# 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 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**
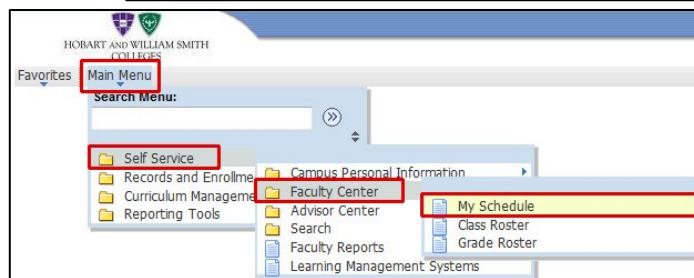
5. Be sure you are viewing the current term (change the term, if necessary)
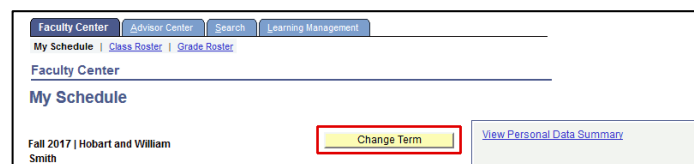
6. On the class to grade, click the **Grade Roster** button

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.

10. Click the **Transcript Note** tab

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

   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

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**

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.

OK

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

Display Options:

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved save

24. Click **Save**