624-**HELP** [4357] or via email at helpdesk@pitt.edu. For questions concerning academic policies or important dates, contact the Office of the Registrar at your campus.