### Entering Grades via Grade Roster

1. 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.

   In the **My Teaching Schedule** section, locate the class for which you want to assign grades and click its **Grade Roster** icon.

2. Use the **Grade Roster** page to enter and/or approve grades for a class section.

   To begin, verify that the correct **Term** displays, that the **Roster Type** appears is **Final Grade** and the **Approval Status** is **Not Reviewed**.

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

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.

6. After selecting the grade, click the **<- Add this grade to all students** button.

7. To assign a grade to a student, click on the drop-down arrow in the **Roster Grade** column.

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

9. When you are finished entering grades, click the **Approval Status** drop-down arrow and select **Approved**.

   **NOTE:** 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.

   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.

10. Click the **Save** button.

11. Click the **Post** button.

12. Notice that after posting the grades, the **Approval Status** field is grayed-out and the **Request Grade Change** button appears on the page.

13. 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.

   You can also click the **Printer Friendly Version** button to print the grades.

14. If you need to change a student’s grade, click the **Request Grade Change** button to open the **Grade Change Request** page.
15. On the **Grade Change Request** page, use the **Official Grade** column to adjust the grade/s.

16. Select the new grade from the drop-down list.

17. Click the **Submit** button.

18. 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 **Notify** checkbox adjacent to their MaineStreet ID/Name and then click the **Notify Selected Students** button; Or...click the **Notify All Students** button to send email notification to all students in this class.

19. **End of Procedure.**