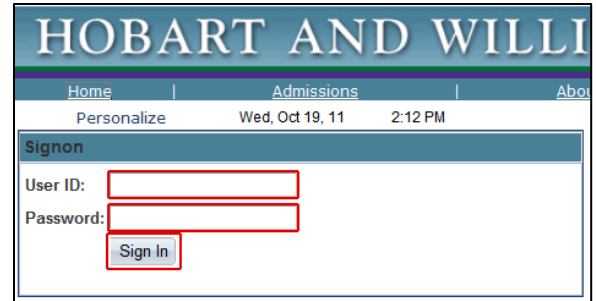


Campus Solutions

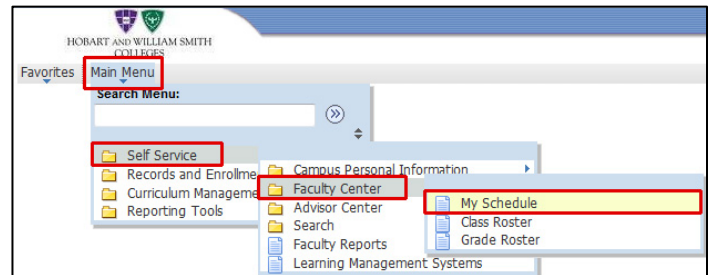
Entering Fall Semester Grades

To enter fall semester grades:

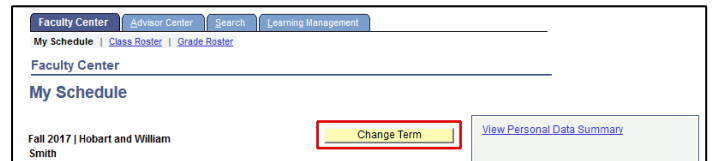
1. Go to the [HWS PeopleSoft Website](#)
2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)
3. Click on **Campus Solutions**



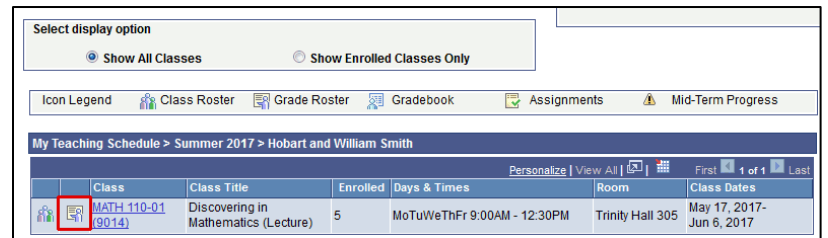
4. Click **Main Menu > Self Service > Faculty Center > My Schedule**



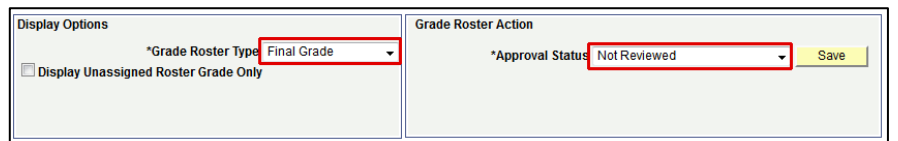
5. Be sure you are viewing the **current term** (change the term, if necessary)



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

Student Grade	ID	Name	Chosen Pronoun	Roster Grade	Official Grade	Note
<input type="checkbox"/>	1	Ford, Iona	She/Her/Hers	D		Note
<input type="checkbox"/>	2	Fresco, Al	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

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

Student Grade	ID	Name	Chosen Pronoun	Roster Grade	Official Grade	Note
<input type="checkbox"/>	1	Ford, Iona	She/Her/Hers	D		Note
<input type="checkbox"/>	2	Fresco, Al	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

Campus Solutions

Entering Fall Semester Grades

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

Transcript Note

Name: Ford, Iona ID: [REDACTED]

Class Section Information

Term: Fall 2017
Subject: ARTS Catalog Nbr: 215
Class Nbr: 2287 Section: 01
Description: Sculpture Modeling

Note ID: D Grades

Transcript Note

Sequence Number: 1

Transcript Note: Student failed to attend the required number of classes.

OK Cancel

15. When issuing an “I” grade, enter the desired information into the **Transcript Note** field (254 character limit), then click the **Incomplete Detail** button

Transcript Note

Name: Fresco, AI ID: [REDACTED]

Class Section Information

Term: Fall 2017
Subject: ARTS Catalog Nbr: 215
Class Nbr: 2287 Section: 01
Description: Sculpture Modeling

Note ID: I Grade - Incomplete

Incomplete Detail

Transcript Note

Sequence Number: 1

Transcript Note: Student was ill at end of term

OK Cancel

16. 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.

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

18. When finished, click **OK**

Student Incomplete

Fresco, AI

Class Section Information

Term: Fall 2017
Subject: ARTS Catalog Nbr: 215
Class Nbr: 2287 Section: 01
Description: Sculpture Modeling

Grade In/Official

Grade In/Official: I / I

Lapse Status

Incomplete

Lapse Deadline: 02/23/2018 Lapse To Grade: D

Comment: Student did not complete final paper, which is 20% of the grade

OK Cancel

Campus Solutions

Entering Fall Semester Grades

19. Complete I grade entry by clicking **OK**

20. 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.)

21. 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.

Student Grade	ID	Name	Roster Grade	Official Grade
<input type="checkbox"/>	1	[redacted]	I	
<input type="checkbox"/>	2	[redacted]	A	
<input type="checkbox"/>	3	[redacted]	B	
<input type="checkbox"/>	4	[redacted]	D	

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

23. Click **Save**

To officially post grades you have saved, the Registrar will run a process at 11:59 p.m. on Dec. 19 to post all grades saved on approved grade rosters. 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.

Once grades are posted they appear in the Official Grade column and students can view grades in self service via the PeopleSoft Student Center.