Approve Grades

1. To access the grade roster for a class click the Grade Roster icon.

2. To approve the grades entered and make the roster available for the nightly grade posting process, a class' Approval Status needs to be set to "Approved" if all grades have been entered.

   Review the grades entered for each student before changing the Approval Status to "Approved". If corrections need to be made to the grade roster, see Correcting Grade Roster topic.

3. To see if any grades have NOT been entered for students, click on the "Display Unassigned Roster Grade Only" check box. Once checked, the page will automatically refresh and display any students that do not have a grade entered. If no students display then a grade has been entered for all students.

   To view all students on the grade roster, uncheck this box.

4. Once the grades have been reviewed and correct, select Approved from the list.

5. "Ready to Post" should only be used for CDIS courses.

   The "Ready to Post" Approval Status, allows the nightly grade posting of CDIS courses.

6. Click the Save button.

7. If there were no issues on the grade roster, you will receive the following message:

   Successful

   This grade roster is complete. The grade roster will be submitted for posting.

   Note: Changes can be made to the grade roster until the grades have been posted. After the grades have been posted, any changes will need to be directed through the Records Office located in 130 Jesse Hall.

8. Click the Return button to return to the Faculty Self Service Center page to approve additional grades.

9. You have successfully approved a grade roster.

   End of Procedure.