

Click on Any Topic

Manually Post Final Grades

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Request Grade Changes

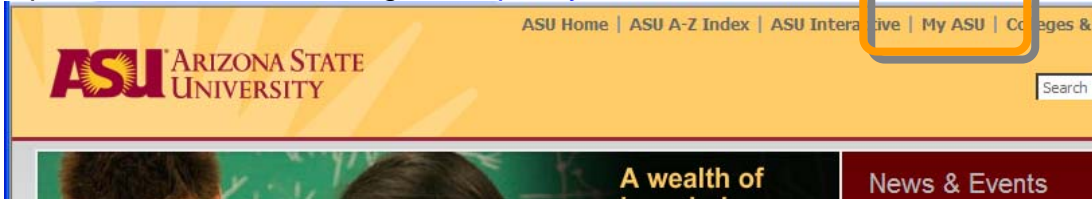
Manually Post Final Grades

Once a grade roster is generated (prior to semester start) you can post grades directly into the faculty center.

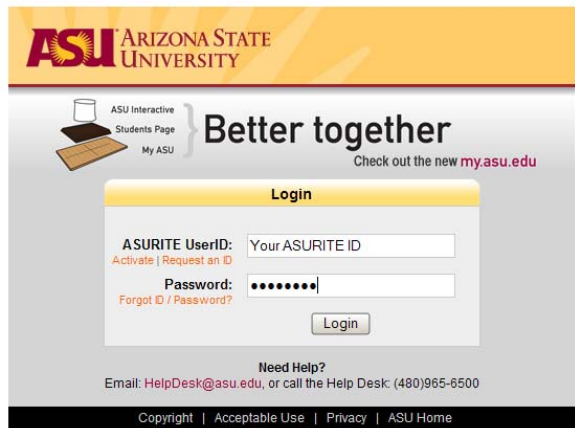
Manually Post Final Grades (as an instructor)

Login to the Faculty Center. The most common way is shown here.

Open a Web Browser and go to <http://my.asu.edu>



Login



For information on system outages, visit: <http://systemstatus.asu.edu/>

Click on Faculty Center



The list of classes you are teaching will display.

Manually Post Final Grades (as an instructor)

Click on the Grade Roster Icon for the class you are working with.

Legend

Class Roster Grade Roster Academic Status Report

My Teaching Schedule > 2008 Spring > Arizona State University

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ASU 101-1001 LEC 22871	The ASU Experience (Lecture)	17	TBA	Discovery Hall 201 (Tempe)	Jan 14, 2008- Feb 18, 2008
ASU 101-1002 LEC 22872	The ASU Experience (Lecture)	19	TBA	Discovery Hall 201 (Tempe)	Jan 16, 2008- Feb 13, 2008
UNI 194-1003 LEC 33339	Special Topics: Career/ Major Exploration (Lecture)	18	TBA	Farmer Ed Bldg 222 (Tempe)	Jan 15, 2008- Feb 14, 2008

Enter grades by selecting them from the drop down list.

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

*Approval Status: Not Reviewed

[Import Grades From File](#)
[Import Grades From LMS \(Blackboard\)](#)

<- add this grade to all students

Find |

Student Grade	Notify	ID	Posting ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1	<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName			StdGrading	University College - Explore-Social & Behavioral Sc	Freshman
2	<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName	B+		StdGrading	University College - Explore-Social & Behavioral Sc	Freshman
3	<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName			StdGrading	University College - Exploratory/Undeclared Tempe	Freshman
4	<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName			Admin	University College - Explore-Social & Behavioral Sc	Freshman
5	<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName	A+		StdGrading	University College - Explore-Social & Behavioral Sc	Freshman

Notify Selected Students Notify All Students Printer Friendly Version

Return Save

Manually Post Final Grades (as an instructor)

Change the Approval Status to **Complete** (all grades must be entered to select Complete). A POST button will appear at the bottom of the page.

The screenshot shows a web interface for posting grades. At the top, there are several controls: a dropdown for 'Final Grade', a checkbox for 'Display Unassigned Roster Grade Only', and a dropdown for 'Approval Status' which is currently set to 'Complete'. Below these are links for 'Import Grades From File' and 'Import Grades From LMS (Blackboard)'. A button labeled '< - add this grade to all students' is also visible. The main part of the interface is a table with the following data:

Notify	ID	Posting ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName			StdGrading	University College - Explore-Social & Behavioral Sc	Freshman
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName	B+		StdGrading	University College - Explore-Social & Behavioral Sc	Freshman

Click the **POST** button at the bottom of the page.

Grades are now posted – you can return to the main page of the Faculty Center

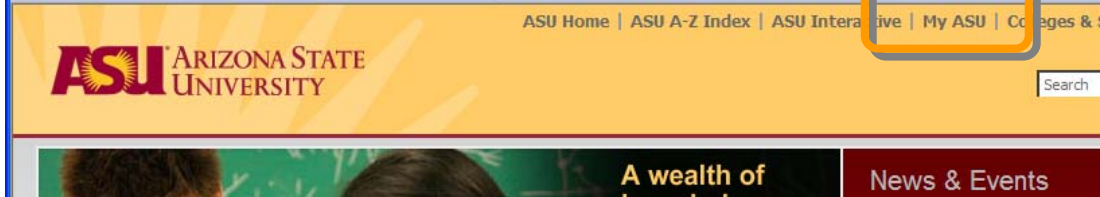
Manually Post Grades Tonight and/or Partially Post Grades

If you don't have all of the grades ready yet, but would like to enter the ones you do have, you can post the grades by using the "Post Grades Tonight" feature.

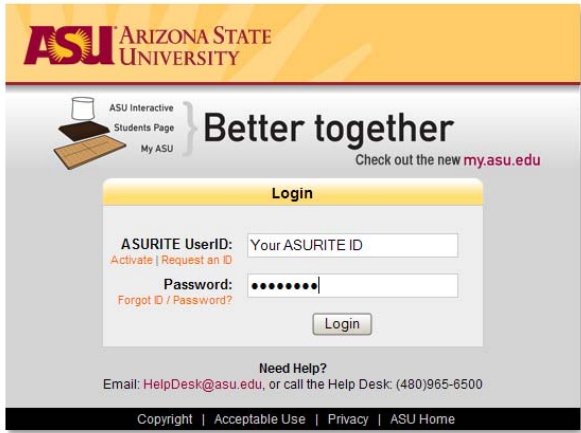
Manually "Post Grades Tonight" or Partially Post Grades

- Login to the Faculty Center. The most common way is shown here.


Open a Web Browser and go to <http://my.asu.edu>



Login



Click on Faculty Center





The list of classes you are teaching will display.

Manually “Post Grades Tonight” or Partially Post Grades

- Click on the Grade Roster Icon for the class you are working with.

Legend
 Class Roster Grade Roster Academic Status Report

My Teaching Schedule > 2008 Spring > Arizona State University

Class	Class Name	Enrolled	Days and Time	Room	Class Date
 ASU 101-1001 LEC 22871	The ASU Experience (Lecture)	17	TBA	Discovery Hall 201 (Tempe)	Jan 14, 2008 Feb 18, 2008
 ASU 101-1002 LEC 22872	The ASU Experience (Lecture)	19	TBA	Discovery Hall 201 (Tempe)	Jan 16, 2008 Feb 13, 2008
 UNI 194-1003 LEC 33339	Special Topics: Career/ Major Exploration (Lecture)	18	TBA	Farmer Ed Bldg 222 (Tempe)	Jan 15, 2008 Feb 14, 2008



- Enter all student grades desired. You may post all or just some grades.

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only
 *Approval Status: Not Reviewed

[Import Grades From File](#)
[Import Grades From LMS \(Blackboard\)](#)

<- add this grade to all students

Find

Notify	ID	Posting ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName			StdGrading	University College - Explore-Social & Behavioral Sc	Freshman
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName	B+		StdGrading	University College - Explore-Social & Behavioral Sc	Freshman
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName			StdGrading	University College - Exploratory/Undeclared Tempe	Freshman
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName			Admin	University College - Explore-Social & Behavioral Sc	Freshman
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName	A+		StdGrading	University College - Explore-Social & Behavioral Sc	Freshman

Notify Selected Students Notify All Students Printer Friendly Version

Return Save

Manually “Post Grades Tonight” or Partially Post Grades

4. Change the Approval Status to **Post Tonight**

The screenshot shows a web interface for grade management. At the top, there are fields for '*Grade Roster Type' and '*Final Grade'. Below these is a checkbox for 'Display Unassigned Roster Grade Only'. The 'Approval Status' dropdown menu is highlighted with an orange circle and set to 'Post Tonight'. Below the dropdown are links for 'Import Grades From LMS' and 'Import Grades From LMS (Blackboard)'. A button labeled '<- add this grade to all students' is visible. Below this is a search bar with a 'Find' button. A table with columns for 'Notify', 'ID', 'Posting ID', 'Name', 'Roster Grade', 'Official Grade', 'Grading Basis', 'Program and Plan', and 'Level' is shown. The table contains two rows of student data.

Notify	ID	Posting ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1200000000	0000 000	LastName_FirstName			StdGrading	University College - Explore-Social & Behavioral Sc	Freshman
<input type="checkbox"/>	1200000000	0000 000	LastName_FirstName	B+		StdGrading	University College - Explore-Social & Behavioral Sc	Freshman

5. Click the **SAVE** button at the bottom of the page.

6. Grades entered cannot be changed and will be posted tonight
 To change grades before the nightly processing, change the approval status back to “Not Reviewed”, make changes, return status to “Post Tonight” and Save

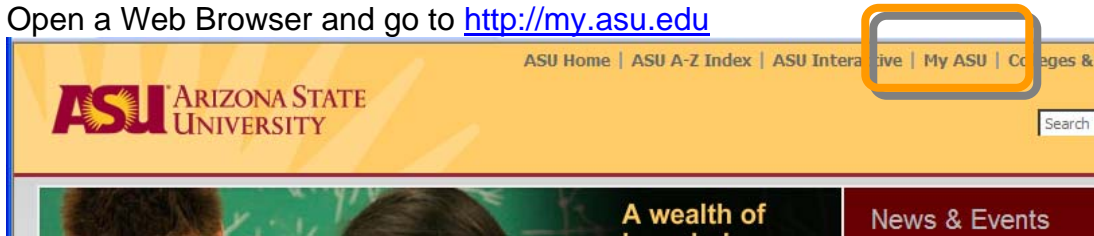
Manually Enter Grades on the Roster but do not Post

You can enter grades in the roster and save them, but not post them.

Manually Enter Grades but do NOT Post Them

Login to the Faculty Center. The most common way is shown here.

Open a Web Browser and go to <http://my.asu.edu>



Login



For information on system outages, visit: <http://systemstatus.asu.edu/>

Click on Faculty Center



The list of classes you are teaching will display.

Manually Enter Grades but do NOT Post Them

Click on the Grade Roster Icon for the class you are working with.

Legend

Class Roster Grade Roster Academic Status Report

My Teaching Schedule > 2008 Spring > Arizona State University

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ASU 101-1001 LEC 22871	The ASU Experience (Lecture)	17	TBA	Discovery Hall 201 (Tempe)	Jan 14, 2008- Feb 18, 2008
ASU 101-1002 LEC 22872	The ASU Experience (Lecture)	19	TBA	Discovery Hall 201 (Tempe)	Jan 16, 2008- Feb 13, 2008
UNI 194-1003 LEC 33339	Special Topics: Career/ Major Exploration (Lecture)	18	TBA	Farmer Ed Bldg 222 (Tempe)	Jan 15, 2008- Feb 14, 2008

Enter all student grades desired.

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

*Approval Status: Not Reviewed

[Import Grades From File](#)
[Import Grades From LMS \(Blackboard\)](#)

< - add this grade to all students

Find |

Notify	ID	Posting ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName			StdGrading	University College - Explore-Social & Behavioral Sc	Freshman
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName	B+		StdGrading	University College - Explore-Social & Behavioral Sc	Freshman
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName			StdGrading	University College - Exploratory/Undeclared Tempe	Freshman
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName			Admin	University College - Explore-Social & Behavioral Sc	Freshman
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName	A+		StdGrading	University College - Explore-Social & Behavioral Sc	Freshman

Notify Selected Students Notify All Students Printer Friendly Version

Return Save

Click the **SAVE** button at the bottom of the page

Grades won't be visible to the students until they are posted.

More features and information on Grade Posting

*Grade Roster Type: Final Grade
 *Approval Status: Not Reviewed
 Display Unassigned Roster Grade Only
 Request Grade Change
 <- add this grade to all students
 Find

Notify	ID	Posting ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1200000000	0000 000	LastName, First	A	A	Herberger College of the Arts - Performance (Orchestral Inst)	Junior
<input type="checkbox"/>	1200000000	0000 000	LastName, First	B	B	Herberger College of the Arts - Performance (Orchestral Inst)	Senior
<input type="checkbox"/>	1200000000	0000 000	LastName, First	C	C	Herberger College of the Arts - Performance (Orchestral Inst)	Junior
<input type="checkbox"/>	1200000000	0000 000	LastName, First	<v>		Herberger College of the Arts - Performance (Orchestral Inst)	Junior

Whenever grades, or the grade approval status, is entered or changed you must **Save** your entries before leaving the page. An error message will display if you make changes and do not save them.

The grade entry, change approval status process may be repeated as many times as needed until all grades are entered.

To enter the same grade for all students in the class, use the **<- add this grade to all students** option – select the grade and click on the button. Grades can still be changed until they are posted.

Use the **Display Unassigned Roster Grade Only** option to display only those students who do not have grades on the roster.

Use the **Find** option to find a single student on the roster – enter all or part of the student ID and the page will shift to show this student at the bottom of the display (note: student name cannot be used as search criteria as it is an email link).

To request a grade change, click on the “Request Grade Change” button.

Import Grades to the Faculty Center from an External File

You can track your students' grades in an external file and import the grades into the Faculty Center at the end of the semester.

Click on the links below for Instructions:

[Export a blank grade roster from the Faculty Center to an External File](#)

[Prepare your external file for import to the Faculty Center](#)

[Import a Completed Grade Roster into the Faculty Center from an External File](#)

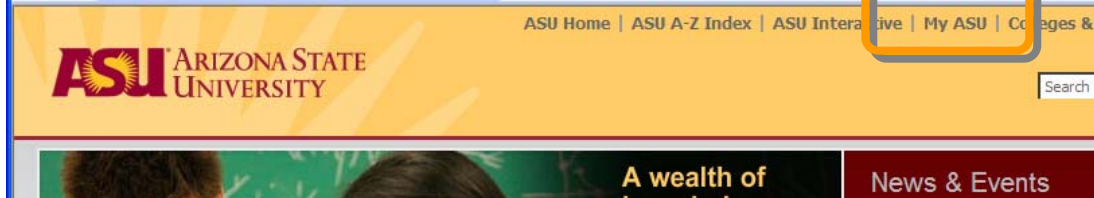
Export a Blank Grade Roster from the Faculty Center to an External File

You can start with a blank grade roster from the Faculty Center.

Export a Blank Grade Roster from the Faculty Center to an External File

Login to the Faculty Center. The most common way is shown here.

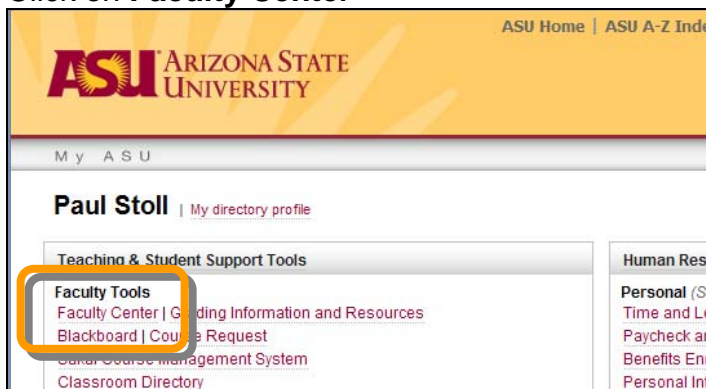
Open a Web Browser and go to <http://my.asu.edu>



Login



Click on Faculty Center



The list of classes you are teaching will display.

Export a Blank Grade Roster from the Faculty Center to an External File

Click on the Grade Roster Icon for the class you are working with.

Legend
 Class Roster Grade Roster Academic Status Report

My Teaching Schedule > 2008 Spring > Arizona State University

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
 ASU 101-1001 LEC 22871	The ASU Experience (Lecture)	17	TBA	Discovery Hall 201 (Tempe)	Jan 14, 2008- Feb 18, 2008
 ASU 101-1002 LEC 22872	The ASU Experience (Lecture)	19	TBA	Discovery Hall 201 (Tempe)	Jan 16, 2008- Feb 13, 2008
 UNI 194-1003 LEC 33339	Special Topics: Career/ Major Exploration (Lecture)	18	TBA	Farmer Ed Bldg 222 (Tempe)	Jan 15, 2008- Feb 14, 2008

Click on the export icon.

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only
 *Approval Status: Post Tonight
[Import Grades From File](#)
[Import Grades From LMS \(Blackboard\)](#)

<- add this grade to all students

Student Grade

Notify	ID	Posting ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName			StdGrading	University College - Explore-Social & Behavioral Sc	Freshman
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName	B+		StdGrading	University College - Explore-Social & Behavioral Sc	Freshman

Save the file to your hard drive.

File Download

Do you want to open or save this file?

Name: ps.xls
 Type: Microsoft Excel Worksheet, 5.17KB
 From: asu84808dev.mycmsc.com

Open Save Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

The file will have the name ps.xls. You can then enter grades into the spreadsheet.

Prepare Your External Grade Roster for Importing to the Faculty Center

If you are keeping your grades in an external file, you must format it correctly so that you can import it into the faculty center.

Each row in your import file must contain at least the following:

- 10 digit student ID (no spaces or dashes) (also called the Affiliate ID or ID (1000...))
- Grade value - (A letter grade)

The import file can have any number of fields or columns, but the required fields must be somewhere in the first twenty-one columns.

The required fields/columns can be in any order in your input file. The grade import tool will ask you which fields in your input file contain this information (mapping the fields).

The import file may be a tab, space, comma delimited file or an excel file.

A browse feature will allow you to identify the file you are importing.

A field mapping feature will allow you to identify (map) the 2 required fields in the file you are importing.

Special notes on importing Excel files:

The Excel import will work for all versions up to Excel 2003. If you are using Excel 2004 (Apple) or 2007 (Windows) you must save your file using the older file type.

If you are using a file created by the Faculty Center download option, the file type that is downloaded is an HTML file (you will notice that the file name is in quotes). PeopleSoft renames the .html to .xls which forces Excel to open it. To use this file as an import you must save it as a correctly formatted Excel file or another format as listed above.

If you want to begin with the Grade Roster exported from the Faculty Center you will need to change the format of this file before importing it.

Do this by using the "Save As" feature to save the file as an excel or text file.

Step 1 - SAVE AS the file you want to import as follows:

When you save your roster from the Faculty Center it will look like this:

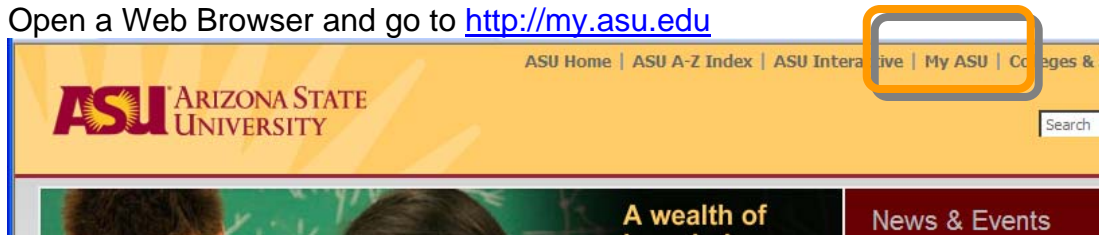
Import Your Grades to the Faculty Center from an External File

The Grade Import consists of three steps:

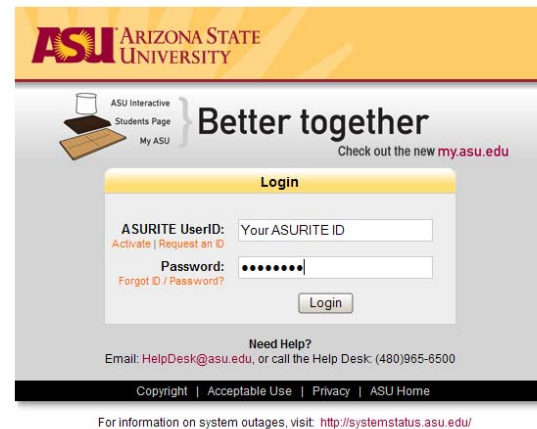
Import Your Grades to the Faculty Center From an External File

1. Login to the Faculty Center. The most common way is shown here.

Open a Web Browser and go to <http://my.asu.edu>



Login



Click on Faculty Center



The list of classes you are teaching will display.

Import Your Grades to the Faculty Center From an External File

- Click on the Grade Roster Icon for the class you are working with.

Legend
[Class Roster](#) [Grade Roster](#) [Academic Status Report](#)

My Teaching Schedule > 2008 Spring > Arizona State University

Class	Class Name	Enrolled	Days and Time	Room	Class Date
ASU 101-1001 LEC 22871	The ASU Experience (Lecture)	17	TBA	Discovery Hall 201 (Tempe)	Jan 14, 2008 Feb 18, 2008
ASU 101-1002 LEC 22872	The ASU Experience (Lecture)	19	TBA	Discovery Hall 201 (Tempe)	Jan 16, 2008 Feb 13, 2008
UNI 194-1003 LEC 33339	Special Topics: Career/ Major Exploration (Lecture)	18	TBA	Farmer Ed Bldg 222 (Tempe)	Jan 15, 2008 Feb 14, 2008

- Click on the link "Import Grades From File"

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

*Approval Status: [Post Tonight](#)

[Import Grades From File](#)
[Import Grades From UAs \(Blackboard\)](#)

<- add this grade to all students

Find |

Notify	ID	Posting ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName	<input type="button" value="v"/>		StdGrading	University College - Explore-Social & Behavioral Sc	Freshman
<input type="checkbox"/>	1200000000	0000 000	LastName, FirstName	B+		StdGrading	University College - Explore-Social & Behavioral Sc	Freshman

- Click on "Next"

Grade Import - Instructions

Term 2081

Class Nbr 22871 ASU 101 - 1001

The ASU Experience

Return to grade roster

Import Your Grades to the Faculty Center From an External File

5. Select a file delimiter that matches what is in your external file:
(Choices are Comma, Excel, Semicolon, or Tab).
Click "get file"

Grade Import - File Selection

Term 2077 [Return to Grade Roster](#)

Class Nbr 70724 ASU 70724

The ASU Experience

Step 1: Select a file delimiter

Step 2: Select the file to load

6. Use the Browse feature to find the file you want to import.
Click on Upload.

K:\Student Records\Queries\ASU101TestClassText.txt

Import Your Grades to the Faculty Center From an External File

- Map your file field to the import fields.
Identify which field is the grade, and which is the student ID.
Click Next

Grade Import - Column Mapping

Term 2077 [Return to Grade Roster](#)

Class Nbr 70724 ASU 70724

The ASU Experience

The Column Description represents the columns from the file. Choose the Student ID and Grade mappings from the drop down list next to the Student ID and Grade columns.

Column Description	Column Mapping
1 ROSTER ID	
2 ID	Student ID
3 ROSTER NAME	
4 NAME	
5 ROSTER GRADE	Grade
6 ROSTER GRADE	
7 PROGRAM AND PLAN	
8 LEVEL	

- Review your import and click Submit

Grade Import - Grades

Term 2077 [Return to Grade Roster](#)

Class Nbr 70724 ASU 70724

The ASU Experience

Student ID	Grade	Error Message
1 1200000000	A	
2 1200000000	B	
3 1200000000	C	
4		

Import Your Grades to the Faculty Center From an External File

9. If there are errors they are displayed here. Correct your import file and re-import, or fix the grades directly in the grade roster.

Grade Import - Grades 1 2 3

Term 2077 [Return to Grade Roster](#)

Class Nbr 70724 ASU 70724

The ASU Experience

The grades indicated were not imported. Please correct your file then use the Previous button at the top of the page to go back to the file import page and reload the file.

Student ID		Grade	Error Message
1	1200000000	B	Student has a grade on the roster.
2	1200000000	C	Student has a grade on the roster.
3	1200000000	D	Student has a grade on the roster.
4			

Importing Messages and results:

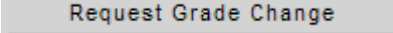
If the Grade Roster already has a grade posted, the import process will not post over this grade. No errors will be reported.

If the Grade Roster already has a grade posted that is different from the grade on the import roster, the import process will not overwrite this grade. An error message will be displayed.

If the student is not found on the grade roster, or if the grade on the import roster is not a valid grade for the student, an error message will be displayed.

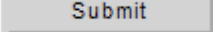
Grades will be imported into the Roster in Not Reviewed status. You must save your roster after import.

Request Grade Changes

Once grades are posted, the  icon will display. Selecting this icon will take you to the Grade Change roster.

*Classes **prior** to fall 2006 were not converted with individual sections or instructors and will not be accessible through the Faculty Center. Roster Contacts can submit grade changes for these classes by navigating to the Grade Change component via the following navigation: ASU Customizations> ASU Student Records> Roster Contacts> Grade Change.

To submit a new grade change, select the new grade from the drop down list and enter a reason for the grade change. All grade changes must have a reason entered.

When all grade changes have been entered, click the  button at the bottom of the page. Your grade change(s) will be marked with a grade change status of **Requested**.

Faculty Center							
Grade Change Request							
Grade Roster Information							
Course	ENG 202-M	Academic Institution	Arizona State University				
Title	World Literature	Term	2007 Spring				
Class Number	17894	Session	Regular				
Class Section	1001	Career	Undergraduate				
Component	Lecture	Instructors	LastName, FirstName				

Grd.Chg Status	EmpID	Name	Enrollment Status	Official Grade	Change Grade To	Grade Change/Approval/Denial Reason	Requirement Designation
Lt. Apprvd	12000000	LastName, FirstName	Enrolled	C	B		HUSH
Successfully Changed	12000000	LastName, FirstName	Enrolled	A+	<input type="text"/>	<input type="text"/>	HUSH
	12000000	LastName, FirstName	Enrolled	A	<input type="text"/>	<input type="text"/>	HUSH
	12000000	LastName, FirstName	Enrolled	A-	<input type="text"/>	<input type="text"/>	HUSH

Once grade changes are requested, they go to the Level 1 Approver for the Academic Org associated with the class (generally the Department office). If approved, the grade change then moves to a Level 2 Approver (generally the College office). If approved by Level 2, the grade change is posted to the student's record and the student receives an email telling them to check their records.

At Level 1 or Level 2 the grade change may be denied, at which time email notifications are sent back to the requestor and/or the Level 1 approver. Denied grade changes may be re-requested.

Multiple grade changes may be submitted for a single student, but each one must be processed completely before the next may be requested.

The grade change Request page may be viewed at any time to see the currently status of a grade change.