

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 .

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

The screenshot shows the 'Grade Roster' page with the following details:

- Course ID:** 152167, **Beg Dwg:** Beg Dwg, **Offer Nbr:** 1, **The Ohio State University**
- Catalog:** ART, **2100**, **Class Section:** 0010, **2013 Spr**
- Use Blind Grading**, **Class Nbr:** 13778, **Regular Academic Term**

*Grade Roster Type	Description	*Approval Status	Final Roster Grading Status	Override	Partial Post				
1	Final Grade	Full/Partial Post	Grade Input Allowed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Create	Post	+	-

Buttons:

Links: [Grade Roster Type](#) | [Grade Roster](#)

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.

Grade Roster Type **Grade Roster**

Find First 1 of 1 Last

Term: 2013 Spr Class Nbr: 13778 Beg Dwg Section: 0010
 Session: Regular Catalog: ART 2100 Seq Nbr: 1

Roster Type

Final Grade Final Grade Display Unassigned Roster Grade Only
 Display Graduating Students

Approval Status: Full/Partial Post

Customize Find First 1-10 of 10 Last

Basic Info Additional Info

	Notify	ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note	Paid Status
1				<input type="text"/>		Undergrad	Graded	Pending	Detail	Note	Paid
2				<input type="text"/>		Undergrad	Graded	Pending	Detail	Note	Paid
3				<input type="text"/>		Undergrad	Graded	Pending	Detail	Note	Paid
4				<input type="text"/>		Undergrad	Graded	Pending	Detail	Note	Paid
5				<input type="text"/>		Undergrad	Graded	Pending	Detail	Note	Paid
6	<input type="checkbox"/>			<input type="text"/>		Undergrad	Graded	Pending	Detail	Note	Paid
7				<input type="text"/>		Undergrad	Graded	Pending	Detail	Note	Paid
8				<input type="text"/>		Undergrad	Graded	Pending	Detail	Note	Paid
9	<input type="checkbox"/>			<input type="text"/>		Undergrad	Graded	Pending	Detail	Note	Paid
10	<input type="checkbox"/>			<input type="text"/>		Undergrad	Graded	Pending	Detail	Note	Paid

Unpaid students will have no indicator in the "Paid Status" column.

[Notify Selected Students](#) [Notify Listed Students](#) [Printer Friendly Version](#)

6. Enter grades for the students.

Grade Roster Type **Grade Roster**

Find First 1 of 1 Last

Term: 2013 Spr Class Nbr: 13778 Beg Dwg Section: 0010
 Session: Regular Catalog: ART 2100 Seq Nbr: 1

Roster Type

Final Grade Final Grade Display Unassigned Roster Grade Only
 Display Graduating Students

Approval Status: Full/Partial Post

Basic Info Additional Info

Notify	ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note	Paid Status
1			A		Undergrad	Graded	Pending	Detail	Note	Paid
2			A		Undergrad	Graded	Pending	Detail	Note	Paid
3			B		Undergrad	Graded	Pending	Detail	Note	Paid
4			A		Undergrad	Graded	Pending	Detail	Note	Paid
5			D		Undergrad	Graded	Pending	Detail	Note	Paid
6	<input type="checkbox"/>		C+		Undergrad	Graded	Pending	Detail	Note	Paid
7			A		Undergrad	Graded	Pending	Detail	Note	Paid
8			D		Undergrad	Graded	Pending	Detail	Note	Paid
9	<input type="checkbox"/>		A		Undergrad	Graded	Pending	Detail	Note	Paid
10	<input type="checkbox"/>		B		Undergrad	Graded	Pending	Detail	Note	Paid

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Notify Selected Students Notify Listed Students Printer Friendly Version

Save Refresh

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."**

- 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.

- Click the **Grade Roster Type** tab.
- Verify the ***Approved Status** is **"Full/Partial Post"** and click **Post**.

Grade Roster Type | Grade Roster

Course ID: 152167 Beg Dwg Offer Nbr: 1 The Ohio State University
 Catalog: ART 2100 Class Section: 0010 2013 Spr
 Use Blind Grading Class Nbr: 13778 Regular Academic Term

*Grade Roster Type	Description	Approval Status	Final Roster Grading Status	Override	Partial Post		
1 Final Grade	Final Grade	Full/Partial Post	Grade Input Allowed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Create	Post

Save Refresh

Grade Roster Type | Grade Roster

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.

Grade Roster Type | Grade Roster

Find First 1 of 1 Last

Term: 2013 Spr Class Nbr: 13778 Beg Dwg Section: 0010
 Session: Regular Catalog: ART 2100 Seq Nbr: 1

Roster Type

Final Grade Final Grade Display Unassigned Roster Grade Only
 Display Graduating Students

Approval Status: Full/Partial Post

Basic Info | Additional Info

Notify	ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note	Paid Status
			A	A	Undergrad	Graded	Posted	Detail	Note	Paid
			A	A	Undergrad	Graded	Posted	Detail	Note	Paid
			B	B	Undergrad	Graded	Posted	Detail	Note	Paid
			A	A	Undergrad	Graded	Posted	Detail	Note	Paid
			D	D	Undergrad	Graded	Posted	Detail	Note	Paid
<input type="checkbox"/>			C+	C+	Undergrad	Graded	Posted	Detail	Note	Paid
			A	A	Undergrad	Graded	Posted	Detail	Note	Paid
			D	D	Undergrad	Graded	Posted	Detail	Note	Paid
<input type="checkbox"/>			A	A	Undergrad	Graded	Posted	Detail	Note	Paid
<input type="checkbox"/>			B	B	Undergrad	Graded	Posted	Detail	Note	Paid

Unpaid students will have no indicator in the "Paid Status" column.

Notify Selected Students | Notify Listed Students | Printer Friendly Version