

Using Grade Roster

Grade rosters are created the last day of class to enable you to assign final student grades. Classes with available grade rosters will have a  icon preceding the class listing. To access a grade roster for a specific course, click the grade roster icon for the class.

My Teaching Schedule > 2009 Fall > UW-La Crosse						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ECO 120-03 (2846)	Global Macroecon (Lecture)	35	MoWeFr 9:55AM - 10:50AM	Wimberly 114	Sep 8, 2009- Dec 22, 2009
	ECO 120-04 (2848)	Global Macroecon (Lecture)	35	MoWeFr 11:00AM - 11:55AM	Wimberly 114	Sep 8, 2009- Dec 22, 2009
	ECO 320-01 (2870)	Econ of Sports (Lecture)	38	MoWeFr 1:10PM - 2:05PM	Wimberly 114	Sep 8, 2009- Dec 22, 2009

From the Grade Roster page, use the Roster Grade column drop down menu to assign grades to students in this class.

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Fall 2009 | Regular Academic Session | UW-La Crosse | Undergraduate

ECO 320 - 01 (2870) change class

Economics of Sports (Lecture)

Days and Times	Room	Instructor	Dates	Topic
MoWeFr 1:10PM-2:05PM	Wimberly 114	William H. ...	09/08/2009 - 12/22/2009	Writing Emphasis Class

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed save

Student Grade | Requirement Designation

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1	...	▼		GRD	College of Business Admin - Economics/Finance	Senior
<input type="checkbox"/>	2	...	▼		GRD	College of Business Admin - Marketing/Economics	Senior

Only valid grades associated with the Grade Basis will display in the Drop Down. The first 20 students will appear on the screen. At the bottom of the page, click **View All** or use the arrows to grade the next 20 students in your class. At the bottom of the page, click **Save**.

NOTE: Students no longer attending your class should be given an F grade denoting the week the student stopped attending. For example if the student never attended the class, the grade should be F01. If the student attended the first four weeks, but then stopped attending, the grade should be F04. This grading process will replace the AERIE "NA" grade and date required by Federal Financial Aid statutes involving students who unofficially withdraw from the university.

****Very Important****

If you leave at least one student without a grade, change the Grade Roster Action: Approval Status to “Ready for Review”. **When all students have been graded, change the Grade Roster Action: Approval Status to “Approved”**. Grades cannot be posted until the Approval Status is set to Approved.

The screenshot shows the 'Grade Roster' page for the class 'ECO 320 - 01 (2870)'. The class title is highlighted in green. Below the title, the course name 'Economics of Sports (Lecture)' is displayed. A table lists the class schedule: Days and Times (MoWeFr 1:10PM-2:05PM), Room (Wimberly 114), Instructor (Michael Hagan), Dates (09/08/2009 - 12/22/2009), and Topic (Writing Emphasis Class). Below the class details, there are two sections: 'Display Options' and 'Grade Roster Action:'. The 'Display Options' section includes a dropdown for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action:' section includes a dropdown for '*Approval Status' with options 'Not Reviewed', 'Approved', 'Not Reviewed', and 'Ready for Review'. A red arrow points to the 'Not Reviewed' option in the dropdown. A 'save' button is located to the right of the dropdown. Below these sections is a table with tabs for 'Student Grade' and 'Requirement Designation'. The 'Student Grade' tab is active, showing a table with columns: ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. Two students are listed in the table.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	[Redacted]	[Dropdown]		GRD	College of Business Admin - Economics/Finance	Senior
2	[Redacted]	[Dropdown]		GRD	College of Business Admin - Marketing/Economics	Senior

If you need to change a grade before the grades have been posted, change the Approval Status back to “Not Reviewed” to reopen the grading field. Reset the Approval Status back to “Approved” when you are finished and click **Save**.

Grades will not be visible to the students until the Office of Records and Registration “posts” the grades to the student record. Short term classes post once per week during the semester. Beginning the last day of classes, grades post nightly.

Once the grades have been posted, you can still change a grade if the grading deadline has not passed. Click the **Request Grade Change** link that appears in the Grade Roster Action box to open the Official Grade field for each student.

Faculty Center | Advisor Center | Search

Grade Roster

[View FERPA Statement](#)

Fall 2009 | Regular Academic Session | UW-La Crosse | Undergraduate

▼ **ECO 320 - 01 (2870)** [change class](#)

Economics of Sports (Lecture)

Days and Times	Room	Instructor	Dates	Topic
MoWeFr 1:10PM-2:05PM	Wimberly 114	[Redacted]	09/08/2009 - 12/22/2009	Writing Emphasis Class

Display Options:

*Grade Roster Type:
 Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status:

Student Grade | Requirement Designation |

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1	[Redacted]	<input type="text" value="v"/>		GRD	College of Business Admin - Economics/Finance	Senior
<input type="checkbox"/>	2	[Redacted]	<input type="text" value="v"/>		GRD	College of Business Admin - Marketing/Economics	Senior

Make your change to the appropriate student and click the green **Submit** button at the bottom of the page. You will see a Success message next to the changed grade. This will repost that grade for that student. Click **Return to Grade Roster**.

Grade changes after the grade deadline still require the 3 part form with signatures of the instructor, department chair and dean.

Navigation to Advisor Center and Search From Faculty Center > My Schedule