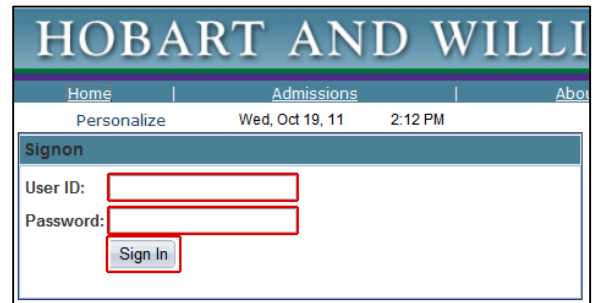# Campus Solutions
Entering Spring Semester Grades

To enter spring semester grades:

1. On the Registrar's web page, click the **HWS PeopleSoft Website** link

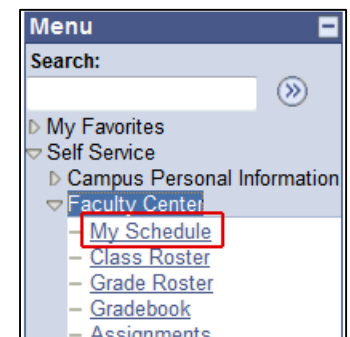2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)

3. Click on **Self Service**

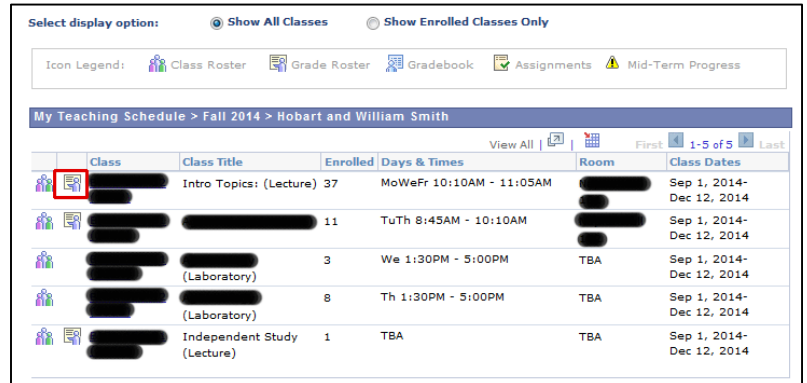4. Click on **Faculty Center**

5. Click on **My Schedule**

Campus Solutions
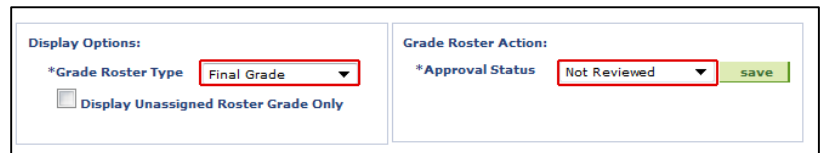## Entering Spring Semester Grades

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

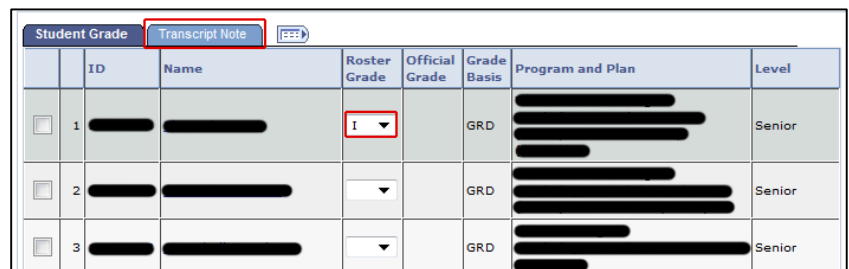7. On the class to grade, click the **Grade Roster** button

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

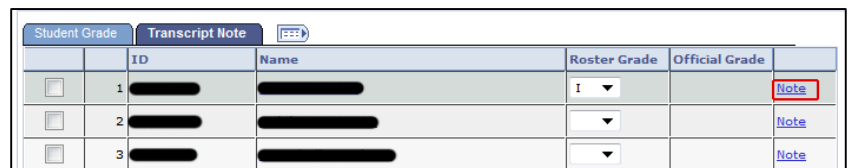9. Confirm the Approval Status is **Not Reviewed**

Grade all seniors first.

10. 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.

11. Click the **Transcript Note** tab

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

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

14. Select the **Note ID**

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**

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17. **Continue** until all seniors 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.

Display Options:
*Grade Roster Type: Final Grade
Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status: Not Reviewed | save

		ID	Name	Roster Grade	Official Grade	
☐	1			I ▼		Note
☐	2			A ▼		Note
☐	3			B ▼		Note
☐	4			D ▼		Note

View All | | Download | Rows 1 - 15 of 15

Select All   Clear All   Printer Friendly Version

▼ | <- add this grade to selected students
notify selected students | notify all students

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

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.

For the purposes of this tutorial, senior grades are now posted.

If you have additional students grade, return to the Student Grade tab to grade them, following the previous steps.

19. When grading is complete for all students, click **Save**

Display Options:
*Grade Roster Type: Final Grade
Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status: Not Reviewed | save

		ID	Name	Roster Grade	Official Grade	
☐	1			I ▼		Note
☐	2			A ▼		Note
☐	3			B ▼		Note
☐	4			D ▼		Note

View All | | Download | Rows 1 - 15 of 15

Select All   Clear All   Printer Friendly Version

▼ | <- add this grade to selected students
notify selected students | notify all students

SAVE

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Entering Spring Semester Grades

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

21. Click **Save**

Display Options:

*Grade Roster Type: Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Approved   save

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