

**NOTE:** Information about Grading Policies can be found on the website <http://students.asu.edu/facultycenter>.

### Post ALL Final Grades Immediately

At this point in the process you have either:

- Entered your grades manually,
- Imported them from an external file or
- Pushed them directly from blackboard.

First you must access your grade roster. Step by step instructions are at these links.

[Access ASU Rosters as an Instructor](#)

[Access ASU Rosters as a Roster Contact](#)

Once you have your grade roster open, enter grades by selecting them from the drop down list.

With all of the grades in place, you can now post your grades immediately.

ID	Posting ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	120	C	B		Z1	Liberal Arts & Sciences - Psychology BA/Women & Gender Studies/Business (Minor)	Senior
2	120	C	A-		Z1	Liberal Arts & Sciences - Biological Sciences	Senior
3	120	E	C		Z1	Liberal Arts & Sciences - Psychology BS - Tempe	Senior
4	120	L	A		Z1	New Interdis Arts & Sciences - Psychology BA - West/Women & Gender Stds (Minor)	Senior
5	120	S	B		Z1	Ira A Fulton Engineering - Engineering Management	Senior

(1) Once you have entered ALL grades, change the “Approval Status” to **Complete**.

(2) A POST button will appear at the bottom of the page. Click on the “Post” button to immediately post the grades – they will be posted to students’ transcripts immediately.

(3) If you prefer, you can also click on the “Save” button. In this case, the grades will be posted in the over-night process.



If you click "Save" and want to change a grade BEFORE the nightly business process, you can come back into the roster, change the "Approval status" to "Not Reviewed" and change the grades..

This is what your grade roster will look like when you click on the "Post" button.

The word "posted" will appear at the top of the roster.

- (1) The Approval Status field becomes inactive. You can not change it back to "not reviewed" to edit grades once you click on the "post" button.
- (2) The "Request Grade Change" link will appear. Use this to request changes to the grades once you have posted them.

The screenshot shows a control panel for the grade roster. It is divided into two main sections: "Display Options" and "Grade Roster Action".

- Display Options:**
  - \*Grade Roster Type: A dropdown menu currently set to "Final Grade".
  - Display Unassigned Roster Grade Only
- Grade Roster Action:**
  - \*Approval Status: A dropdown menu currently set to "Complete".
  - Posted**: A red arrow points to this text, which is the status of the roster.
  - [Request Grade Change](#): A blue underlined link.
  - [Import Grades From File](#): A blue underlined link.

## More features and information on Grade Posting

**Display Options**

\*Grade Roster Type:    
 Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status:     
[Import Grades From File](#)

ID	Posting ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/> 1	120	C	<input type="text" value=""/>		Z1	Liberal Arts & Sciences - Psychology BA/Women & Gender Studies/Business (Minor)	Senior
<input type="checkbox"/> 2	120	C	<input type="text" value=""/>		Z1	Liberal Arts & Sciences - Biological Sciences	Senior
<input type="checkbox"/> 3	120	E	<input type="text" value=""/>		Z1	Liberal Arts & Sciences - Psychology BS - Tempe	Senior
<input type="checkbox"/> 4	120	L	<input type="text" value=""/>		Z1	New Interdis Arts & Sciences - Psychology BA - West/Women & Gender Stds (Minor)	Senior
<input type="checkbox"/> 5	120	S	<input type="text" value=""/>		Z1	Ira A Fulton Engineering - Engineering Management	Senior

View All | [Download](#) | Rows 1 - 5 of 5

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

<- add this grade to selected students

(1) 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.

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

(3) To enter the same grade for several students in the class, click on the check boxes next to the selected students, select a grade and click on **add this grade to selected students**. Grades can still be changed until they are posted.

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

