

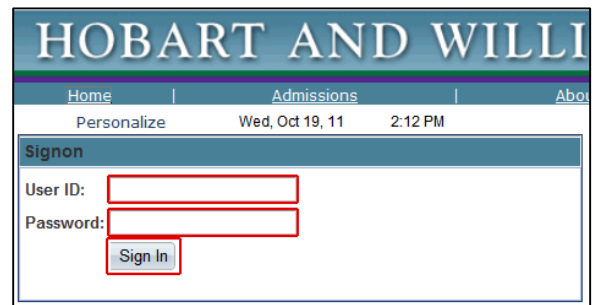
Campus Solutions Entering Fall Semester Grades

To enter fall semester grades:

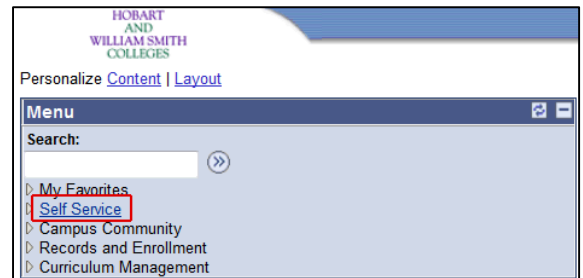
1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



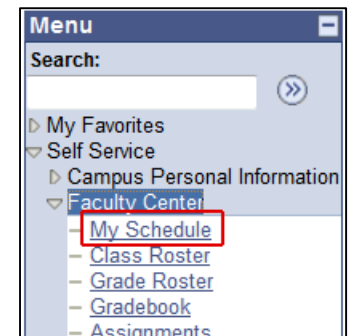
3. Click on **Self Service**



4. Click on **Faculty Center**



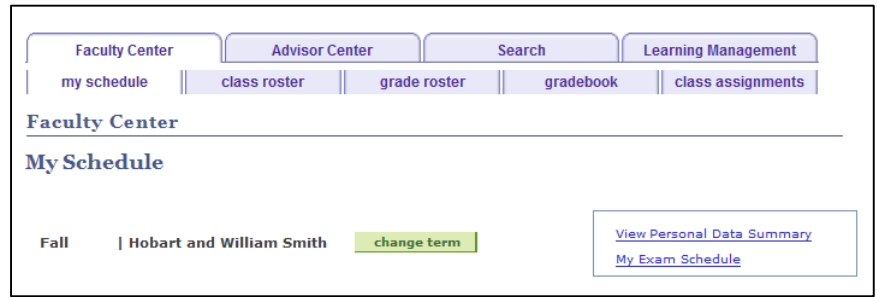
5. Click on **My Schedule**



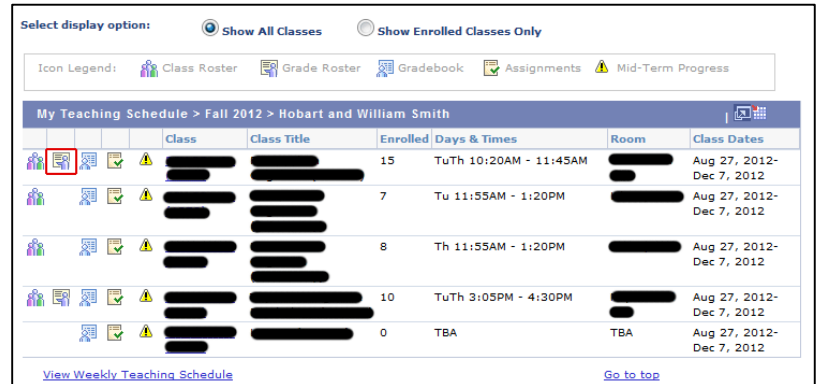
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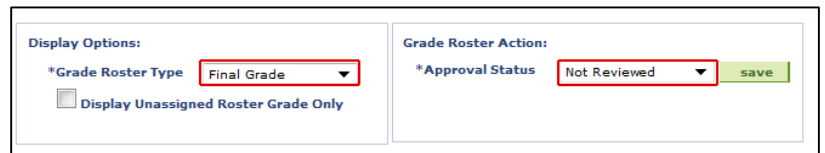
- Be sure you are viewing the **current term** (change the term, if necessary)



- On the class to grade, click the **Grade Roster** button



- Confirm the Grade Roster type is **Final Grade**



- Confirm the Approval Status is **Not Reviewed**

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

Student Grade		Transcript Note	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1				I		GRD		Senior
<input type="checkbox"/>	2						GRD		Senior
<input type="checkbox"/>	3						GRD		Senior

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

- Click the **Transcript Note** tab

- On the applicable student, click the **Note** link

Student Grade		Transcript Note	ID	Name	Roster Grade	Official Grade	
<input type="checkbox"/>	1				I		Note
<input type="checkbox"/>	2						Note
<input type="checkbox"/>	3						Note

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13. Look up the **Note ID** that corresponds with the grade by clicking the magnifying glass icon

The screenshot shows the 'Transcript Note' form. At the top right, there is an 'ID' field with a magnifying glass icon. Below it is a section titled 'Class Section Information' with a dropdown arrow. The fields in this section are: Term (redacted), Subject (redacted), Class Nbr (redacted), Description (Independent Study), Catalog Nbr (redacted), and Section (redacted). At the bottom left, there is a 'Note ID' field with a magnifying glass icon, which is highlighted with a red box.

14. Select the **Note ID**

The screenshot shows the 'Look Up' window. It has a title 'Look Up Note ID'. There are two search criteria: 'SetID:' with a value of 'HWS01' and 'Transcript Note ID:' with a dropdown set to 'begins with'. Below these are 'Description:' with a dropdown set to 'begins with' and a search button 'Look Up'. There are also 'Clear' and 'Cancel' buttons, and a link for 'Basic Lookup'. Below the search area is a 'Search Results' section with a table. The table has columns 'Transcript Note ID' and 'Description'. The results are: D Grades, E Grade, I Grade - Incomplete (highlighted with a red box), and NC Grade. There are also navigation controls like 'View 100', 'First', '1-4 of 4', and 'Last'.

15. Enter the desired information into the **Transcript Note** field

The Note ID will be filled in by default. Enter the text in the designated area. (You are limited to 254 characters. Add any additional notes/text by adding new rows using the + sign.)

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

The screenshot shows the 'Transcript Note' form. The 'Class Section Information' section is at the top. Below it, the 'Note ID' field is filled with 'I Grade - Incomplete'. Below that is the 'Transcript Note' section. It has a 'Sequence Number' field with the value '1'. Below that is a large text area for the 'Transcript Note', which is highlighted with a red box. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted with a red box.

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17. Continue until all students have a grade

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

18. 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.

The screenshot shows the 'Grade Roster' interface. At the top, there are two panels: 'Display Options' and 'Grade Roster Action'. In 'Display Options', '*Grade Roster Type' is set to 'Final Grade' and there is a checkbox for 'Display Unassigned Roster Grade Only'. In 'Grade Roster Action', '*Approval Status' is set to 'Not Reviewed' and a 'save' button is visible. Below these panels is a table with columns for 'Student Grade', 'Transcript Note', 'ID', 'Name', 'Roster Grade', 'Official Grade', and 'Note'. The table contains four rows of student data. Below the table, there are navigation controls (View All, Download, Rows 1 - 15 of 15), 'Select All' and 'Clear All' buttons, a dropdown menu with '<- add this grade to selected students', and 'notify selected students' and 'notify all students' buttons. A 'SAVE' button is highlighted with a red box at the bottom right.

The message box has a blue header with the word 'Message'. The text inside reads: 'All students with I,D,F or NC grades must have reasons for grades' and '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.' An 'OK' button is centered at the bottom.

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

This screenshot is similar to the previous one, but the '*Approval Status' dropdown menu is now set to 'Approved' and is highlighted with a red box. The 'save' button is also highlighted with a red box.

20. Click **Save**

To officially post grades you have saved, the Registrar will run an overnight process (during the grading period) to post all grades saved.

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