

Assign Grades and Update Grade Roster

1. Click the My Schedule link.

[My Schedule](#)

2. Under **My Teaching Schedule**, Click the **Gradebook** icon.



3. Grades can be entered by selecting the **Class Gradebook** and/or **Grade by Assignments** links.

The **Class Gradebook** page contains a **Note** field whereby you can leave a note for a student.

4. Enter the desired information into the **Grade** field.

5. To leave a message for a student, click the Note button.

[Note](#)

6. Enter the desired comment in the Note field. Click the OK button.

OK

7. Continue entering remaining grades.

8. The **Assignment Average** will be displayed at the bottom of the page.

9. To exclude an assignment from the cumulative grade calculation click the **Exclude Assignment** checkbox near the desired grade to be excluded.



10. The Grade is now excluded. Click the Grade by Assignment link.

11. Click the **Look up Select Assignment** button.



12. Click the **Look Up** button

Look Up

13. Select the assignment.

14. The **Maximum** points to be entered are displayed.

15. Enter the desired information into the **Submitted Dated**.

17. To exclude an assignment from the cumulative grade calculation click the **Exclude Assignment** checkbox near the desired grade to be excluded.



18. Enter remaining grades.

19. Click the **Save** button.


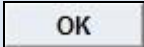




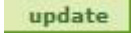
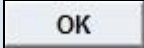




SAVE

20. Click the **Cumulative Grades** link.

[Cumulative Grades](#)

21. Once grades are entered into **Gradebook**, cumulative grades are calculated and displayed.



- A letter grade can be overridden. For example, enter a valid value e.g. "A".
22. Click the **Note** link.

 23. Enter a note and click the **OK** button.

 24. Click the **Save** button.

 25. Click the **Select Grade Roster** button.

 26. Click the **Look Up** button.

 27. Click the **Grade Roster** link.

 28. Click the **Update** button.

 29. Verify the number of students in the Grade Roster and the number updated.
Click the **OK** button.

 30. To view the Grade Roster, click the **Faculty Center** link.

 31. Click the **Grade Roster** link.

 32. Click Approve from the **Approval Status** button.

 33. Click the **Save** button.

 34. **End of Procedure.**