

# Campus Solutions

## Entering Spring Semester Grades

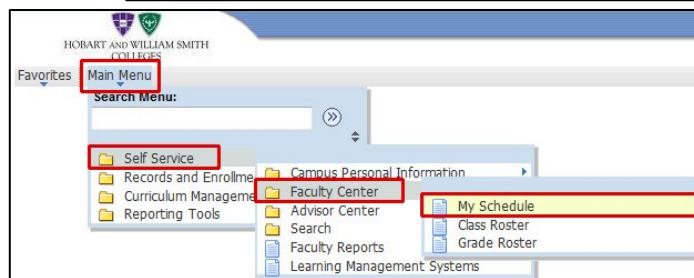
Please grade seniors first. In order to gather senior information in time for commencement the Registrar's Office will run a process every hour to post any grade saved on a grade roster, whether or not the roster is in approved status. After you have finished grading the entire class please be sure to change the grade roster status to "Approved" in order to validate your choices. If you need to change a grade use the change grade feature or contact the Registrar's Office. Once grades are posted they appear in the Official Grade column and students can view grades in self service via the PeopleSoft Student Center. Once the Incomplete deadline has been reached, a process will be run to post the Lapse To Grade as the official grade. If outstanding work is completed before the deadline, please contact the Registrar to have an alternate grade posted.

Extensions may be granted per the Incomplete Grade Policy.

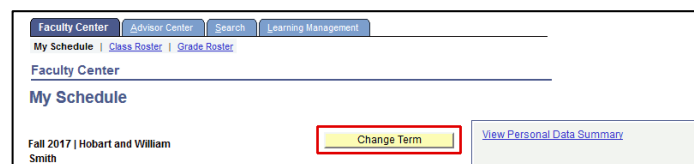
### To enter spring semester grades:

1. Go to the [HWS PeopleSoft Website](#)
2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)

3. Click on **Campus Solutions**
4. Click **Main Menu > Self Service > Faculty Center > My Schedule**



5. Be sure you are viewing the current term (change the term, if necessary)



6. On the class to grade, click the **Grade Roster** button

| Class              | Class Title                          | Enrolled | Days & Times                | Room             | Class Dates                |
|--------------------|--------------------------------------|----------|-----------------------------|------------------|----------------------------|
| MATH 110-01 (9014) | Discovering in Mathematics (Lecture) | 5        | MoTuWeThFr 9:00AM - 12:30PM | Trinity Hall 305 | May 17, 2017 - Jun 6, 2017 |

# Campus Solutions

## Entering Spring Semester Grades

7. Confirm the Grade Roster type is **Final Grade**

8. Confirm the Approval Status is **Not Reviewed**

9. On the student to grade, click an entry in the **Roster Grade** column

If issuing grades of I, D, D-, D+, F or NC, click "Transcript Note" to provide a reason.

| Student Grade            | ID | Name             | Chosen Pronoun | Roster Grade | Official Grade |      |
|--------------------------|----|------------------|----------------|--------------|----------------|------|
| <input type="checkbox"/> | 1  | Ford,Iona        | She/Her/Hers   | D            |                | Note |
| <input type="checkbox"/> | 2  | Fresco,AI        | He/Him/His     |              |                | Note |
| <input type="checkbox"/> | 3  | Munk,Chip Louis  | He/Him/His     |              |                | Note |
| <input type="checkbox"/> | 4  | Pond,Lilly Marie | She/Her/Hers   |              |                | Note |

10. Click the **Transcript Note** tab

11. On the applicable student, click the **Note** link

| Student Grade            | ID | Name             | Chosen Pronoun | Roster Grade | Official Grade |      |
|--------------------------|----|------------------|----------------|--------------|----------------|------|
| <input type="checkbox"/> | 1  | Ford,Iona        | She/Her/Hers   | D            |                | Note |
| <input type="checkbox"/> | 2  | Fresco,AI        | He/Him/His     |              |                | Note |
| <input type="checkbox"/> | 3  | Munk,Chip Louis  | He/Him/His     |              |                | Note |
| <input type="checkbox"/> | 4  | Pond,Lilly Marie | She/Her/Hers   |              |                | Note |

The Note ID will default to the corresponding grade that was entered.

12. For "D," "F," or "NC" grades, enter the desired information into the **Transcript Note** field

(254 character limit)

13. Save the note by clicking **OK**

14. Move on to the next student

15. When issuing an "I" grade, enter the desired information into the **Transcript Note** field (254 character limit)

16. Click the **Incomplete Detail** button

# Campus Solutions

## Entering Spring Semester Grades

### 17. Enter the Lapse To Grade

The “Lapse To Grade” will become the final grade if outstanding work *is not* completed by the “Lapse Deadline” date. Once outstanding work is completed, please contact the Registrar to have a different grade posted to the student record.

### 18. Additional details describing work to be completed may be entered in the **Comment** section

### 19. When finished, click **OK**

### 20. Complete I grade entry by clicking **OK**

### 21. Move on to the next student

*Note:* It is possible to enter a partial list of grades (which you must save in order to retain your efforts.)

### 22. Click **Save**

**Student Incomplete**  
 Leage,Ivy  
 Class Section Information  
 Term Spring 2018  
 Subject GERM Catalog Nbr 302  
 Class Nbr 6473 Section 01  
 Description Intro:German AreaStudies II  
 Grade In/Official  
 Grade In/Official | / |  
 Lapse Status  
 Incomplete  
 Lapse Deadline 09/07/2018 Lapse To Grade D  
 Comment Student did not complete final paper which is 20 % of the grade. (This field is for additional information, but is not required)  
 OK Cancel

**Transcript Note**  
 Name Leage,Ivy  
 Class Section Information  
 Term Spring 2018  
 Subject GERM Catalog Nbr 302  
 Class Nbr 6473 Section 01  
 Description Intro:German AreaStudies II  
 Note ID | Grade - Incomplete Incomplete Detail  
 Transcript Note  
 Sequence Number 1  
 Transcript Note  
 Student was ill at end of term. (This comment field is required)  
 OK Cancel

Display Options: \*Grade Roster Type Final Grade Display Unassigned Roster Grade Only  
 Grade Roster Action: \*Approval Status Not Reviewed save  
 Student Grade Transcript Note  

| ID | Name       | Roster Grade | Official Grade |
|----|------------|--------------|----------------|
| 1  | [REDACTED] | I            |                |
| 2  | [REDACTED] | A            |                |
| 3  | [REDACTED] | B            |                |
| 4  | [REDACTED] | D            |                |

 View All | Download | Rows 1 - 15 of 15  
 Select All Clear All  
 <- add this grade to selected students  
 notify selected students notify all students  
 SAVE

# Campus Solutions

## Entering Spring Semester Grades

---

*Note:* If you forget to include a note for a grade of I, D, D-, D+, F, NC, or DCR a message will appear when you click Save.

**Message**

All students with I,D,F or NC grades must have reasons for grades

Students with an I,D,D-,D+,F,NC, or DCR grade must have a reason entered under the Transcript Note tab for that student. The grade roster cannot be saved until all reasons for these grades are entered.

23. When grading is complete for all students, change the Approval Status to **Approved**

**Display Options:**

\*Grade Roster Type

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status

24. Click **Save**