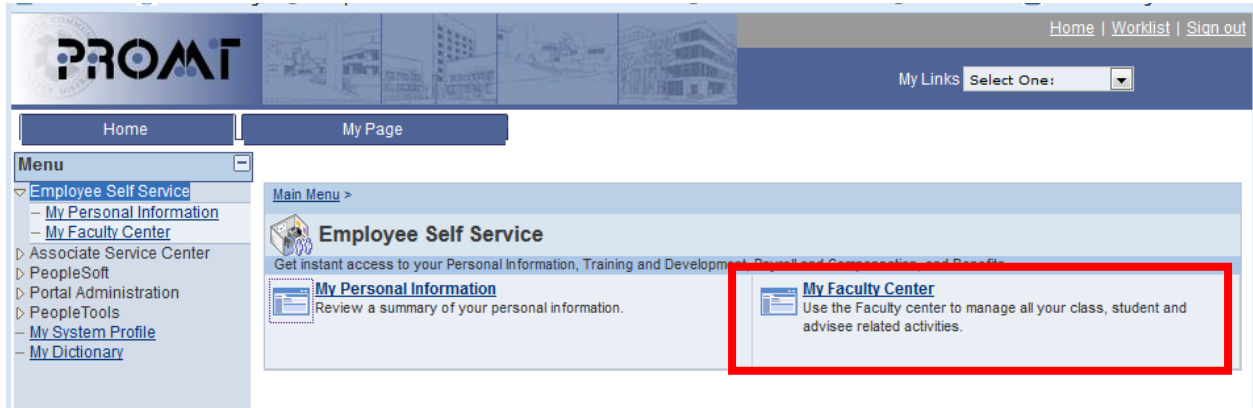


How to Submit Grade Rosters

1. Go to My Faculty Center



2. Click on the Grade Roster Icon next to your course.

NOTE: If your class includes a lab, click on the lab roster. **Except Biology, Chemistry, and Physics classes. These classes will find the Grade Roster in the Lecture portion of the class.**

My Schedule

2018 Spring | Peralta Community College Dist [change term](#) [term workload](#) [pay detail](#) [Grade Instructions](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2018 Spring > Peralta Community College Dist

View All | | First 1-6 of 6 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ANTHR 1-A1 (20019)	INTRO TO PHYSICAL ANTHRO (Lecture)	0	MoWe 10:00AM - 11:15AM	A-C 109	Jan 22, 2018- May 25, 2018
	ANTHR 1-A3 (20390)	INTRO TO PHYSICAL ANTHRO (Lecture)	0	TuTh 8:30AM - 9:45AM	A-C 109	Jan 22, 2018- May 25, 2018
	ANTHR 2-A1 (20022)	ARCHAEOLOGY & PREHISTORY (Lecture)	0	TBA	A-ONLINE	Jan 22, 2018- May 25, 2018
	ANTHR 3-A3 (20508)	SOCIAL/CULTURAL ANTHRO (Lecture)	0	TBA	A-ONLINE	Jan 22, 2018- May 25, 2018
	ANTHR 7-A1 (28546)	MAGIC, RELIGION, WITCHCRAFT (Lecture)	6	TBA	A-ONLINE	Feb 20, 2018- May 25, 2018

3. Make sure you are viewing all students in your grade roster. If your grade roster has multiple pages, click the 'View All' link at the bottom of the roster:

The screenshot shows a table with columns for checkboxes, ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, and Level. The 'View All' link is circled in red. Below the table are navigation controls, a 'Download' link, and buttons for 'notify selected students' and 'notify all students'.

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	16	1074	A		GRD	Matriculating-Meritt - BIOL Biology	Sophomore
<input type="checkbox"/>	17	1086	A		GRD	Matriculating-Laney - GRART Appl Graph Design/DigIma	Sophomore
<input type="checkbox"/>	18	1092	B		GRD	Special Admit-High School-LC - BUS Business Administration	Freshman
<input type="checkbox"/>	19	1085	A		GRD	Special Admit-High School-LC - SOCSC Social Sciences	Freshman
<input type="checkbox"/>	20	1085		W	GRD	Special Admit-High School-LC - SOCSC Social Sciences	Freshman

View All | Download | Rows 1 - 20 of 20

notify selected students | notify all students

4. Enter grades for all the students in the roster by selecting a grade value from the drop-down menu in the 'Roster Grade' column. These values will vary depending on the Grading Basis of the class or selected by the student:

The screenshot shows a table with columns for checkboxes, ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, and Level. A dropdown menu is open for the 'Roster Grade' column, showing options A, B, C, D, F, FW, and I. The dropdown menu is highlighted with a red box.

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	105			GRD	Matriculating-COA - DENTL/Dental Assisting	Freshman
<input type="checkbox"/>	2	101			GRD	Matriculating-COA - Communication Studies-TR	Sophomore
<input type="checkbox"/>	3	105			GRD	Matriculating-BCC - PSYCH Psychology-TR	Freshman
<input type="checkbox"/>	4	108			GRD	Matriculating-COA - BIOL Biology	Freshman
<input type="checkbox"/>	5	104			GRD	Matriculating-COA - SOC Sociology	Sophomore
<input type="checkbox"/>	6	105			GRD	Matriculating-COA - Undeclared Major	Freshman
<input type="checkbox"/>	7	105			GRD	Special Admit-High School-COA - PSYCH Psychology	Freshman

5. After all grades have been entered, click the Save button next to the Approval Status box:

▼ ANTHR 1 change class

INTRODUCTION TO PHYSICAL ANTHROPOLOGY (Lecture)

Days and Times Room Instructor Dates

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Student Grade [icon]

	ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	21 100	[REDACTED]	C			GRD	Matriculating-COA - Business Administration-TR	Sophomore
<input type="checkbox"/>	22 100	[REDACTED]	B			GRD	Matriculating-COA - BIOL Biology	Freshman
<input type="checkbox"/>	23 100	[REDACTED]	F			GRD	Matriculating-COA - Transfer Studies/General	Sophomore
<input type="checkbox"/>	24 100	[REDACTED]	C			GRD	Matriculating-COA - Transfer Studies/General	Freshman

6. Then, change the Approval Status from 'Not Reviewed' to 'Approved' and click the Save button again:

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Approved

Not Reviewed

Student Grade [icon]

	ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	21 100	[REDACTED]	C			GRD	Matriculating-COA - Business Administration-TR	Sophomore
<input type="checkbox"/>	22 100	[REDACTED]	B			GRD	Matriculating-COA - BIOL Biology	Freshman

- Once the Approval Status is set to 'Approved' the drop-down menu in the Roster Grade column will no longer be available:

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved save

Student Grade ☰

	ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	100	A			GRD	Matriculating-COA - DENTL/Dental Assisting	Freshman
<input type="checkbox"/>	2	100	A			GRD	Matriculating-COA - Communication Studies-TR	Sophomore
<input type="checkbox"/>	3	100	A			GRD	Matriculating-BCC - PSYCH Psychology-TR	Freshman
<input type="checkbox"/>	4	100	F			GRD	Matriculating-COA - BIOL Biology	Freshman
<input type="checkbox"/>	5	100	D			GRD	Matriculating-COA - SOC Sociology	Sophomore
<input type="checkbox"/>	6	100	B			GRD	Matriculating-COA - Undeclared Major	Freshman
<input type="checkbox"/>	7	100	C			GRD	Special Admit-High School-COA - PSYCH Psychology	Freshman

If you need to make any corrections, you will need to change the Approval Status to 'Not Review' in order to activate the Roster Grade drop-down menu again.

- Grade rosters are posted nightly (around 11:30 pm). In order for a grade roster to be posted the Approval Status must be set to Approved.

For additional assistance or to report any problems with your grade roster, contact Silvia Cortez (scortez@peralta.edu)