Recording Student 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 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. Next, click the **Faculty Center** pass-through link on the right 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.

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**.

Access a Grade Roster

Click the **Grade Roster** subtab at the top of the page or [icon] next to the class for which you wish to enter 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.

Review the Grade Roster

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

Grade Roster

View FERPA Statement

Fall Term 2010-2011 | Academic Term | University of Pittsburgh | Undergraduate

▽ **MATH 1180 - 1050 (14198)** change class

LINEAR ALGEBRA 1 (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 12:00PM-12:50PM	358 Cathedral of Learning	Pittsburgh Faculty	08/30/2010 - 12/10/2010

Display Options:

*Grade Roster Type   Final 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 *Final Grade*, which is the only option. Do not change this field.
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.
	- *Not Reviewed* is the preliminary roster status where grades can be entered and updated. - In *Ready for Review* status, all students have been graded and no changes can be made. - *Approved* means that the roster is in its final status, ready to be posted by the Office of the Registrar.

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**.

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
☐ 1	3677275	Student,Pittsburgh A	[▼]		LG	School of Arts and Sciences - Mathematics	Freshman

View All | Download |◀ ◀◀ 1 of 1 ▶▶ ▶|

Select All   Clear All   Printer Friendly Version

[▼]   [<- add this grade to selected students]

[notify selected students]   [notify all students]   SAVE

Faculty Center   Advisor Center   Search
My Schedule   Class Roster   Grade Roster

Please reference University grading policies as needed. Click the drop-down arrow to select a valid value. Only valid values can be accepted in the roster grade box, as defined by the grading basis. The selected value will be displayed as the **Official Grade** after the roster has been posted. Valid letter grade values are shown as follows:

Grade	Description
A	Superior
A-	A-
B+	B+
B	Meritorious
B-	B-

Grade	Description
C	Adequate
C-	C-
D+	D+
D	Minimal
D-	D-

Grade	Description
G	Unfinished course work
I	Incomplete

Add this grade to selected students	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.
	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.
	Note: This function does **NOT** apply to the following: • 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	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.
Notify all students	Click this button to send an email to all students in the roster.

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.*
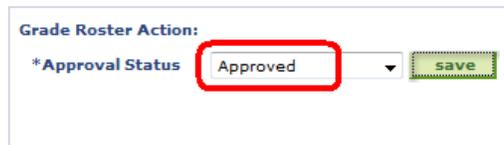
Approve the Roster

When 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, and it is ready to be posted by the Office of the Registrar

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.**

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

IMPORTANT GRADE PROCESSING NOTES

As a reminder, the University has an 'official grade deadline' for each session and/or term (please see Academic Calendar); however, the grade posting process begins at an earlier date. **Grade posting will begin the same day that rosters have been made available for grading.** The posting process will initiate after 11:59 p.m. for those rosters that are in **Approved** status Sunday through Friday. This means that all rosters in **Approved** status are subject to being posted even **before** the final grading deadline. If you need to change a grade roster after you have approved it, you will need to change it before 11:59 p.m. that same day except for Saturday. To do so, change the roster status to **Not Reviewed** and make your changes. When finished, change the status back to **Approved** (Remember to press the **SAVE** button, bottom left corner of screen) and grades will be posted that night (excluding Saturday). Once the roster is **posted**, changes can only be made by submitting a **Grade Change** form to the Registrar's Office after it has been approved by the dean of the academic center offering the course. Please see University Policy 09-01-04 Grade Changes.

If you require training for entering grades, please contact the Registrar's Office at your campus.

Note: *After the roster has been posted by the Office of the Registrar,* ***Posted*** *will display next to the* ***Approval Status*** *field. In addition, a new* ***Status*** *column containing the word* ***Posted*** *will display next to each row in the* ***Student Grade*** *table.*

Grade Roster Action:					
*Approval Status	Approved →	**Posted**			
Request Grade Change					

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

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. The valid grade values for the LG basis are shown as follows:

Grade	Description	Grade	Description
A+	A+	C-	C-
A	Superior	D+	D+
A-	A-	D	Minimal
B+	B+	D-	D-
B	Meritorious	F	Failure
B-	B-	G	Unfinished course work
C+	C+	I	Incomplete
C	Adequate		

Enter one of these grades in the roster grade box for any student with a LG grade basis. Note that grade **G** is reserved for unfinished course work due to extenuating personal circumstances. Grade **I** is used to indicate incomplete course work due to the nature of the course.

The above screen is an example of a monitored withdrawal. You will notice there is no roster grade box to allow you to change this grade.

Issue: Changing a student's grade prior to grade posting

If the roster is in *Not Reviewed* status, you can change the grade directly on the roster using the roster grade box next to that student's name. Once the roster is posted, you must submit an approved **Grade Change** form to request updates. Please see University Policy 09-01-04 Grade Changes.

*Note to TAs: Once you have set the grades to **Ready for Review**, you may not make changes. Only the faculty member may change grades from this point. You may, however, ask the faculty member to set the status back to **Not Reviewed** so that you can then make changes.

Grade Change forms are available in My Pitt. Click **Learn More** just below the Faculty Center pass-through link.

Tip: Remember, you must save your work before closing the file.

Need Help?

For technical assistance, contact the Technology Help Desk at 412-62**4-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.