

HOW TO ENTER FINAL GRADES

in Faculty Center

Final Grade Rosters are generated near the end of the term. You must be given access on the class section (as primary instructor, secondary instructor, teaching assistant, or proxy) by your departmental scheduler to enter grades.

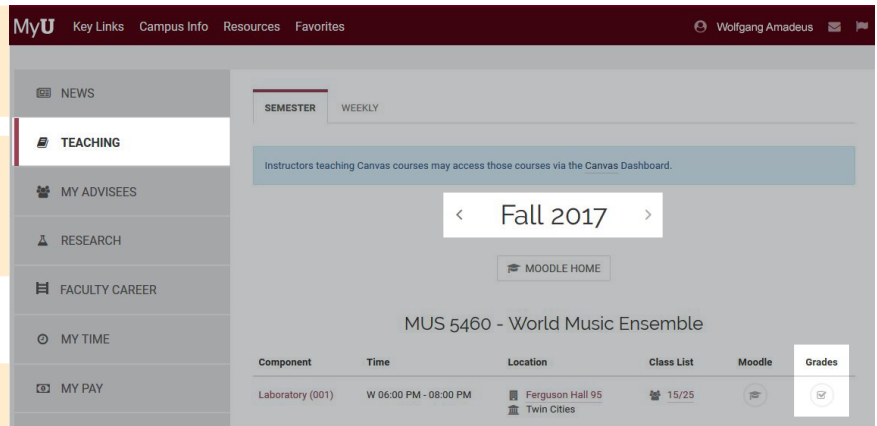
Accessing PeopleSoft Final Grade Roster

1. Log in to **MyU.umn.edu** with your Internet ID and password.

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

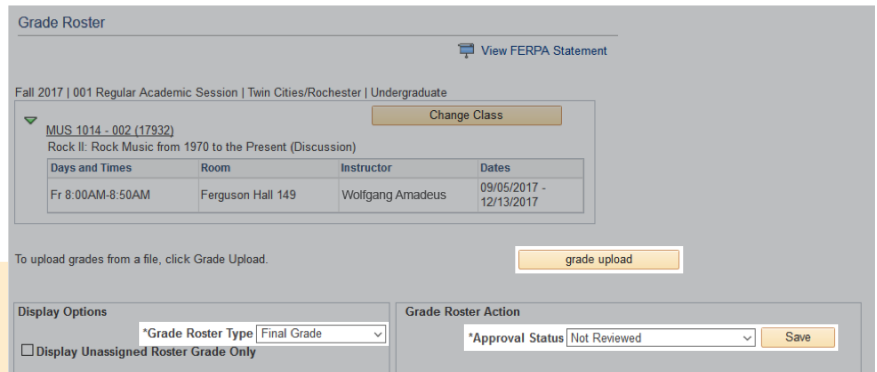
Note: If you do not see your class(es) listed, please contact your departmental scheduler.

3. Click on the **Grades** icon.



Entering Grades

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



Roster will display 20 students. Use the **arrow buttons** to view additional rows.

5. Enter the student's grade using the **Roster Grade** dropdown.

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

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Last Date of Participation	Program and Plan	Level
<input type="checkbox"/>	1 1234567	Beethoven,Ludwig	<input type="text"/>		A-F		College of Sci and Engineering - Lower Division	Freshman 2nd Term
<input type="checkbox"/>	2 2345678	Gopher,Goldy	<input type="text"/>		A-F		College of Liberal Arts - Undeclared	Freshman
<input type="checkbox"/>	3 3456789	Puccini,Giacomo	<input type="text"/>		A-F		College of Sci and Engineering - Lower Division/University Honors Program	Junior 2nd Term
<input type="checkbox"/>	4 4567890	Salieri,Antonio	<input type="text"/>		A-F		Carlson School of Management - Accounting B S B/Management Information Systems	Senior 2nd Term
<input type="checkbox"/>	5 5678901	Tchaikovsky,Pyotr	<input type="text"/>		A-F		Col of Educ/Human Development - Undeclared	Freshman

6. 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.

7. 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.

Grade Roster [View FERPA Statement](#)

Fall 2017 | 001 Regular Academic Session | Twin Cities/Rochester | Undergraduate

MUS 1014 - 002 (17932)
Rock II: Rock Music from 1970 to the Present (Discussion)

Days and Times	Room	Instructor	Dates
Fr 8:00AM-8:50AM	Ferguson Hall 149	Wolfgang Amadeus	09/05/2017 - 12/13/2017

To upload grades from a file, click Grade Upload.

Display Options

*Grade Roster Type

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status

Additional Functionality

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

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


Send an email to selected students

Click the **Notify Selected Students** button.

Send an email to all students

Click the **Notify All Students** button.

Printer Friendly Version

To enter grades for another class, click the button to return to the **My Schedule** tab. Click the  **Grade Roster** icon by the class.