



Process Document Entering Grades via Grade Roster

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Entering Grades via Grade Roster

Near the end of a semester, the **Grade Roster** icon will appear in the Faculty Center next to each class you are teaching. The Grade Roster allows you to enter, approve, post, download and print your class grades.

Procedure

The screenshot shows the MaineStreet Faculty Center interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below that, the current term is '2008 Fall | The University of Maine' with a 'change term' button. There are radio buttons for 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. A menu bar contains 'Class Roster', 'Gradebook', 'Grade Roster', and 'Learning Management System'. The main content area is titled 'My Teaching Schedule > 2008 Fall > The University of Maine'. It contains a table with the following columns: Class, Class Name, Enrolled, Days and Time, Room, and Class Dates. The first row is circled in red, showing a 'Grade Roster' icon next to the class 'ART 260-0665 / IND 1616'. Below the table is a section for 'My Favorite Websites' with an 'EDIT MY FAVORITE WEBSITES' button. At the bottom, there are links for 'Faculty Center', 'Advisement', and 'Class Search'.

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ART 260-0665 IND 1616	Topics in Studio Art (Independent Study)	2	SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Sep 13, 2008- Sep 14, 2008
ART 397-0008 IND 1668	Ind Study in Studio Art (Independent Study)	0	TBA	TBA	Sep 2, 2008- Dec 12, 2008
ART 597-0003 IND 1740	Ind Study in Studio Art (Independent Study)	0	TBA	TBA	Sep 2, 2008- Dec 12, 2008
NMD 490-0008 IND 6790	Ind Study in New Media (Independent Study)	0	TBA	TBA	Sep 2, 2008- Dec 12, 2008
PSY 361-0001 LEC 7594	Sensation & Perception (Lecture)	20	TuTh 9:30AM - 10:45AM	Barrows Hall 124	Sep 2, 2008- Dec 12, 2008
PSY 492-0016 IND 7654	Problems in Psychology (Independent Study)	0	TBA	TBA	Sep 2, 2008- Dec 12, 2008
PSY 592-0015 IND 7696	Directed Reading (Independent Study)	0	TBA	TBA	Sep 2, 2008- Dec 12, 2008
PSY 692-0015 IND 7746	Directed Research (Independent Study)	0	TBA	TBA	Sep 2, 2008- Dec 12, 2008
PSY 699-0015 THS 7784	Graduate Thesis (Thesis)	0	TBA	TBA	Sep 2, 2008- Dec 12, 2008

Step	Action
1.	<p>On the Faculty Center page, the Grade Roster column and icons will only display when the grade rosters are available by the Registrar's Office.</p> <p>In the My Teaching Schedule section, locate the class for which you want to assign grades and click its Grade Roster icon.</p> 

Process Document

Entering Grades via Grade Roster



MaineStreet Home | Add to Favorites | Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)

2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only

*Approval Status: **Not Reviewed**

<- add this grade to all students

Find

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	0099999	Student Name	<input type="text"/>		Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year
<input type="checkbox"/>	0099999	Student Name	<input type="text"/>		Graded	Liberal Arts & Sciences - Studio Art	Sophomore

Step	Action
2.	<p>Use the Grade Roster page to enter and/or approve grades for a class section.</p> <p>To begin, verify that the correct <i>Term</i> displays, that the <i>Roster Type</i> appears is Final Grade and the Approval Status is <i>Not Reviewed</i>.</p>



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Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)
2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only
*Approval Status: **Not Reviewed**

[-< add this grade to all students](#)

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	0099999	Student Name	<input type="text"/>		Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year
<input type="checkbox"/>	0099999	Student Name	<input type="text"/>		Graded	Liberal Arts & Sciences - Studio Art	Sophomore

[NOTIFY SELECTED STUDENTS](#) [NOTIFY ALL STUDENTS](#) [PRINTER FRIENDLY VERSION](#)

[RETURN](#) [SAVE](#)

Step	Action
3.	To sort the Grade Roster by any column, click the column header (e.g., Name or Level).

Process Document

Entering Grades via Grade Roster



MaineStreet Home | Add to Favorites | Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)
2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008


*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only
*Approval Status: Not Reviewed

<- add this grade to all students

Student Grade | Transcript Note | Find

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	0099999	Student Name	<input type="button" value="v"/>		Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year
<input type="checkbox"/>	0099999	Student Name	<input type="button" value="v"/>		Graded	Liberal Arts & Sciences - Studio Art	Sophomore

Step	Action
4.	If you wish to assign the same grade to all students in the class, click on the drop-down arrow adjacent to the <- Add this grade to all students button.
5.	Click on the appropriate grade to select it.


Home | Add to Favorites | Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)
2008 Fall | Dynamic | The University of Maine | Undergraduate


Meeting Information

Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Donald A Stubbs	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: Display Unassigned Roster Grade Only

*Approval Status:

B <- add this grade to all students

Find 

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	0099999	Student Name	<input type="text" value="B"/>		Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year
<input type="checkbox"/>	0099999	Student Name	<input type="text" value="B"/>		Graded	Liberal Arts & Sciences - Studio Art	Sophomore

Step	Action
6.	After selecting the grade, click the <i><- Add this grade to all students</i> button. <div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;"> <- add this grade to all students </div>

Process Document

Entering Grades via Grade Roster



MaineStreet

Home Add to Favorites Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)

2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed

<- add this grade to all students

Find

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	0099999	Student Name	<input type="text" value=""/>		Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year
<input type="checkbox"/>	0099999	Student Name	<input type="text" value=""/>		Graded	Liberal Arts & Sciences - Studio Art	Sophomore

NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

RETURN SAVE

Step	Action
7.	To assign a grade to a student, click on the drop-down arrow in the <i>Roster Grade</i> column.





Process Document Entering Grades via Grade Roster

MaineStreet Home | Add to Favorites | Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)
2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only

*Approval Status: **Not Reviewed**

< add this grade to all students

Student Grade	Transcript Note	Find																					
<table border="1"> <thead> <tr> <th>Notify</th> <th>ID</th> <th>Name</th> <th>Official Grade</th> <th>Grading Basis</th> <th>Program and Plan</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>0099999</td> <td>Student Name</td> <td></td> <td>Graded</td> <td>Non-Degree Undergraduate - Non-Degree Undergraduate</td> <td>First Year</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0099999</td> <td>Student Name</td> <td></td> <td>Graded</td> <td>Liberal Arts & Sciences - Studio Art</td> <td>Sophomore</td> </tr> </tbody> </table>	Notify	ID	Name	Official Grade	Grading Basis	Program and Plan	Level	<input type="checkbox"/>	0099999	Student Name		Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year	<input type="checkbox"/>	0099999	Student Name		Graded	Liberal Arts & Sciences - Studio Art	Sophomore		
Notify	ID	Name	Official Grade	Grading Basis	Program and Plan	Level																	
<input type="checkbox"/>	0099999	Student Name		Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year																	
<input type="checkbox"/>	0099999	Student Name		Graded	Liberal Arts & Sciences - Studio Art	Sophomore																	

Step	Action
8.	The grading basis appropriate to the particular student appears in the drop-down list. Select the appropriate grade.

Process Document

Entering Grades via Grade Roster



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Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)
2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	0099999	Student Name	B		Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year
<input type="checkbox"/>	0099999	Student Name			Graded	Liberal Arts & Sciences - Studio Art	Sophomore

Step	Action
9.	When you are finished entering grades, click the Approval Status drop-down arrow.



Process Document Entering Grades via Grade Roster

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Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)
2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed
Approved
Not Reviewed
Ready for Review

<- add this grade to all students

Find

Student Grade	Transcript Note							
Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
1	<input type="checkbox"/>	0099999	Student Name	B		Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year
2	<input type="checkbox"/>	0099999	Student Name			Graded	Liberal Arts & Sciences - Studio Art	Sophomore

NOTIFY SELECTED STUDENTS
NOTIFY ALL STUDENTS
PRINTER FRIENDLY VERSION

RETURN
SAVE

Step	Action
10.	Click on Approved to select it. <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-top: 5px;">Approved</div>

Process Document

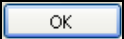
Entering Grades via Grade Roster



The screenshot shows the 'Grade Roster' page for 'ART 260 - 0665 Topics in Studio Art'. A 'Meeting Information' table lists class sessions. Below it, a 'Windows Internet Explorer' error dialog box is displayed with a yellow warning icon and the following text:

All students in the Grade Roster must be graded. (14670,6)
 All students in the Grade Roster must be graded before it can be approved.

The dialog box has an 'OK' button. Below the error message, the 'Approval Status' is set to 'Approved' and a green button labeled '<- add this grade to all students' is visible. At the bottom of the page, there are buttons for 'RETURN' and 'SAVE'.

Step	Action
11.	<p>In this example, we tried to approve grades before entering a grade for all students in the class. Grades for a class cannot be approved until a grade is entered for all students, the error message appeared.</p> <p>Click the OK button.</p> 



Process Document Entering Grades via Grade Roster

Home | Add to Favorites | Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)

2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

*Approval Status: Ready for Review

<- add this grade to all students

Student Grade | Transcript Note
Find

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	0099999	Student Name			Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year
<input type="checkbox"/>	0099999	Student Name			Graded	Liberal Arts & Sciences - Studio Art	Sophomore

NOTIFY SELECTED STUDENTS
NOTIFY ALL STUDENTS
PRINTER FRIENDLY VERSION

RETURN
SAVE

Step	Action
12.	<p>If you would like to submit grades for some but not all students in your class, after entering grades for those students, click on the Approval Status drop-down arrow and select Ready for Review from the drop-down menu. A nightly process will run that will post the grades. After the nightly process runs, the grades will appear in the Official Grade column.</p> <p>When you are ready to enter grades for the remaining students in the class, place a checkmark in the Display Unassigned Roster Grade Only checkbox. This will hide the previously graded students from your view.</p>

Process Document

Entering Grades via Grade Roster



[Home](#) | [Add to Favorites](#) | [Sign out](#)

Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)
2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

*Approval Status: Ready for Review


Find

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	0099999	Student Name	B		Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year
<input type="checkbox"/>	0099999	Student Name			Graded	Liberal Arts & Sciences - Studio Art	Sophomore

NOTIFY SELECTED STUDENTS
NOTIFY ALL STUDENTS
PRINTER FRIENDLY VERSION

RETURN
SAVE

Step	Action
13.	Click the Save button. <div style="text-align: center; margin-top: 5px;"> SAVE </div>


Home | Add to Favorites | Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)
2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed

<- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	0099999	Student Name	B		Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year
<input type="checkbox"/>	0099999	Student Name	A-		Graded	Liberal Arts & Sciences - Studio Art	Sophomore

Step	Action
14.	In those situations where you will enter all grades for your students at the same time, after entering the grades, click on the drop-down arrow in the <i>Approval Status</i> field and click on Approved to select it.

Process Document

Entering Grades via Grade Roster



Home | Add to Favorites | Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)
2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: Display Unassigned Roster Grade Only

*Approval Status:

Student Grade | Transcript Note
Find

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	0099999	Student Name	B		Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year
<input type="checkbox"/>	0099999	Student Name	A-		Graded	Liberal Arts & Sciences - Studio Art	Sophomore

NOTIFY SELECTED STUDENTS
NOTIFY ALL STUDENTS
PRINTER FRIENDLY VERSION

RETURN
SAVE
POST

Step	Action
15.	Click the Save button. <div style="text-align: center; border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px auto;">SAVE</div>
16.	Click the Post button. <div style="text-align: center; border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px auto;">POST</div>



Process Document Entering Grades via Grade Roster

MaineStreet Home | Add to Favorites | Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)
2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: Display Unassigned Roster Grade Only

*Approval Status: Posted

[REQUEST GRADE CHANGE](#)

Student Grade | Transcript Note | Find

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
<input type="checkbox"/>	0099999	Student Name	B	B	Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year	Posted
<input type="checkbox"/>	0099999	Student Name	A-	A-	Graded	Liberal Arts & Sciences - Studio Art	Sophomore	Posted

[NOTIFY SELECTED STUDENTS](#) [NOTIFY ALL STUDENTS](#) [PRINTER FRIENDLY VERSION](#)

[RETURN](#)

Step	Action
17.	Notice that after posting the grades, the <i>Approval Status</i> field is grayed-out and the <i>Request Grade Change</i> button appears on the page.

Process Document

Entering Grades via Grade Roster



MaineStreet Home Add to Favorites Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)
2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
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SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: Display Unassigned Roster Grade Only

*Approval Status: Posted

Student Grade

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
<input type="checkbox"/>	0099999	Student Name	B	B	Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year	Posted
<input type="checkbox"/>	0099999	Student Name	A-	A-	Graded	Liberal Arts & Sciences - Studio Art	Sophomore	Posted

Step	Action
18.	<p>If you wish, you can download your class' grades to Excel by clicking on the Excel icon located to the right above the class list.</p> <p>You can also click the Printer Friendly Version button to print the grades.</p>

MaineStreet Home Add to Favorites Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

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SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: Display Unassigned Roster Grade Only

*Approval Status: Posted

REQUEST GRADE CHANGE

Student Grade | Transcript Note | Find

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
<input type="checkbox"/>	0099999	Student Name	B	B	Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year	Posted
<input type="checkbox"/>	0099999	Student Name	A-	A-	Graded	Liberal Arts & Sciences - Studio Art	Sophomore	Posted

Step	Action
19.	<p>If you need to change a student's grade, click the <i>Request Grade Change</i> button to open the Grade Change Request page.</p> <p><input type="button" value="REQUEST GRADE CHANGE"/></p>

Process Document

Entering Grades via Grade Roster



MaineStreet

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Faculty Center

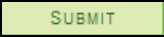
Grade Change Request

Grade Roster Information

Course	ART 260	Institution	The University of Maine
Title	Topics in Studio Art	Term	2008 Fall
Class Number	1616	Session	Dynamic
Class Section	0665	Career	Undergraduate
Component	Independent Study		

ID	Name	Enrollment Status	Grading Basis	Official Grade
0099999	Student Name	Enrolled	Graded	B
0099999	Student Name	Enrolled	Graded	A-

CANCEL | SUBMIT

Step	Action
20.	On the Grade Change Request page, use the <i>Official Grade</i> column to adjust the grade/s. Click on the drop-down arrow for the grade you wish to change.
21.	Select the new grade from the drop-down list.
22.	Click the Submit button. 



Process Document Entering Grades via Grade Roster

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Grade Roster [View FERPA Statement](#)

ART 260 - 0665 Topics in Studio Art

Independent Study (1616)
2008 Fall | Dynamic | The University of Maine | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Faculty Name	9/13/2008 - 9/14/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	10/11/2008 - 10/12/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	11/8/2008 - 11/9/2008
SaSu 8:30AM - 5:00PM	Frederick Hutchinson Cent 1	Staff	12/6/2008 - 12/7/2008

*Grade Roster Type: Display Unassigned Roster Grade Only

*Approval Status:

Find

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
<input type="checkbox"/>	0099999	Student Name	B	A	Graded	Non-Degree Undergraduate - Non-Degree Undergraduate	First Year	Posted
<input type="checkbox"/>	0099999	Student Name	A-	A-	Graded	Liberal Arts & Sciences - Studio Art	Sophomore	Posted

Step	Action
23.	On the Grade Roster page, if you wish to send email notification to a student/s about a grade change (or for any purpose), place a checkmark in the <i>Notify</i> checkbox adjacent to their MaineStreet ID/Name and then click the <i>Notify Selected Students</i> button; Or...click the <i>Notify All Students</i> button to send email notification to all students in this class.
24.	End of Procedure.