Entering Grades through the Faculty Center

Click on "Faculty Self-Service"
Faculty Self-Service Folder View

Click on “Faculty Center Self-Service”
Your Teaching Schedule for the current semester will be displayed.
If the term you wish to grade is not displayed, click “change term” and select the appropriate term from choices listed.
Select Grade Roster

Click on the Grade Roster icon to the left of the course listing.

NOTE: This icon is not ‘active’
Enter Grades

Select either “Midterm” or “Final Grade” from the “Grade Roster Type” from the dropdown list.

Click on the dropdown menu under the column heading “Roster Grade” and select the appropriate grade for each student.
Don’t Forget to Save!

When you have entered all grades, click the save button.

After you save, if you have other rosters to grade, click ‘return’.

After you save, if you have no other rosters to grade, click ‘sign out’.

GRADES ARE POSTED HOURLY AND ARE THEN VIEWABLE BY STUDENTS!!!