

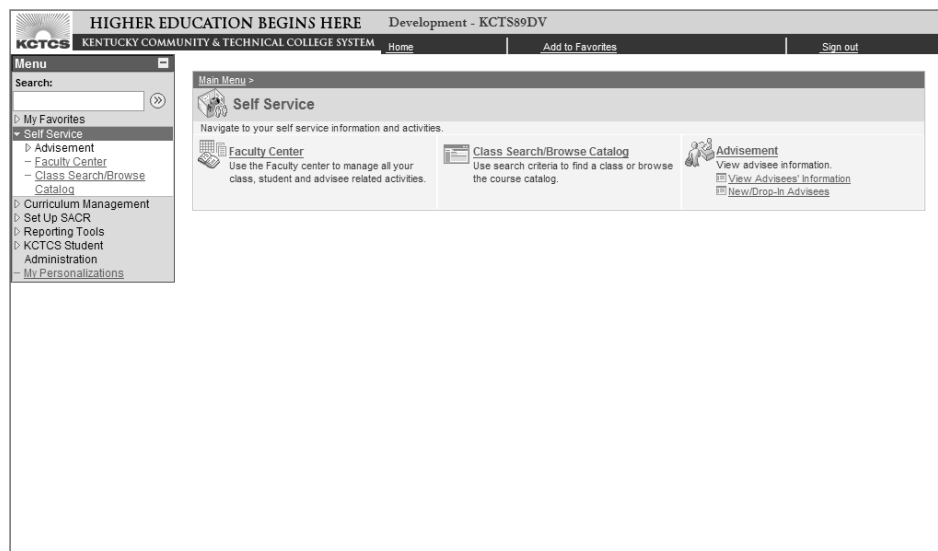
Entering Grades using the Faculty Center

Grades may be entered through the Grade Roster within the Faculty Center or the Grade Roster component located in the Curriculum Management area. Each individual grade roster must be created before you will be able to enter grades. A nightly batch process creates the grade rosters. If for some reason your grade roster has not been created by this process, use the instructions in the **Grades** chapter of this manual to create the roster manually.

In addition to creating new rosters, the nightly batch process will append existing rosters with any new students that have been added to the class. However, the batch process will not remove students that have dropped the class. If a dropped student has received a W grade, this grade will show up on the roster. If a dropped student has not received a W grade, no grade will appear for the student and no grade may be assigned to the student via the grade roster.

To enter grades, follow these steps:

1. From the **Home** page, select **Self Service**.



2. Select **Faculty Center**.

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Faculty Center

Fall 2007 | KCTCS [change term](#)

Show all classes Only classes with enrollment View My Weekly Schedule

Class Roster Grade Roster Learning Management System

My Teaching Schedule > Fall 2007 > KCTCS

Class	Class Name	Days and Time	Location	Class Dates	Enrolled			
MA_109-2501 LEC_40538	College Algebra (Lecture)	MWF 8:00AM - 8:50AM	Elizabethtown Comm/Tech Colleg	Aug 13, 2007- Dec 8, 2007	39			
MT_65-2505 LEC_39782	Basic Algebra with Measurement (Lecture)	TuTh 9:00AM - 10:15AM	Elizabethtown Comm/Tech Colleg	Aug 13, 2007- Dec 8, 2007	36			
MT_65-2507 LEC_39783	Basic Algebra with Measurement (Lecture)	TuTh 12:00PM - 1:15PM	Elizabethtown Comm/Tech Colleg	Aug 13, 2007- Dec 8, 2007	36			
MT_65-25XC	Basic Algebra with	Sa 8:00AM - 10:30AM	Elizabethtown Comm/Tech	Aug 13, 2007-	7			

3. Verify that you are looking at the correct term.

*To change the term, click the **Change Term** button.*

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Faculty Center

Select Term

[CONTINUE](#)

Select a term then click Continue.

Term	Institution
<input checked="" type="radio"/> Spring 2008	KCTCS
<input type="radio"/> Fall 2007	KCTCS
<input type="radio"/> Spring 2007	KCTCS
<input type="radio"/> Fall 2006	KCTCS
<input type="radio"/> Spring 2006	KCTCS
<input type="radio"/> Fall 2005	KCTCS
<input type="radio"/> Spring 2005	KCTCS
<input type="radio"/> Fall 2004	KCTCS
<input type="radio"/> Spring 2004	KCTCS
<input type="radio"/> Fall 2003	KCTCS

*Select the preferred term and click the **Continue** button.*

4. Click the **Grade Roster** icon located in the last column to the right. *If this icon is not visible for the class, the grade roster has not been generated yet. Use the instructions in the **Grades** chapter to generate the roster.*

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 KCTCS KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM Home Add to Favorites Sign out

Faculty Center
 Grade Roster [View FERPA Statement](#)

39782 - MT 65 - Basic Algebra with Measurement

Grade Roster Information

Course	MT 65	Institution	KCTCS
Description	Basic Algebra with Measurement	Term	Fall 2007
Class Number	29782	Session	Regular Academic Session
Class Section	2505	Career	Undergraduate
Component	Lecture		

Day: Tues Thurs
 Time: 9:00AM 10:15AM
 Location: Elizabethtown Comm/Tech Colleg

Instructor: [Redacted]

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

<- add this grade to all students

Student Grade Transcript Note [PDF]

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
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5. Scroll down to view students on the roster.

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 KCTCS KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM Home Add to Favorites Sign out

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

<- add this grade to all students

Student Grade Transcript Note [PDF]

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	001760398	Dauterive, William	[Dropdown]		Business - Agricultural Economics	Freshman
<input type="checkbox"/>	001760396	Gribble, Dale	[Dropdown]		Business - Agricultural Economics	Freshman
<input type="checkbox"/>	001760397	Hill, Hank	[Dropdown]		Business - Agricultural Economics	Freshman
<input type="checkbox"/>	001760402	Pratley, Lane	[Dropdown]		Business - Agricultural Economics	Freshman
<input type="checkbox"/>	001760400	Richards, Ann	[Dropdown]		Business - Agricultural Economics	Freshman
<input type="checkbox"/>	001760401	Stroup, Karen	[Dropdown]		Business - Agricultural Economics	Freshman
<input type="checkbox"/>	001760399	Suggs, Richard	[Dropdown]		Business - Agricultural Economics	Freshman

NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

RETURN SAVE

6. Complete the **Grade Roster** page according to these instructions:
- The **Grade Roster Type** will default as **Final Grade**. *Do not change.*
 - The **Approval Status** will default. *There is no need to change this at this time. Once grades have been entered you will use this field.*
 - If some students are already graded, you may select the **Display Unassigned Roster Grade Only** checkbox to view only students who have not yet been graded.
 - To enter grades, select the preferred **Roster Grade** for the student. *If all students should get the same grade, select it from the drop down box to the left of the **add this grade to all students** button, then click the **add this grade to all students** button to assign the grade.*

- If you have been granted access to post the grades, change the **Approval Status** from **Not Reviewed** to **Approved** and click the **Post** button to save the grades and post them to the students' transcripts. *The **Post** button will only appear once you have entered all grades and have selected **Approved** from the **Approval Status** drop down box.*
- If you have not been granted access to post grades, click the **Save** button to save the grade roster. *This will not post the grades to the students' records, but will save the grades to the grade roster page. Contact your Student Records department to have the grades posted.*



*If you wish to post a partial grade roster, you must use the grade roster in the **Curriculum Management** area of PeopleSoft instead of using the grade roster in the Faculty Center. Use the instructions in the **Grades** chapter of this manual to accomplish this task.*

7. Click the **Home** link when finished.

If your classes include students who are receiving an “I” grade, see the handout entitled entering I grades.