Mizzou Online Self-Paced Grade Entry

Trigger:
Use this process when a student's earned grade needs to be entered and the student does not have an Official Grade on the grade roster.

Procedure

When entering grades, be sure that the classes listed are for the correct term. If not then the term will need to be changed. In this example, a grade of "C" will be entered for a student for the 2012 Summer Semester.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Verify the term is correct on the Faculty Center page. If the term is incorrect, see Instructions for Changing Term</td>
</tr>
</tbody>
</table>

Instructions for Changing Term
In this example, we will change the term from 2012 Spring Semester to 2012 Summer Semester.
### Step Action

1. **Click the Change Term button.**

   ![Change Term Button](change_term_button.png)

   **Select Term Page**

2. **Click the desired term's radio button.**

   ![Select Term Page](select_term_page.png)

3. **Click the Continue button.**

   ![Continue Button](continue_button.png)
System Process Document
Mizzou Online Self-Paced Grade Entry

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<td>2.</td>
<td>Click the <strong>Grade Roster</strong> icon to the left of the appropriate class.</td>
</tr>
<tr>
<td>3.</td>
<td>The grade roster *Approval Status must be &quot;Not Reviewed&quot; to enter a grade. If the *Approval Status is anything other than &quot;Not Reviewed&quot;, see How to change the Grade Roster Approval Status.</td>
</tr>
</tbody>
</table>

**How to Change the Grade Roster Approval Status**

If the **Approval Status** on the grade roster is in any status other than "Not Reviewed", grades CANNOT be entered for the grade roster. (See Image 1) The status will need to be changed to "Not Reviewed" to allow grade entry.
To change the Approval Status, select "Not Reviewed" from the drop down selection box. (See Image 2)

Grades can now be entered.
### System Process Document  
**Mizzou Online Self-Paced Grade Entry**

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| 4.   | Enter the desired grade for the appropriate student by selecting the grade from the **Roster Grade** drop down.  
Select the grade from the desired student's **Roster Grade** drop down.  
Click the **C** list item.  
In this example, Carolina, Cocky South will be given a grade of "C". |
| 5.   | In order for the entered grade to be posted to the student's record, the *Approval Status must be "Self-Paced Only"*. The nightly process will only post Self Paced classes with the Self-Paced Only *Approval Status.  
Click the **Approval Status** list. |

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Last changed on: 5/2/2012 1:30:00 PM
Step 6. Select the **Self-Paced Only** list item.
Step | Action
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7. | Click the **Save** button. If entering several grades, be sure to save periodically by clicking the Save button or using the keyboard shortcut: Alt + 1.

![Image of the interface showing the warning message and the OK button.]

8. | The warning message that appears is a standard message for grade rosters. As long as the grade roster *Approval Status is "Self-Paced Only" the grades entered will be posted during the nightly process. Click the **OK** button.

![Image of the interface showing the warning message and the OK button.]

9. | You have successfully entered a grade for a student. **End of Procedure.**