

Work Instruction

Entering Grades and Positive Attendance via the Faculty Center

Purpose

Use this procedure to record a final grade, positive attendance hours, and submit a Grade Roster.

In addition to completing and submitting the Grade Roster online, instructors must complete the rollbook documentation and submit a printed copy to the office of Admissions & Records by the grade submission deadline.

Trigger

Perform this procedure at the end of each term.

Prerequisites

None

Menu Path

Use the following menu path to begin this task:

Main Menu → Campus Community → Faculty Center

Helpful Hints

- If you have difficulty accessing this procedure, contact your manager or the MIS Help Desk.
- The following codes are used to identify data entry:

Code	Description
R	Required data entry
O	Optional data entry
C	Conditional data entry
M	MIS required data entry
P	Prorata required data entry
D	Data entry defaults but can be overridden

Procedure

1. Start the task using the menu path: **Main Menu → Campus Community → Faculty Center.**

Faculty Center (1)

Bob Grill My Info

Faculty Center

Fall 2007 | Peralta Community College Dist change term

Show all classes Only classes with enrollment View My Weekly Schedule

Class Roster Grade Roster Learning Management System

My Teaching Schedule > Fall 2007 > Peralta Community College Dist

Class	Class Name	Days and Time	Location	Class Dates	Enrolled			
CIS 205-A1 LEC 41182	COMPUTER LITERACY (Lecture)	Fr 12:00PM - 1:30PM	TBA	Oct 19, 2007- Dec 14, 2007	11			
CIS 205-A4 LEC 41188	COMPUTER LITERACY (Lecture)	Sa 8:30AM - 3:00PM	TBA	Nov 17, 2007- Dec 15, 2007	38			

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[Faculty Center](#) [Class Search](#)

2. If the current term rosters does not display, click change term .

Faculty Center – Select Term

Bob Grill My Info

Faculty Center

Select Term

Select a term then click Continue.

	Term	Institution
<input type="radio"/>	Spring 2009	Peralta Community College Dist
<input type="radio"/>	Fall 2008	Peralta Community College Dist
<input checked="" type="radio"/>	Fall 2007	Peralta Community College Dist
<input type="radio"/>	Spring 2007	Peralta Community College Dist

[Faculty Center](#) [Advisement](#) [Class Search](#) [Faculty Search](#) [Learning Management Systems](#)

3. Select the current term.

4. Click .

Faculty Center (2)

Bob Grill My Info

Faculty Center

Fall 2007 | Peralta Community College Dist change term

Show all classes Only classes with enrollment View My Weekly Schedule

[Class Roster](#) [Grade Roster](#) [Learning Management System](#)

My Teaching Schedule > Fall 2007 > Peralta Community College Dist

Class	Class Name	Days and Time	Location	Class Dates	Enrolled			
CIS 205-A1 LEC 41182	COMPUTER LITERACY (Lecture)	Fr 12:00PM - 1:30PM	TBA	Oct 19, 2007- Dec 14, 2007	11			
CIS 205-A4 LEC 41188	COMPUTER LITERACY (Lecture)	Sa 8:30AM - 3:00PM	TBA	Nov 17, 2007- Dec 15, 2007	38			

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5. Click  (Grade Roster).

Faculty Center – Grade Roster (1)

Faculty Center

Grade Roster [View FERPA Statement](#)

41188 - CIS 205 - COMPUTER LITERACY

Grade Roster Information

Course	CIS 205	Institution	Peralta Community College Dist
Description	COMPUTER LITERACY	Term	Fall 2007
Class Number	41188	Session	Regular Academic Session
Class Section	A4	Career	Undergraduate
Component	Lecture		

Day	Sat	Instructor	Grill,Bob
Time	8:30AM 3:00PM	Max. Positive Attendance	27.0

*Grade Roster Type Final Grade [Display Unassigned Roster Grade Only](#)

*Approval Status Not Reviewed

Customize | Find |

Student Grade Requirement Designation FERPA

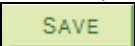
	Notify	ID	Name	Roster Grade	Positive Attendance	Official Grade	Program and Plan	Level
1		10673394	Arias ,Rosa H	A			Undergraduate - Undecided	Freshman
2	<input type="checkbox"/>	10004692	Ashford,Edward	CR			Undergraduate -	Freshman
3		10143169	Bell ,Julian W	I			Undergraduate - Undecided	Freshman
4		10007747	Blackwell,Paula				Undergraduate - Undecided	Freshman

6. Complete the following field:

Field Name	R/O/C M/P/D	Description
*Grade Roster Type	R	The type of grade roster being completed Select: Final Grade

7. For each student, complete the following fields:

Field Name	R/O/C M/P/D	Description
Roster Grade	R	The student's final grade Example: A CR I
Positive Attendance	R	The actual number of contact hours completed Example: 27.0

8. If you cannot complete the grade roster entry in one session, scroll to the bottom of the page and click  .

Faculty Center – Grade Roster (2)

Faculty Center

Grade Roster [View FERPA Statement](#)

41188 - CIS 205 - COMPUTER LITERACY

Grade Roster Information

Course	CIS 205	Institution	Peralta Community College Dist
Description	COMPUTER LITERACY	Term	Fall 2007
Class Number	41188	Session	Regular Academic Session
Class Section	A4	Career	Undergraduate
Component	Lecture		

Day	Sat	Instructor	Grill,Bob
Time	8:30AM 3:00PM		

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

*Approval Status Not Reviewed

Customize | Find |

Student Grade Transcript Note FERPA

Notify	ID	Name	Roster Grade	Positive Attendance	Official Grade	Program and Plan	Level
1	10673394	Arias ,Rosa H	A	12.00		Undergraduate - Undecided	Freshman
2	<input type="checkbox"/>	10004692 Ashford,Edward	CR	12.00		Undergraduate -	Freshman
3		10143169 Bell ,Julian W	B	10.00		Undergraduate - Undecided	Freshman
4		10007747 Blackwell,Paula	I	9.00		Undergraduate - Undecided	Freshman
5		10005400 ...				Undergraduate -	Freshman

9. When all student grades and positive attendance hours are entered, complete the following field:

Field Name	R/O/C M/P/D	Description
*Approval Status	R	The grade roster approval status Select: Approved

Faculty Center – Grade Roster (3)

Faculty Center

Grade Roster [View FERPA Statement](#)

41188 - CIS 205 - COMPUTER LITERACY

Grade Roster Information

Course	CIS 205	Institution	Peralta Community College Dist
Description	COMPUTER LITERACY	Term	Fall 2007
Class Number	41188	Session	Regular Academic Session
Class Section	A4	Career	Undergraduate
Component	Lecture		

Day	Sat	Instructor	Grill,Bob
Time	8:30AM 3:00PM		

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

*Approval Status: Approved

Customize | Find |

Student Grade | Transcript Note |

Notify	ID	Name	Roster Grade	Positive Attendance	Official Grade	Program and Plan	Level
1	10673394	Arias ,Rosa H	A	12.00		Undergraduate - Undecided	Freshman
2	10004692	Ashford,Edward	CR	12.00		Undergraduate - Undecided	Freshman
3	10143169	Bell ,Julian W	B	10.00		Undergraduate - Undecided	Freshman
4	10007747	Blackwell,Paula	I	9.00		Undergraduate - Undecided	Freshman
-					Undergraduate - Undecided	

10. Scroll to the bottom of the page and click SAVE .



Once the grade roster is submitted, the instructor can no longer change a student's grade or positive attendance hours using the Faculty Center. Any further grade changes must requested through the Admissions & Records office.

11. You have completed this task.

Result

You have entered student's grades and positive attendance, and submitted the grade roster online.

Comments

Instructors must complete the rollbook documentation and submit a printed copy to the Admissions & Records office by the grade submission deadline. Refer to the work instruction, "Completing Rollbook Documentation."