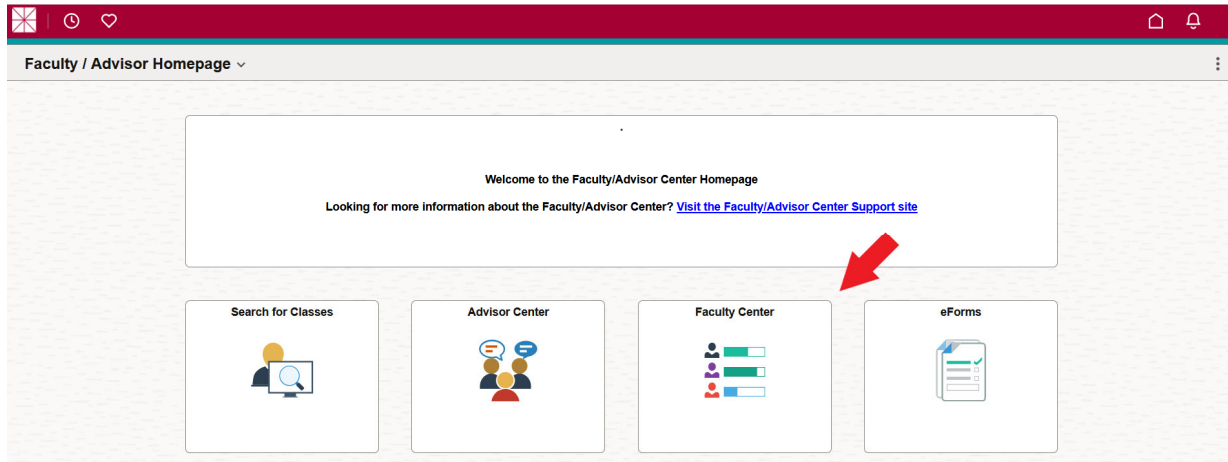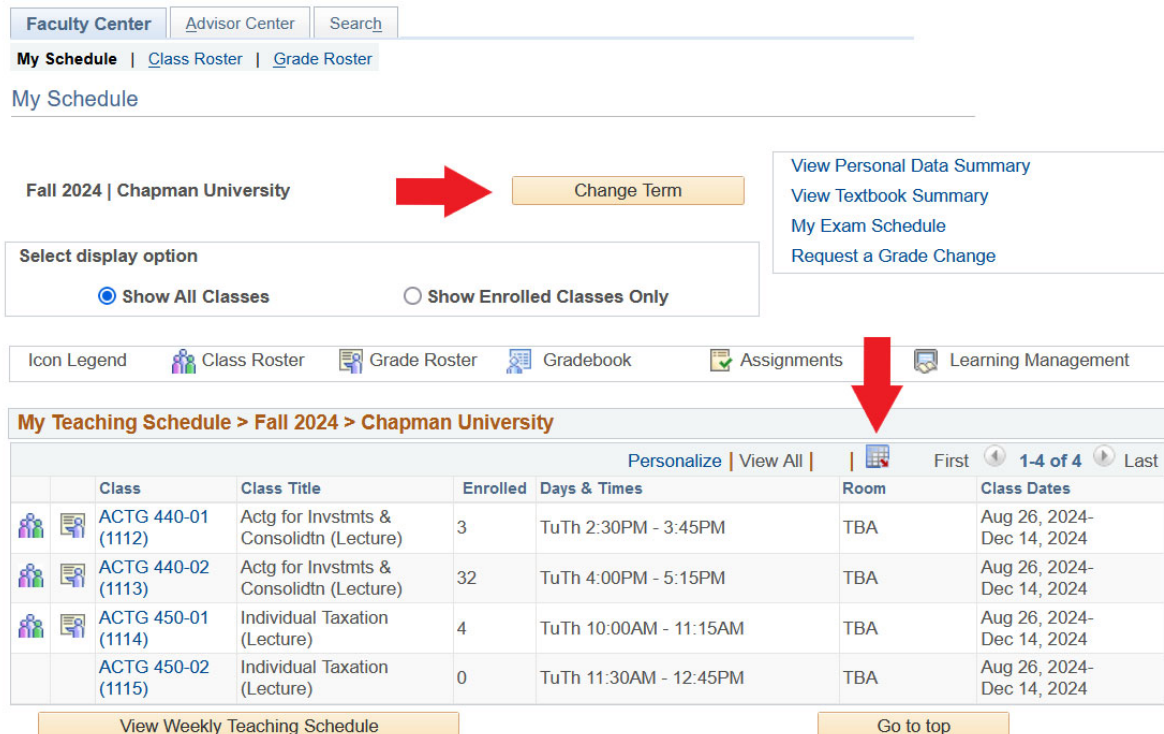CHAPMAN UNIVERSITY

REFERENCE GUIDE - FINAL GRADING IN THE
FACULTY CENTER

1. Log in to your Faculty Center.

2. Click on the Faculty Center tile.

3. The Faculty Center opens to the **My Schedule** page and displays the courses you are assigned to teach**.** The term will default to the last term in which you were assigned classes. The schedule can be downloaded to Excel by clicking on the spreadsheet icon. To change the term, click on the **change term** button.

4. You can access the grade roster in two ways. You can click on the **Grade Roster** icon next to a class in your schedule to open its roster.

My Teaching Schedule > Fall 2024 > Chapman University

Personalize | View All | | First ◀ 1-4 of 4 ▶ Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
👥	📑	ACTG 440-01 (1112)	Actg for Invstmts & Consolidtn (Lecture)	3	TuTh 2:30PM - 3:45PM	TBA	Aug 26, 2024-Dec 14, 2024
👥	📑	ACTG 440-02 (1113)	Actg for Invstmts & Consolidtn (Lecture)	32	TuTh 4:00PM - 5:15PM	TBA	Aug 26, 2024-Dec 14, 2024
👥	📑	ACTG 450-01 (1114)	Individual Taxation (Lecture)	4	TuTh 10:00AM - 11:15AM	TBA	Aug 26, 2024-Dec 14, 2024
		ACTG 450-02 (1115)	Individual Taxation (Lecture)	0	TuTh 11:30AM - 12:45PM	TBA	Aug 26, 2024-Dec 14, 2024

You can also click the **Grade Roster** link at the top of the page. This will open the first class in your schedule. You can change classes by clicking the **Change Class** button.

| **Faculty Center** | Advisor Center | Search |

My Schedule | Class Roster | Grade Roster

My Schedule

Fall 2024 | Chapman University   [Change Term]

View Personal Data Summary
View Textbook Summary
My Exam Schedule
Request a Grade Change

Select display option

◉ Show All Classes   ○ Show Enrolled Classes Only

| Icon Legend | 👥 Class Roster | 📑 Grade Roster | 📘 Gradebook | ✅ Assignments | 💻 Learning Management |

My Teaching Schedule > Fall 2024 > Chapman University

Personalize | View All | | First ◀ 1-4 of 4 ▶ Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
👥	📑	ACTG 440-01 (1112)	Actg for Invstmts & Consolidtn (Lecture)	3	TuTh 2:30PM - 3:45PM	TBA	Aug 26, 2024-Dec 14, 2024
👥	📑	ACTG 440-02 (1113)	Actg for Invstmts & Consolidtn (Lecture)	32	TuTh 4:00PM - 5:15PM	TBA	Aug 26, 2024-Dec 14, 2024
👥	📑	ACTG 450-01 (1114)	Individual Taxation (Lecture)	4	TuTh 10:00AM - 11:15AM	TBA	Aug 26, 2024-Dec 14, 2024
		ACTG 450-02 (1115)	Individual Taxation (Lecture)	0	TuTh 11:30AM - 12:45PM	TBA	Aug 26, 2024-Dec 14, 2024

[View Weekly Teaching Schedule]   [Go to top]

| **Faculty Center** | Advisor Center | Search |

My Schedule | Class Roster | **Grade Roster**

Grade Roster

🖥 View FERPA Statement

Fall 2024 | Semester | Chapman University | Undergraduate

[Change Class]

▽ ACTG 440 - 02 (1113)
Accounting for Investments and Consolidations (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 4:00PM-5:15PM	TBA	████	08/26/2024 - 12/14/2024

5. Click the **View FERPA Statement** link at the top of the roster to review the Department of Education guidelines regarding release of information.
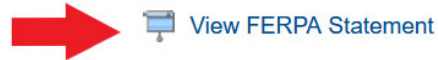
6. The **Final Grade** option defaults in the **Grade Roster Type** menu. If you only want to view students that haven't been assigned grades yet, check the box for **Display Unassigned Roster Grade Only**.

7. If there are multiple students receiving the same letter grade, you can assign grades in a group. Click the checkboxes next to the students' ID numbers. Then, at the bottom of the page, select a grade from the drop-down menu and click the **<- Add this grade to selected students** button.

In this example the students were assigned a B+.

8. You can also assign grades to individual students by clicking the drop-down menu in the **Roster Grade** field and selecting a grade.

9. As soon as any grades are assigned, the following message appears at the top of the roster. This alerts you to the need to save your entries. If you click the **Enable Tabs & Links** button, you will delete any grades that were assigned and not saved.

Grade Roster

View FERPA Statement

⚠ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

Enable Tabs & Links

10. For Incomplete (I) grades, the **Lapse Deadline** will default to the last day of the final exam period in the next semester/trimester. *This is the date a grade must be submitted by, not the deadline for the student to complete their outstanding assignments.* Please be sure to give yourself enough time to grade the student's work and submit their final grade on time.

If you and the student have agreed upon an **earlier** deadline, you may update this field. In accordance with university policy, the extension of the lapse deadline to a date later than the default is allowed only in certain circumstances in which the student must attend a portion of the course to fulfill the remaining requirements, but the course is not offered in or before the next full term. Please contact the Office of the University Registrar [registrar@chapman.edu] if you are requesting deadline date later than the default.

For more information about Incomplete (I) lapse deadlines, please see the **Academic Policies and Procedures** section of the **University Catalog**.

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Lapse Deadline	Lapse To Grade	Incomplete Grade Comment
☐ 1	...08	,Kyle	I ▾		GRD	Undergraduate Degree - Health Sciences BS	Freshman	05/18/2024	F	

The **Lapse To Grade** will default to an "F." This grade will post automatically on the lapse deadline if the student failed to complete their missing assignments. Enter a new value if the student should lapse to a higher grade.

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Lapse Deadline	Lapse To Grade	Incomplete Grade Comment
☐ 1	...08	,Kyle	I ▾		GRD	Undergraduate Degree - Health Sciences BS	Freshman	05/18/2024	F	

You are also required to explain why the student is receiving an Incomplete (I) in the **Incomplete Grade Comment** field. The page will not allow you to save without entering a comment.

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Lapse Deadline	Lapse To Grade	Incomplete Grade Comment
☐ 1	...08	,Kyle	I ▾		GRD	Undergraduate Degree - Health Sciences BS	Freshman	05/18/2024	F	

11. Once you are ready to submit the assigned grades, click the **save** button at the bottom of the page.

☐	30	42	EJ	⌄		GRD	Undergraduate Degree - Animation & Visual Effects BFA	Junior	
☐	31	15	Charlie	B+ ⌄		GRD	Undergraduate Degree - Exploratory	Sophomore	
☐	32	34	Art	⌄		GRD	Undergraduate Degree - Business Administration BS	Freshman	

| Download %1 Table to Excel   ◄| ◄◄ Rows 1 - 32 of 32 ►► ►|

| Select All | Clear All | **Printer Friendly Version** |

⌄   <- Add this grade to selected students

| Notify Selected Students | Notify All Students |

Save   ⬅

You can make changes to the grades and Incomplete data until the overnight grade posting process runs. Once grades are posted, you will not be able to update the data you entered using the Faculty Center grade roster.