



Recording Mid-Term Student Grades Online

With PeopleSoft Faculty Center

Overview

The Faculty Center enables faculty members to manage class and student-related activities from one centralized location, including viewing your Teaching Schedule as well as class and grade rosters.

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

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.

Log in to **My Pitt** (my.pitt.edu) with your University Computer Account username and password. Next, click the **Faculty Center** pass-through link on the right-hand side of your portal home page. 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

Fall Term 2010-2011 | University of Pittsburgh change term

[My Exam Schedule](#)
Record Mid-Term Grades

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > Fall Term 2010-2011 > University of Pittsburgh						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
MATH 0031-1005 (38645)	ALGEBRA (Lecture)	1	MoWeFr 9:00AM - 9:50AM	302 Bellefield Hall	Aug 30, 2010- Dec 10, 2010	
MATH 1180-1050 (14198)	LINEAR ALGEBRA 1 (Lecture)	19	MoWeFr 12:00PM - 12:50PM	358 Cathedral of Learning	Aug 30, 2010- Dec 10, 2010	

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

My Exam Schedule > Fall Term 2010-2011 > University of Pittsburgh					
Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
MATH 1180-1050 (14198)	LINEAR ALGEBRA 1 (Lecture)	12/19/2010, Sunday	8:00AM - 9:50AM	A215 Public Health-Crabtree/Pa	19

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

[Faculty Center](#) [Advisor Center](#) [Search](#)
[My Schedule](#) [Class Roster](#) [Grade Roster](#)

1. Click **Record Mid-Term Grades**.

Faculty Center

My Schedule

Fall Term 2010-2011 | University of Pittsburgh [change term](#)

[My Exam Schedule](#)
[Record Mid-Term Grades](#)

Select display option: Show All Classes Show Enrolled Classes Only

2. Click the appropriate academic **term**.

If a term link is missing, contact your departmental administrator.

Record Mid Term Grades

Faculty,Pittsburgh R

Select the Term for which you wish to view a roster.

Grade Rosters

[Spring Term 2010-2011](#)
[Fall Term 2010-2011](#)

[Return to Faculty Center](#)

3. Click the **Course Title** of the class you wish to grade. If the class is missing, contact your departmental administrator.

Select Mid Term Grades Roster

Faculty,Pittsburgh R Spring Term 2010-2011

Select the Course Title of the roster you wish to view.

Course Title	Subject Area	Catalog Nbr	Class Section	Class Nbr	Campus	Institution
ABSTRACT ALGEBRA	MATH	1250	1030	10134	Pittsburgh Campus	University of Pittsburgh

[Return to Previous Page](#) [Return to Faculty Center](#)

4. Review the grade roster for this class. Students will be listed in alphabetical order. Click any other column title (**ID**, **email**, or **grade**) to sort the roster by that field.

Mid Term Grade Roster

University of Pittsburgh Class Nbr: 10134 ABSTRACT ALGEBRA

Spring Term 2010-2011 Section: 1030


MATH 1250 Review Status: Incomplete

Undergraduate Mark Grade Roster Complete

ID	Name	Email	Grade
3677275	Student,Pittsburgh A	student@pitt.edu	<input type="checkbox"/> 🔍

[Select a Different Class](#)

[Save](#) [Refresh](#)

- Enter the student's grade in the **Grade** box or click  to look up a valid value.

Grade	
H 	Honors

Valid letter grade values for Mid-Term grades are:

H – Honors	S – Satisfactory	U – Unsatisfactory
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Note: *If an invalid grade is entered, an error message will display. Click **OK** to close this message and replace the grade with one of the valid values above. The Grade box will remain red until a valid grade is entered.*



- Click **Save**. Remember to save your work periodically as you enter grades and to save your work before you close the file.
- After you have completely finished grading, select **Mark Grade Roster Complete** and click **Save**.

Mid Term Grade Roster

University of Pittsburgh	Class Nbr: 10134 ABSTRACT ALGEBRA
Spring Term 2010-2011	Section: 1030
MATH 1250	Review Status: Incomplete
Undergraduate	<input checked="" type="checkbox"/> Mark Grade Roster Complete

ID	Name	Email	Grade	
3677275	Student,Pittsburgh A	student@pitt.edu	H	Honors

[Select a Different Class](#)

 Save
 Refresh

- Click **Select a Different Class** to return to the Select Mid-Term Grade Rosters page.

Important Notes:

- After you have marked Mid-Term grade rosters complete, saved them, and left the page, the grade input boxes will become disabled, disallowing changes.
- All grade input boxes **do not** have to be populated to complete the grade roster.

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 policies or important dates, contact the Office of the Registrar.