Enter/Post Grades through the Grade Roster

1. Navigate to the **Grade Roster** page.

   *Pathname: Curriculum Management > Grading > Grade Roster*

2. Complete the following **Search** criteria:
   - **Term**
   - **Class Nbr**

   Note: You can also use the **Subject Area** and **Catalog Nbr** fields to find the roster.

3. Click **Search**.

4. Verify the **Grade Roster Type** is “Final Grade” and select the **Override** and **Partial Post** checkboxes.

   Note: Select the **Override** check box and click the **Create** button to delete the previous grade roster and generate a new one for the class (with updated Grade Basis). If you do not select this check box and just click the create button, the system appends any new student to the existing grade roster.

5. Click the **Grade Roster** Tab.
6. Enter grades for the students.
Pass/Non-Pass:
If a student has selected the Pass/Non-Pass grading option, a P/NP will be listed in the Grading Basis column. Only grades in the Pass/Non-Pass grading basis will be available to assign.

Please note that grades exported from Carmen will appear as A-E for all students, regardless of the grading basis. A-D grades must be manually changed to P for P/NP students. E grades do not need changed to NP for P/NP students, as this conversion will be done automatically.
Select the appropriate grade in the Roster Grade column:
Incompletes and ENs:

If an Incomplete (I) grade is assigned, a box will appear. Click and select a Lapse to Grade—this will be the default grade the Incomplete should lapse to if a final grade is not received by the Incompletes deadline the next term.

Click OK. Do not change the Lapse Deadline date. If an extension is needed, an "Extension of Incomplete" form will need to be submitted to OUR.

If an EN (E for non-attendance) grade is assigned, a box will appear in the Last Attendance Week column. Choose the week the student last attended. If the student never attended, select “Before Term.”

7. Click Save. This will not make the grades official; this will happen once you post the grades in step 9.

Note: If a failing grade has been assigned, you will be asked to confirm that the entered failing grades were earned and that they should not be "EN" grades. Clicking “Cancel” will allow you to go back and make adjustments to the grades; clicking “OK” will continue with posting all entered grades.

8. Click the Grade Roster Type tab.

9. Verify the *Approved Status is “Full/Partial Post” and click Post.
Note: The "Approved" status can only be used when every grade is posted. If there are “Unpaid” students on the roster, you cannot post grades in the “Full Post Only” status. The “No Post-View Only” status is useful when one person is entering grades to later be checked and posted by the grade poster. Grades cannot be posted in the “No Post-View Only” status.

10. Click the Grade Roster tab.

11. The Roster Grades are no longer available to be entered or changed and the Official Grade column is populated, indicating as immediate feedback that the grades are now part of the permanent academic record.