

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

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

My Schedule

Fall Term 2021-2022 | University of Pittsburgh

Select display option

Show All Classes Show Enrolled Classes Only

[Change Term](#)

[View Textbook Summary](#)
[My Exam Schedule](#)

Icon Legend
 Class Roster
 Grade Roster
 Posted Grd Rstr

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

Personalize | View All | |

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGCMP 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 | |

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

 ENGLIT 0610 - 1040 (11532) Change Class

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
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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
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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**.

The screenshot shows the 'Grade Import' interface. At the top, there are 'Display Options' and 'Grade Roster Action' sections. The 'Display Options' section includes a checkbox for 'Display Unassigned Roster Grade Only' and a dropdown for '*Grade Roster Type' set to 'Mid-Term Grade'. The 'Grade Roster Action' section includes a dropdown for '*Approval Status' set to 'Not Reviewed' and a 'Save' button. Below these is the 'Grade Import' section with tabs for 'Last Import', 'Grade Import Error Log', and 'Import Grades from Canvas'. The main area features a table with columns: ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, and Level. A single student is listed with ID '1 4136675', Name 'Student,Pittsburgh', Official Grade 'GO2', Program and Plan 'Dietrich Sch Arts and Sciences - Chemistry', and Level 'Graduate Year 4'. Below the table are buttons for 'Select All', 'Clear All', and 'Printer Friendly Version'. A dropdown menu is open, showing '<- Add this grade to selected students'. At the bottom are buttons for 'Notify Selected Students', 'Notify All Students', and 'Save'.

<p>Add this grade to selected students</p>	<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)
<p>Notify selected students</p>	<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>
<p>Notify all students</p>	<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**.
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

- 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.