



Using the Faculty Center to Enter Grades

1. On the **My Schedule** tab in **Faculty Center**, click the **Grade Roster** icon next to the class you are ready to grade.



Carol Instructor

Faculty Center | Advisor Center | Search | Learning Management

my schedule | grade roster

Faculty Center

My Schedule

Fall 2010 | CU Boulder [View Personal Data Summary](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

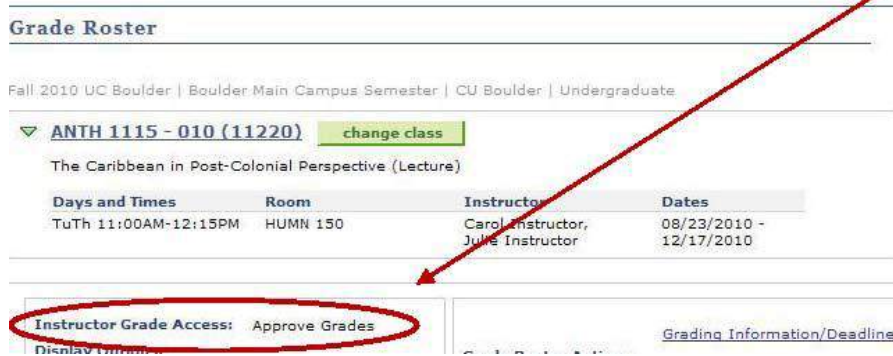
My Teaching Schedule > Fall 2010 > CU Boulder

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ANTH 1115-10 (11220)	Caribbean/Post Colonial (Lecture)	151	TuTh 11:00AM - 12:15PM	HUMN 150	Aug 23, 2010- Dec 17, 2010
	ANTH 1150-001 (11918)	Regional Cultures Africa (Lecture)	110	TuTh 9:30AM - 10:45AM	HUMN 150	Aug 23, 2010- Dec 17, 2010

[View Weekly Teaching Schedule](#)

Figure 1 -My Schedule page

2. The **Grade Roster** page will open.



Note: Grade Access will vary depending upon the instructor's security setting for the class.

- Grade** access allows the instructor to enter grades on the roster and set the **Approval Status** to "Ready for Review."
- Approve** access allows the instructor to enter grades on the roster and review and approve the grades.

Figure 2 -Grade Roster page

3. Select the method of grading you would like to use: **Drop Down Grading** or **Bubble Grading**. The grade roster defaults to **Drop Down Grading**. If you would like to use **Bubble Grading**, click the **BUBBLE GRADING** button.

You can switch to bubble grading either before you begin grading or after you have partially graded a class. If you have already graded some students with the **Drop Down Grading** option, the grades will transfer over to the bubble grading option and vice versa.

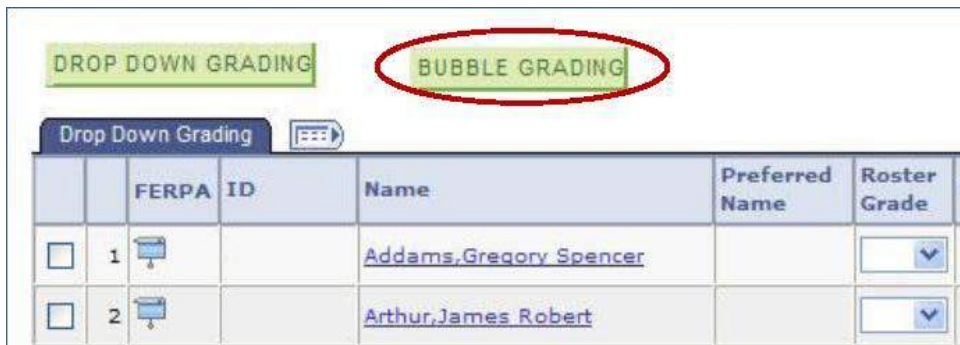


Figure 3 -Grading option buttons

4. Enter your grades using the method you selected.

Using the **Drop Down Grading** option allows you to select the appropriate grade from a drop-down menu.



Drop Down Grading										
	FERPA	ID	Name	Preferred Name	Roster Grade	Lab Section	Rec Section	Program and Plan	Level	
<input type="checkbox"/>	1		1903	Addams, Gregory Spencer	A-		012	Leeds School of Business UGRD - Operation Mgmt Info Systems	Sophomore	
<input type="checkbox"/>	2		8490	Arthur, James Robert	B		012	College Arts & Sciences UGRD - Open Option/Pre-Communication	Sophomore	
<input type="checkbox"/>	3		4930	Bartlet, Cleo Elizabeth	C+		014	College Arts & Sciences UGRD - International Affairs	Sophomore	
<input type="checkbox"/>	4		0087	Bergen, Alexander Joseph			013	College Arts & Sciences UGRD - A&S - Open Option	Sophomore	
<input type="checkbox"/>	5		2118	Blocken, Clifford David			011	College Arts & Sciences UGRD - Physics	Senior	
<input type="checkbox"/>	6		2252	Bloomingdale, Alicia Marie			018	College Arts & Sciences UGRD - Film Studies	Junior	
<input type="checkbox"/>	7		9719	Brodrick, Taylor Robert			019	Leeds School of Business UGRD - Marketing	Freshman	
<input type="checkbox"/>	8		7746	Brookstein, Mackenzie Mulberry			014	College Arts & Sciences UGRD - A&S - Open Option	Freshman	
<input type="checkbox"/>	9		3060	Capshaw, Emily Grace			012	College Arts & Sciences UGRD - English	Sophomore	
<input type="checkbox"/>	10		5374	Carey, James Thomas			015	College Arts & Sciences UGRD - History	Sophomore	
<input type="checkbox"/>	11		5429	Carstaires, Kevin Andrew			013	College Arts & Sciences UGRD - Sociology	Junior	

Figure 4 – Drop Down Grading Method

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To use the **Bubble Grading** option, click the radio button next to the appropriate grade for student.

The screenshot shows a web interface titled "Bubble Grading" with a navigation bar at the top right indicating "First 1-151 of 151 Last". Below the title bar, there are seven rows, each representing a student's record. Each row contains the student's EmplID, Name, and a set of radio buttons for grade selection. The first student, EmplID 1903, Name Addams, Gregory Spencer, has the "A-" radio button selected and circled in red. A red arrow points to this selection. The other students listed are: EmplID 8490, Name Arthur, James Robert; EmplID 4930, Name Bartlet, Cleo Elizabeth; EmplID 0087, Name Bergen, Alexander Joseph; EmplID 2118, Name Blocken, Clifford David; EmplID 2252, Name Bloomingdale, Alicia Marie; and EmplID 9719, Name Brodrick, Taylor Robert. All other radio buttons in the interface are unselected.

Figure 5 -Bubble Grading method

Note: Make sure you wait for system to process the grade before selecting the next grade.

Using the Bubble Grading Option you are unable to input the F grade attendance record information. If applicable, return to the Drop Down Grading option and input the F grade attendance record information.

5. Click the **SAVE** button to save your grades.



The screenshot shows the 'Bubble Grading' interface. At the top, there are two tabs: 'DROP DOWN GRADING' and 'BUBBLE GRADING'. A red arrow points to a green 'SAVE' button in the top right corner, which is circled in red. Below the tabs, there is a header for 'Bubble Grading' with a 'First' dropdown set to '1-151 of 151' and a 'Last' dropdown. The main area contains three rows of student information, each with a set of radio buttons for grades: A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I, QF, and XF. The first row is for EmplID 1903, Name: Addams, Gregory Spencer, with B- selected. The second row is for EmplID 8490, Name: Arthur, James Robert, with A- selected. The third row is for EmplID 4930, Name: Bartlet, Cleo Elizabeth, with B selected.

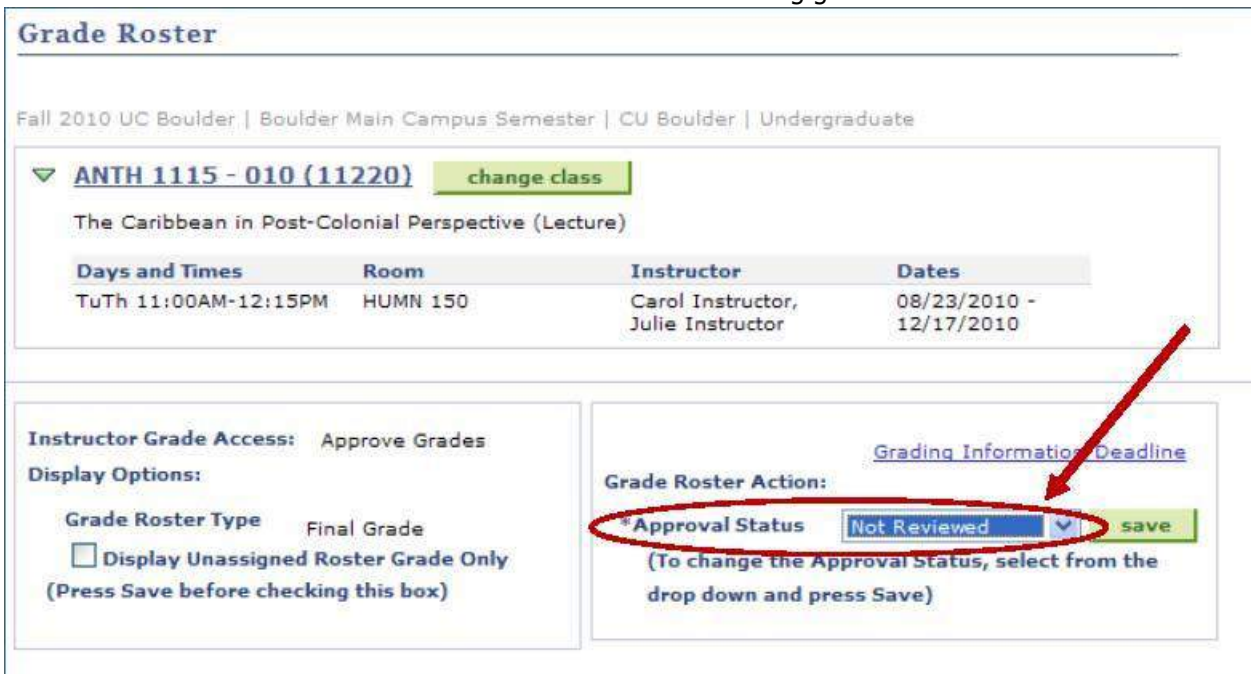
Figure 6 -Save button

Note: Save buttons are located at the top and bottom of both the **Drop Down Grading** and **Bubble Grading** pages.

6. Once you have entered your grades, update the **Approval Status** at the top of the page.

- **TA's** or **Instructors** can change the Approval Status to **Ready for Review**.
- The **primary instructor** can skip the Ready for Review step and set the Approval Status to **Approved**.

Note: If the status has been set to **Ready for Review**, the primary instructor must change the status back to **Not Reviewed** before existing grades can be edited.



The screenshot shows the 'Grade Roster' interface. At the top, it says 'Grade Roster'. Below that, it says 'Fall 2010 UC Boulder | Boulder Main Campus Semester | CU Boulder | Undergraduate'. There is a dropdown menu for 'ANTH 1115 - 010 (11220)' and a 'change class' button. Below that, it says 'The Caribbean in Post-Colonial Perspective (Lecture)'. There is a table with columns 'Days and Times', 'Room', 'Instructor', and 'Dates'. The table has one row: 'TuTh 11:00AM-12:15PM', 'HUMN 150', 'Carol Instructor, Julie Instructor', and '08/23/2010 - 12/17/2010'. Below the table, there are two sections. The first section is 'Instructor Grade Access: Approve Grades' and 'Display Options:'. The second section is 'Grade Roster Action:'. In this section, there is a dropdown menu for 'Approval Status' set to 'Not Reviewed', a 'save' button, and a 'Grading Information Deadline' link. A red arrow points to the 'Approval Status' dropdown menu, which is circled in red.

Figure 7 – Approval Status

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7. Once you have updated the Approval Status, click the **save** button next to the status.



When the **save** button is clicked, an email will be sent to the primary instructor stating that grades are ready for approval.

Once the grade roster action is set to **Approved** and saved, the Registrar's Office will run a process periodically to post grades. The timing of this process will vary by campus.

Note: Once grades are posted, you can no longer make changes through the grade roster.