Instructors: Entering and Approving Final Grades
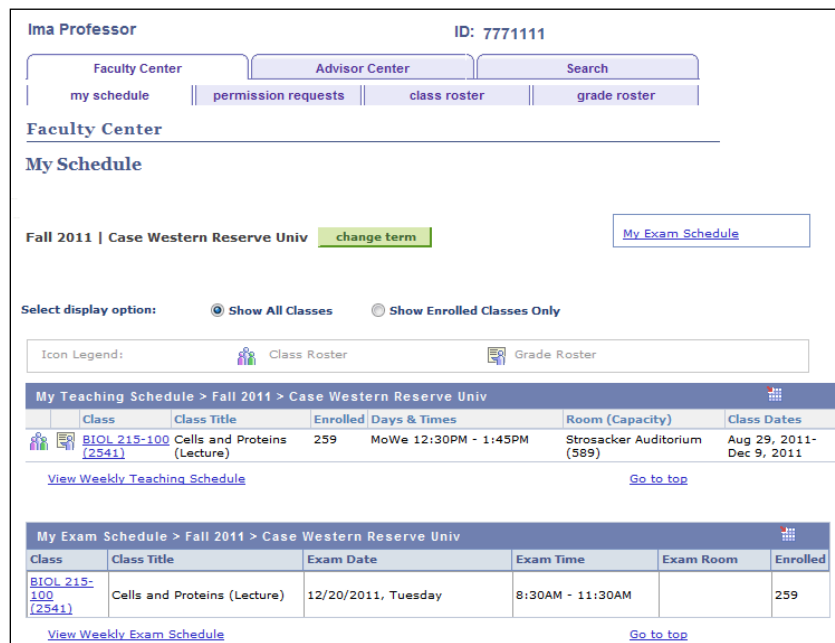
Concept

Instructors enter midterm and final grades for their students on the Grade Roster screen in the SIS. Access the Grade Roster by clicking the [icon] icon to the immediate left of a class. This document will explain how to enter, save and approve grades in the SIS. Instructors who have used Blackboard Learn to upload grades to the SIS need only follow the directions for saving and submitting grades.

SIS_FC_InstructorFinalGrades

Procedure

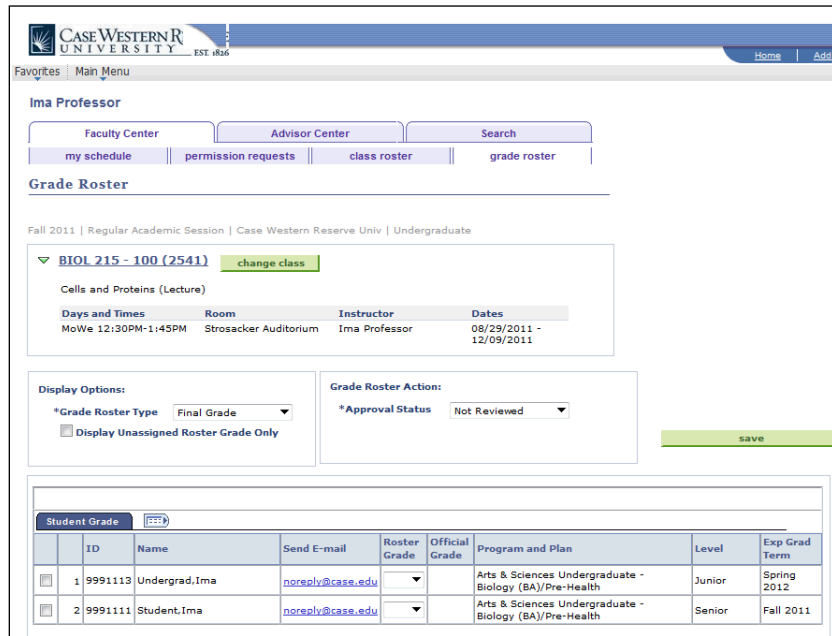Begin by logging in to *case.edu/sis* with your CWRU Network ID and password.

Step	Action
1.	When you log in to the SIS, your teaching schedule is in the center of the Faculty Center screen. Locate the class you want to grade. Click the **Grade Roster** icon that is immediately to the left of the class. **Please note:** The icons at the top of the table are used as a legend only and are inactive.

Step	Action
2.	**Decision:** What would you like to do? • Enter and approve grades Go to step 3 on page 2 • Review/change grades entered by yourself or a grading proxy Go to step 14 on page 5
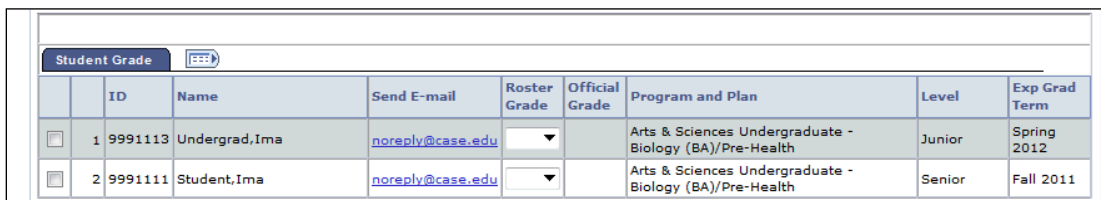
Step	Action
3.	The Grade Roster screen appears. At the top of the page is the class meeting information. The **Grade Roster Type** dropdown list contains the default value **Final Grade**. If you do not see "Final Grade" in this field, click on the dropdown button and select it from the list that appears. *Grade Roster Type Final Grade ▼
4.	The **Approval Status** dropdown field displays **Not Reviewed**. You can only enter grades when "Not Reviewed" appears in the dropdown box. *Approval Status Not Reviewed ▼

Step	Action
5.	Each student is listed on the roster with fields for email, roster grade, official grade, program and plan, level, and expected graduation term.To assign a grade to a student, click on the dropdown field in the **Roster Grade** column. ▼
6.	A dropdown list appears containing only those grades applicable to the student's grading basis. Select the appropriate grade.

Tip: You may also use the tab button on your keyboard to highlight each dropdown box and type in a grade for each student. Please be aware that some students may already have "W" and "WD" grades assigned, or may have elected a special grading basis, like audit grades.
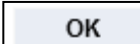
Step	Action
7.	Click the **Save** button at any time to save your work in progress. If needed, you can log out of the SIS and return at a later time to finish entering grades. save
8.	When you are ready to submit the grades, click on the **Approval Status** dropdown list. ***Approval Status** Not Reviewed ▼
9.	Click the **Approved** list item to initiate the grade submission process. If you are not yet ready to submit your grades, simply save the grade roster in **Not Reviewed** status by clicking the **Save** button. Not Reviewed ▼ Approved Not Reviewed Ready for Review

Grades can be saved without being submitted at any point in the grade entry process by clicking the **Save** button when the **Approval Status** dropdown list is set to **Not Reviewed** or **Ready for Review**. It is also possible to submit a partially-entered grade roster when in **Approved** status.

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Message ☒

Warning -- There are some students in the roster who do not have grades recorded. (27000,143)

This grade roster can be saved even though it is incomplete at this time, but you will need to return later, reset your roster status to Not Reviewed, and record the missing grades. Please click "OK" and then click "Save" if you are done recording grades at this time.

OK

Step	Action
10.	A confirmation screen appears to warn you that you are about to approve grades for posting.
	If you have not assigned grades to some students, you will receive a warning that not all students have been graded. You can return at a later time to enter additional grades.
	To return to the grades without approving, click the **Cancel** button.
	To approve grades, click the **OK** button.
	OK

Message ☒

Warning -- You are about to Approve grades for posting. (27000,144)
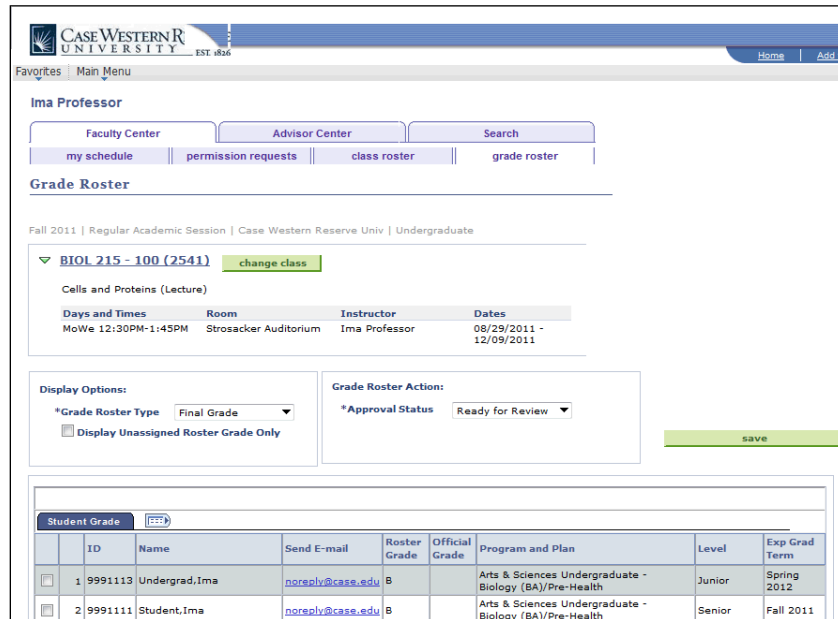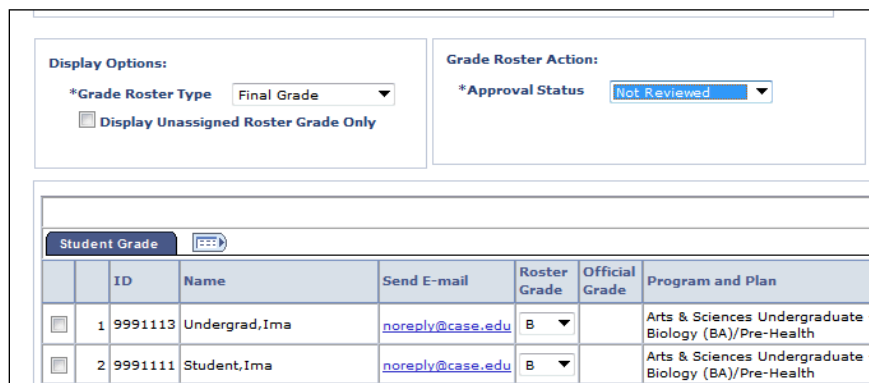
Approved grades are normally posted within a minimum of 24 hours and cannot be revised later without completing the grade change process. Please be sure grades are accurate before proceeding.

OK   Cancel

| Step	Action
11.	Another warning will appear to let you know that the grades being submitted cannot be changed without initiating the grade change process, and that students will be able to see their grades within 24 hours
	OK
12.	The grade roster screen reappears. The Roster Grade field no longer contains dropdown fields. To change any grades that exist, you must change the Approval Status field to **Not Reviewed**.
13.	This completes the process of entering, changing and approving grades on the Grade Roster. The students' grades for the class are now submitted and will be posted to their student records within 24 hours.
	End of Procedure. Remaining steps apply to other paths.
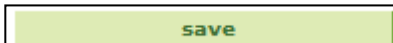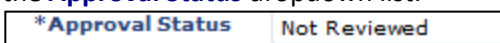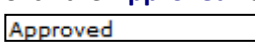
Step	Action
14.	The **Grade Roster** screen appears. At the top of the page is the class meeting information. The **Grade Roster Type** dropdown list contains the default value **Final Grade**. If you do not see "Final Grade" in this field, click on the dropdown button and select it from the list that appears.
15.	**Decision:** What would you like to do? • Add or change grades Go to step 16 on page 5 • Submit grades Go to step 21 on page 6
16.	To enter or change grades, the Approval Status must be set to **Not Reviewed**. If the **Approval Status** dropdown field contains the value "Approved" or "Ready for Review," click on it and select **Not Reviewed** from the list menu.

Step	Action
17.	Changing the Approval Status to **Not Reviewed** activates the **Roster Grade** dropdown lists, and gives you access to enter and change grades.

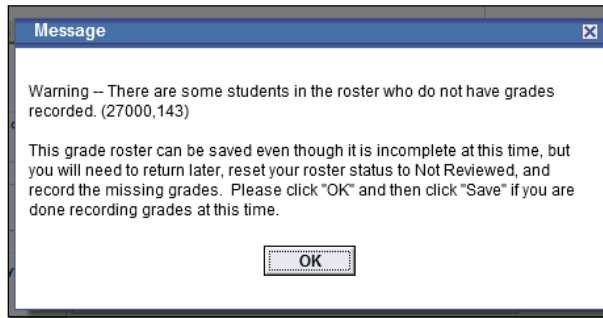Click the **Display Unassigned Roster Grade Only** checkbox to see only those students who have not had grades assigned to them. To make the entire roster list reappear, click the **Display Unassigned Roster Grade Only** checkbox again.
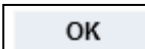
Step	Action
18.	To add or reassign a grade to a student, click on the student's dropdown box in the **Roster Grade** column.
19.	Select the appropriate grade. Only those grades applicable to the student's grading basis will appear.
20.	Click the **Save** button at any time to save your work in progress. If needed, you can log out of the SIS and return at a later time to finish entering grades.
21.	When you are finished reviewing grades and are ready to submit them, click on the **Approval Status** dropdown list.
22.	Click the **Approved** list item.

Message

Warning -- There are some students in the roster who do not have grades recorded. (27000,143)

This grade roster can be saved even though it is incomplete at this time, but you will need to return later, reset your roster status to Not Reviewed, and record the missing grades. Please click "OK" and then click "Save" if you are done recording grades at this time.

OK

Step	Action
23.	A confirmation screen appears to warn you that you are about to approve grades for posting. If you have not assigned grades to some students, you will receive a warning that not all students have been graded. You can return at a later time to enter additional grades. To return to the grades without approving, click the **Cancel** button. To approve grades, click the **OK** button. OK

Message

Warning -- You are about to Approve grades for posting. (27000,144)

Approved grades are normally posted within a minimum of 24 hours and cannot be revised later without completing the grade change process. Please be sure grades are accurate before proceeding.

OK   Cancel

Step	Action
24.	Another warning will appear to let you know that the grades being submitted cannot be changed without initiating the grade change process, and that students will be able to see their grades within 24 hours OK
25.	If you clicked OK, the grade roster screen reappears and a notification window appears to let you know that your grade roster has been saved. Click the **OK** button. OK

Step	Action
26.	This completes the process of entering, changing and approving grades on the Grade Roster. The students' grades for the class are now submitted and will be posted to their student records within 24 hours. **End of Procedure.**