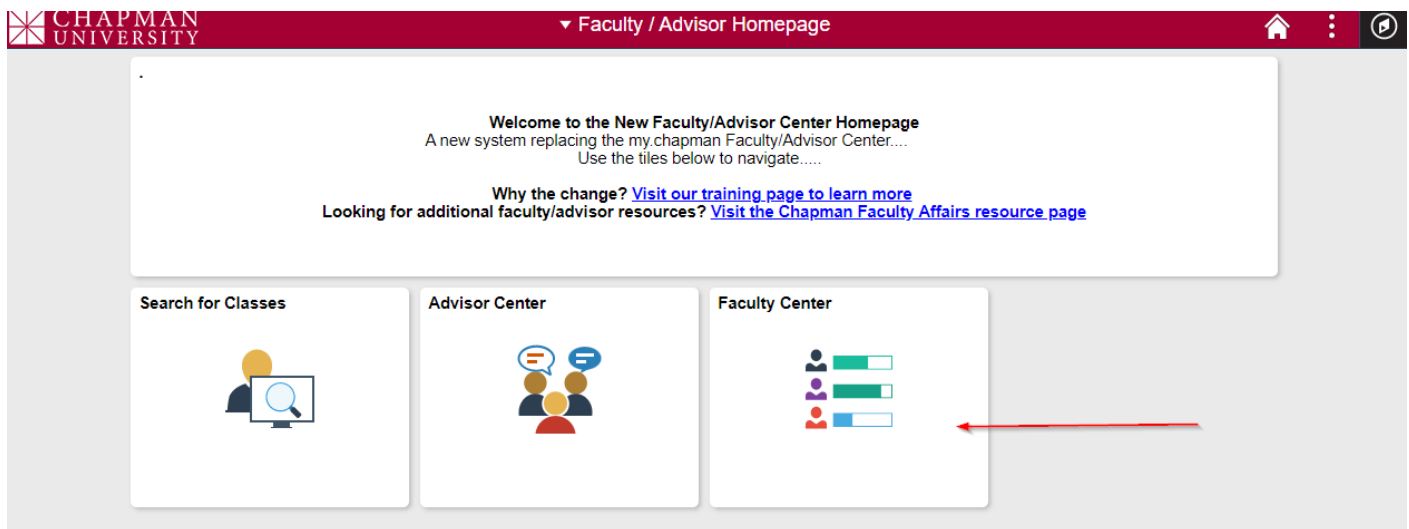


## REFERENCE GUIDE - MID-TERM GRADING for UNDERGRADUATES FACULTY CENTER

1. Log in to your Faculty Center.
2. Click on the Faculty Center tile.



3. The Faculty Center opens to the My Schedule tab.

This 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 green **change term** button.

Faculty Center | Advisor Center | Search

my schedule | class roster | **grade roster**

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**Faculty Center**

**My Schedule**

Fall 2015 | Chapman University [change term](#) [View Textbook Summary](#)  
[My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

**My Teaching Schedule** > Fall 2015 > Chapman University

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">ACTG 210-01 (9031)</a>	Intro to Financial Actg 35 (Lecture)	35	TuTh 10:00AM - 11:15AM	Beckman Hall 209	Aug 31, 2015- Dec 19, 2015
	<a href="#">ACTG 210-02 (9032)</a>	Intro to Financial Actg 35 (Lecture)	35	TuTh 11:30AM - 12:45PM	Beckman Hall 209	Aug 31, 2015- Dec 19, 2015
	<a href="#">ACTG 320-01 (9053)</a>	Cost Accounting I (Lecture)	34	MoWe 1:00PM - 2:15PM	Beckman Hall 107	Aug 31, 2015- Dec 19, 2015
	<a href="#">ACTG 320-02 (9054)</a>	Cost Accounting I (Lecture)	26	MoWe 2:30PM - 3:45PM	Beckman Hall 107	Aug 31, 2015- Dec 19, 2015

[View Weekly Teaching Schedule](#) [Go to top](#)

4. If you click the **grade roster** tab, the first class in your schedule will appear. You can change classes by clicking on the **change class** button.

Faculty Center | Advisor Center | Search

my schedule | class roster | **grade roster**

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**Grade Roster**

[View FERPA Statement](#)

Fall 2015 | Semester | Chapman University | Undergraduate

▼ [ACTG 210 - 01 \(9031\)](#) [change class](#)

Intro to Financial Accounting (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 10:00AM-11:15AM	Beckman Hall 209	Farrington	08/31/2015 - 12/19/2015

5. Clicking on the **Grade Roster** icon next to a class in your schedule will open that grade roster.

View All First 1-4 of 4 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">ACTG 210-01 (9031)</a>	Intro to Financial Actg (Lecture)	35	TuTh 10:00AM - 11:15AM	Beckman Hall 209	Aug 31, 2015- Dec 19, 2015
	<a href="#">ACTG 210-02 (9032)</a>	Intro to Financial Actg (Lecture)	35	TuTh 11:30AM - 12:45PM	Beckman Hall 209	Aug 31, 2015- Dec 19, 2015
	<a href="#">ACTG 320-01 (9053)</a>	Cost Accounting I (Lecture)	34	MoWe 1:00PM - 2:15PM	Beckman Hall 107	Aug 31, 2015- Dec 19, 2015
	<a href="#">ACTG 320-02 (9054)</a>	Cost Accounting I (Lecture)	26	MoWe 2:30PM - 3:45PM	Beckman Hall 107	Aug 31, 2015- Dec 19, 2015

[View Weekly Teaching Schedule](#)

[Go to top](#)

6. The **Mid-Term Grade** option appears in the **Grade Roster Type** menu. If you previously assigned grades to some students and only want the roster to display students that still need to be graded, check the box next to **Display Unassigned Roster Grade Only**.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

### Grade Roster



[View FERPA Statement](#)

Fall 2017 | Semester | Chapman University | Undergraduate

▼ [HIST 252 - 01 \(8412\)](#) change class

History and Film (Lecture)

Days and Times	Room	Instructor	Dates
Mo 4:00PM-6:50PM	Beckman Hall 204	████████ Cumiford	08/28/2017 - 12/16/2017

**Display Options:**

\*Grade Roster Type Mid-Term Grade

**Display Unassigned Roster Grade Only**

Student Grade		Transcript Note						
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1 █████ 787	████████, Nina █████	<input type="checkbox"/>		GRD	Undergraduate Degree - English BA/Sociology min	Sophomore	
<input type="checkbox"/>	2 █████ 283	████████, Chris	<input type="checkbox"/>		GRD	Undergraduate Degree - Creative Writing BFA/History min	Junior	
<input type="checkbox"/>	3 █████ 781	████████, Kelly █████	<input type="checkbox"/>		GRD	Undergraduate Degree - Film Studies BA/Art History min/History min	Junior	
<input type="checkbox"/>	4 █████ 345	████████, Erick	<input type="checkbox"/>		GRD	Undergraduate Degree - Business Administration BS	Sophomore	

7. Mid-Term progress grades are different than the final grades a student receives. The progress grades are used to report students' satisfactory progress or causes for concern based on attendance or class performance. The Mid Term Progress Grades are:

- |  |  |
|--|--|
| 1 Satisfactory Progress                      | 4 Danger of Failing – Attendance             |
| 2 Cause for Concern – Attendance             | 5 Danger of Failing – Inadequate Performance |
| 3 Cause for Concern – Inadequate Performance | 6 Never Attended                             |

You can assign grades individually, or by groups if several students earned the same grade. It is **recommended** that you **FIRST** assign grades to those students who are **NOT** making a Satisfactory Progress grade (1). These students would be assigned a grade of 2 – 6. The **SECOND** step would be to mass assign those students who ARE achieving Satisfactory Progress (1).

**DO NOT CLICK THE SAVE BUTTON** until you are ready to submit the grades. Once you click **SAVE** you will not be able to change grades assigned. If you only want to assign a grades to a portion of your students and later return, you can save a partial list but will not be able to change those grades once you return to assign the other students' grades.

This is a view of the roster and location of the **Roster Grade** menu.

The screenshot shows a navigation menu with buttons for Faculty Center, Advisor Center, Search, my schedule, class roster, and grade roster. Below this is the 'Grade Roster' section with a 'View FERPA Statement' link. The main content area shows 'Fall 2017 | Semester | Chapman University | Undergraduate' and a class selection for 'HIST 252 - 01 (8412)' with a 'change class' button. The class is 'History and Film (Lecture)'. A table lists class details:

Days and Times	Room	Instructor	Dates
Mo 4:00PM-6:50PM	Beckman Hall 204	████████ Cum iford	08/28/2017 - 12/16/2017

Below the class details is a 'Display Options' box with a dropdown for '\*Grade Roster Type' set to 'Mid-Term Grade' and a checkbox for 'Display Unassigned Roster Grade Only' which is unchecked. At the bottom is a table with columns: Student Grade, ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, and Level. An arrow points to the 'Roster Grade' column for the first student.

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 ████████787	██████, Nina ██████	<input type="checkbox"/>		GRD	Undergraduate Degree - English BA/Sociology min	Sophomore
<input type="checkbox"/>	2 ████████283	██████, Chris	<input type="checkbox"/>		GRD	Undergraduate Degree - Creative Writing BFA/History min	Junior
<input type="checkbox"/>	3 ████████781	██████, Kelly ██████	<input type="checkbox"/>		GRD	Undergraduate Degree - Film Studies BA/Art History min/History min	Junior

8. There are several links and buttons for assigning grades at the bottom of the screen. Also your roster may have more than one page. You can click the arrows to view other pages or click the **View All** link to see the entire roster on the screen.

<input type="checkbox"/>	20	196	Judie		GRD	Undergraduate Degree - Screenwriting maj/Business Administration min	Sophomore
--------------------------	----	-----	-------	--	-----	--	-----------

[View All](#) | [Download](#) | Rows 1 - 20 of 35

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

<- add this grade to selected students

|

9. If there are multiple students receiving a non-Satisfactory Progress grade (2 – 6) you can assign grades in a group. Click the box next the student ID number. Select the grade from the drop down menu and click the **<-add this grade to selected students** button.

<input type="checkbox"/>	16	883	Lagrua		GRD	Undergraduate Degree - Business Administration maj/Spanish min	Sophomore
<input checked="" type="checkbox"/>	17	499	K		GRD	Undergraduate Degree - Business Administration maj/University Honors Program	Freshman
<input type="checkbox"/>	18	998	Elijah		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input checked="" type="checkbox"/>	19	919	Maia		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	20	196	Judie		GRD	Undergraduate Degree - Screenwriting maj/Business Administration min	Sophomore

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[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

<- add this grade to selected students

|

In this example the students were assigned a 2.

<input type="checkbox"/>	16	883	Lagrua		GRD	Undergraduate Degree - Business Administration maj/Spanish min	Sophomore
<input checked="" type="checkbox"/>	17	499	K	2	GRD	Undergraduate Degree - Business Administration maj/University Honors Program	Freshman
<input type="checkbox"/>	18	998	Elijah		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input checked="" type="checkbox"/>	19	919	Maia	2	GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	20	196	Judie		GRD	Undergraduate Degree - Screenwriting maj/Business Administration min	Sophomore

[View All](#) | [Download](#) | Rows 1 - 20 of 35

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

<- add this grade to selected students

|

10. You can individually assign grades to a student. Click the arrow in Roster Grade field and select the correct grade.

<input type="checkbox"/>	17	574	Melina	1	GRD	Undergraduate Degree - Business Administration maj/Public Relations min	Sophomore
<input type="checkbox"/>	18	481	Peter	4	GRD	Undergraduate Degree - Economics maj/Philosophy maj	Junior
<input type="checkbox"/>	19	159	Ryan		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	20	1904090	Joseph	3	GRD	Undergraduate Degree - Business Administration maj	Sophomore

View All | Download | Rows 1 - 20 of 35

Select All Clear All [Printer Friendly Version](#)

<- add this grade to selected students

notify selected students notify all students

11. 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.

faculty center	advisor center	search
my schedule	class roster	grade roster

### 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](#)

12. It is recommended once you assign the grades for those students who are not making Satisfactory Progress (2 – 6) that you save these grades. Once you are ready to submit the assigned grades, there is a **save** button at the bottom of the roster.

<input type="checkbox"/>	18	998	Elijah		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input checked="" type="checkbox"/>	19	919	Maia	2	GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	20	196	Judie		GRD	Undergraduate Degree - Screenwriting maj/Business Administration min	Sophomore

View All | Download | Rows 1 - 20 of 35

Select All Clear All [Printer Friendly Version](#)

<- add this grade to selected students

notify selected students notify all students

[SAVE](#)

13. To assign the Satisfactory grade (1) to the remaining students :

- a. Click the **Select All** link (this will select **all** students on the roster not just those in the current view). You will see a checkmark in the box next to their Campus ID numbers. NOTE: This process will **not** change a prior assigned and **saved** grade.
- b. Select the “1” from the drop down menu
- c. Click the **<-add this grade to selected students** button

<input checked="" type="checkbox"/>	18	998	Elijah		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input checked="" type="checkbox"/>	19	919	Maia		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input checked="" type="checkbox"/>	20	196	Judie		GRD	Undergraduate Degree - Screenwriting maj/Business Administration min	Sophomore

View | Download Rows 1 - 20 of 35

[Select All](#) | [Clear All](#) [Printer Friendly Version](#)

1 **<- add this grade to selected students** C

**notify selected students** **notify all students**

ALL the students are assigned a “1”.

<input checked="" type="checkbox"/>	18	998	Elijah	1	GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input checked="" type="checkbox"/>	19	919	Maia	1	GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input checked="" type="checkbox"/>	20	196	Judie	1	GRD	Undergraduate Degree - Screenwriting maj/Business Administration min	Sophomore

View All | Download Rows 1 - 20 of 35

[Select All](#) | [Clear All](#) [Printer Friendly Version](#)

**<- add this grade to selected students**

**notify selected students** **notify all students**

14. Once you are ready to submit the batch assigned grades, there are two **save** buttons. There is a **save** button at the bottom of the roster.

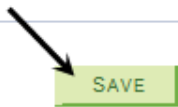
<input type="checkbox"/>	18	998	Elijah			GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input checked="" type="checkbox"/>	19	919	Maia	2		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	20	196	Judie			GRD	Undergraduate Degree - Screenwriting maj/Business Administration min	Sophomore

View All | | Download Rows 1 - 20 of 35

Select All Clear All [Printer Friendly Version](#)

<- add this grade to selected students

notify selected students notify all students



15. **REMINDER** – Once you have saved assigned grades you cannot change them.