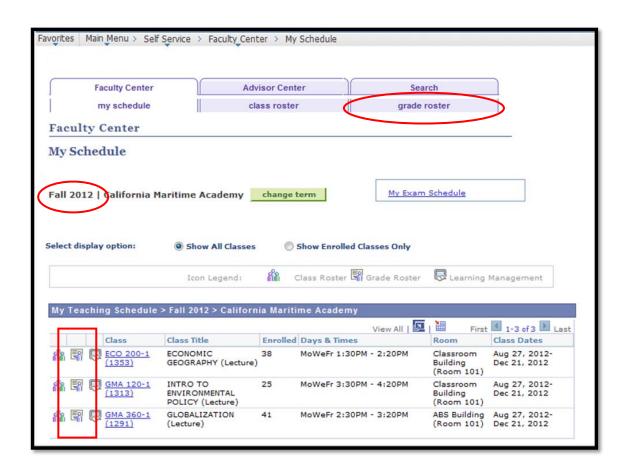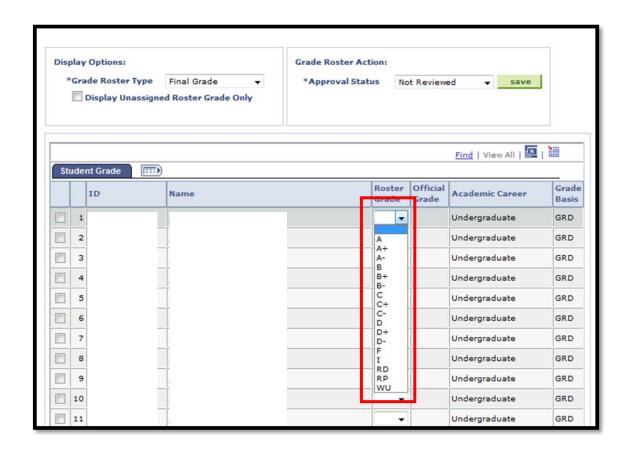# CAL MARITIME

Office of the Registrar

Entering Grades in PeopleSoft

Step 1: After logging in to your Faculty Center, select the current term.

Step 2: Click on either the Grade Roster Tab or the Grade Roster Icon:

Step 3: **If your class has earned mostly the same grade, you can enter the same grade for all and then alter the few different grades individually. Otherwise, use the Roster Grade drop-down box to enter the appropriate grade:**

Step 4: **If you are interrupted before completing entering all grades, click "Save." You can return later to finish the grading.**

Step 5: After all your grades are entered, <u>and you are ready to officially submit the grades</u>, locate the Grade Roster Action feature found near the top of the page. Change the approval status to <u>**Approved.**</u>

Step 6: Once submitted, you will receive a confirmation message. Click OK and then Return.

Step 7: After grades have been set to Approved, during the final exam period, a nightly batch process in the Registrar's Office will "Post" the grades. Once grades are posted, students will be able to see their earned grade, and faculty cannot change a grade via Online Services. For grade corrections, a Change of Grade Form will need to be submitted to the Registrar's Office for manual processing.

Revised 12/2012