

Campus Solutions

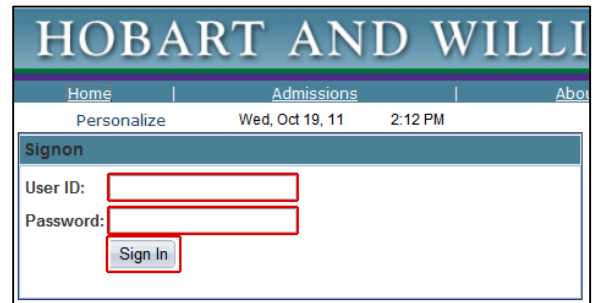
Entering Spring Semester Grades

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)



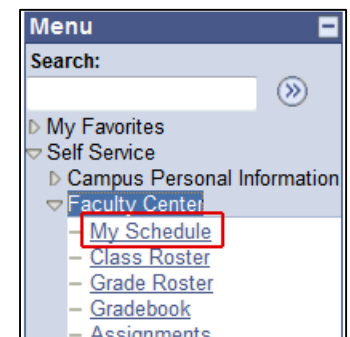
3. Click on **Self Service**



4. Click on **Faculty Center**



5. Click on **My Schedule**



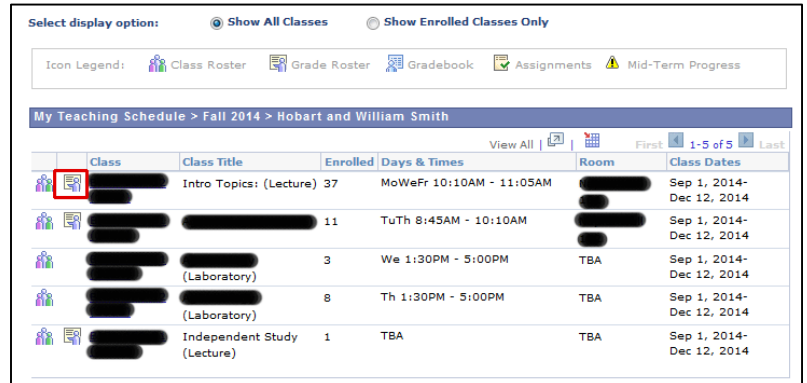
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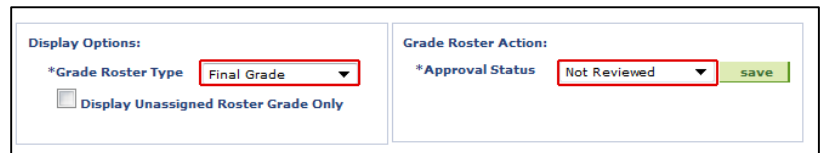
- Be sure you are viewing the **current term** (change the term, if necessary)



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



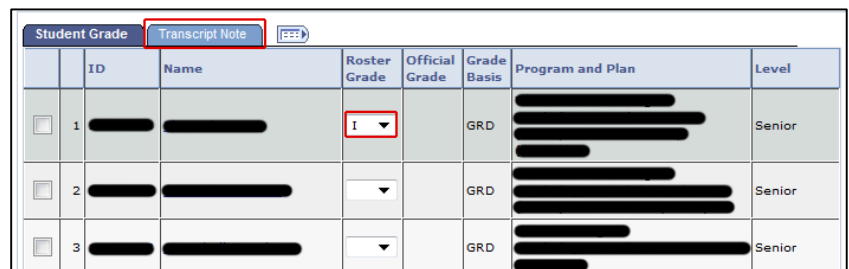
- Confirm the Grade Roster type is **Final Grade**
- Confirm the Approval Status is **Not Reviewed**



Grade all seniors first.

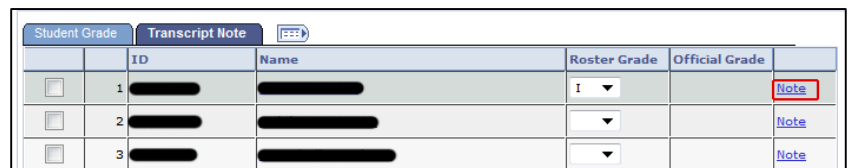
- On the student to grade, click an entry in the **Roster Grade** column

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



- Click the **Transcript Note** tab

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



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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, the 'ID' is 1012. Below this is a section titled 'Class Section Information' with the following details:

Term	Spring 2011	Catalog Nbr	450
Subject	ARCH	Section	01
Class Nbr	3515	Description	Independent Study

At the bottom left, there is a 'Note ID' field with a magnifying glass icon next to it, which is highlighted with a red box.

14. Select the **Note ID**

The screenshot shows the 'Look Up Note ID' dialog box. It has the following fields:

- SetID: HWS01
- Transcript Note ID: begins with []
- Description: begins with []

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results:

Transcript Note ID	Description
D	D Grades
F	F Grade
I	I Grade - Incomplete
NC	NC Grade

The 'I Grade - Incomplete' row is highlighted with a red box.

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 with the 'Note ID' field populated with 'I' and a magnifying glass icon. The 'Transcript Note' field is highlighted with a red box. Below the form are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted with a red box.

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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.

The screenshot shows the 'Grade Roster' interface. At the top, there are two sections: 'Display Options' and 'Grade Roster Action'. 'Display Options' includes a dropdown for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. 'Grade Roster Action' includes a dropdown for '*Approval Status' set to 'Not Reviewed' and a green 'save' button. Below these is a table with columns for 'Student Grade', 'Transcript Note', 'ID', 'Name', 'Roster Grade', 'Official Grade', and a 'Note' link. The table contains four rows with IDs 1, 2, 3, and 4. The 'Roster Grade' column has dropdown menus with values I, A, B, and D. Below the table are navigation controls: 'View All', 'Download', 'Rows 1 - 15 of 15', 'Select All', 'Clear All', and a 'Printer Friendly Version' link. There are also buttons for '<- add this grade to selected students', 'notify selected students', and 'notify all students'. A green 'SAVE' button is highlighted with a red box at the bottom right.

The screenshot shows a 'Message' box with a blue header. 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.' At the bottom center is a yellow 'OK' button.

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**

This screenshot is identical to the one above, showing the 'Grade Roster' interface with the 'SAVE' button highlighted in a red box at the bottom right.

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

Display Options: *Grade Roster Type <input type="text" value="Final Grade"/> <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action: *Approval Status <input type="text" value="Approved"/> <input type="button" value="save"/>
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21. 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.