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.

   ![Grade Roster Type](image)

   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.
Incompletes and ENs:

If an Incomplete (I) grade is assigned, a Lapse Detail box will appear. Click Lapse Detail 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.