

# HOW TO ENTER FINAL GRADES

in Faculty Center

TRAINING & SUPPORT TEAM  
Academic Support Resources

UNIVERSITY OF MINNESOTA

## Accessing PeopleSoft Faculty Center

Log in to [MyU.umn.edu](http://MyU.umn.edu) with your Internet ID and password.

Click on the **Teaching** tab to view your classes. Use the arrows to navigate to another term.

To get to the Faculty Center, click on the **Grade Rosters** link by a class.

The screenshot shows the MyU Faculty Center interface. At the top, there is a search bar and navigation tabs for MyU, Key Links, Recommended, Favorites, and My Interests. Below the navigation, there is a 'Welcome to MyU' message and a sidebar with various menu items: Announcements, Teaching (highlighted), My Advisees, Research, My Time, My Pay, My Benefits, Manager Info, Purchasing, and My Info. The main content area displays a 'Schedule By Term' section with a dropdown menu set to 'Fall 2014'. Below this, a list of classes is shown, each with a 'Grade Rosters' link highlighted in a red box. The classes listed are CMB 5594, CMB 8394, CMB 8560, VMED 5210, and VMED 5295. At the bottom, there are links for 'Teaching Topic Page', 'Moodle', 'Final Exam Schedule - UMTC', and 'Classroom Support - UMTC'. A 'Notifications' section at the bottom right shows a 'Dismissed' status.

**Grade Rosters** are generated near the end of the term. You must be given grade access on the class section (as primary instructor, secondary instructor, teaching assistant, or proxy) by your departmental scheduler in order for the **grade roster** to appear in your Schedule or under the grade roster sub tab.

EFG-FC-12.915-SH

# Entering Grades

**Grade Roster**

Fall 2014 | 001 Regular Academic Session | Univ of Minnesota, Twin Cities | Undergraduate

▼ **HIST 3837 - 001 (25939)** [change class](#)

Minnesota History (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 4:00PM-5:15PM	TBA	David Clayton	09/02/2014 - 12/10/2014

To upload grades from a file, click Grade Upload. [grade upload](#)

**Display Options:**

\*Grade Roster Type: **Final Grade**

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status: **Not Reviewed** [save](#)

**Student Grade**

	ID	Name	Roster Grade	Official Grade	Grading Basis	Last Date of Participation	Program and Plan	Level
<input type="checkbox"/>	1 5107719	Chin,Thomas	▼		A-F		College of Liberal Arts - Undeclared	Freshman
<input type="checkbox"/>	2 5107717	Keeton,Alex	▼		A-F		Carlson School of Management - Accounting B S B	Freshman
<input type="checkbox"/>	3 5107718	Lee,Jake	▼		A-F		College of Liberal Arts - Undeclared	Freshman
<input type="checkbox"/>	4 5107720	Randall,Nick	▼		A-F		College of Design - Pre Architecture	Freshman
<input type="checkbox"/>	5 5107721	Rice,Marie	▼		A-F		College of Liberal Arts - Undeclared	Freshman
<input type="checkbox"/>	6 5107714	Salazar,Marco	▼		A-F		College of Liberal Arts - Undeclared	Freshman
<input type="checkbox"/>	7 5107715	Schultz,Leah	▼		A-F		College of Liberal Arts - Undeclared	Freshman
<input type="checkbox"/>	8 5107716	Walsh,Wendy	▼		A-F		College of Sci and Engineering - Lower Division	Freshman

View All [Download](#) [Rows 1 - 8 of 8](#)

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

[-< add this grade to selected students](#)

[SAVE](#)

1. Select **Final Grade** from the **Grade Roster Type** dropdown.

2. Select the student's grade from the **Roster Grade** drop-down menu.

Use the **View All** link to display all students at once. Or use the arrow buttons to navigate to additional rows.

Use the **<- add this grade to selected students** button to add the same grade to selected students, or all students.

Use the **Grade Upload** button to upload grades from a .txt or .csv file.

3. While the **Approval Status** is set to **Not Reviewed**, grades may be entered and **Saved** (You do not have to enter all grades to **Save**).

4. Once all grades are entered and ready for submission, change the **Approval Status** to **Approved** and click **Save**. Grades will be posted nightly.

Note: Use the Approval Status of Ready for Review if a primary instructor needs to review the grades and then submit them.

If a grade of F or N is entered, the **Last Date of Participation** field will automatically open, and a date must be entered.

5. A confirmation message will display. Click **OK**.

**Message**

Grades have been submitted to the registrar. (28000,1118)

Grades will be available to students online in 24 hours.

[OK](#)

Approved [save](#)

6. To enter grades for another class, click the [change class](#) button to return to the **My Schedule** tab. Then, click the [grade roster](#) icon by the class.