

Enter Grades

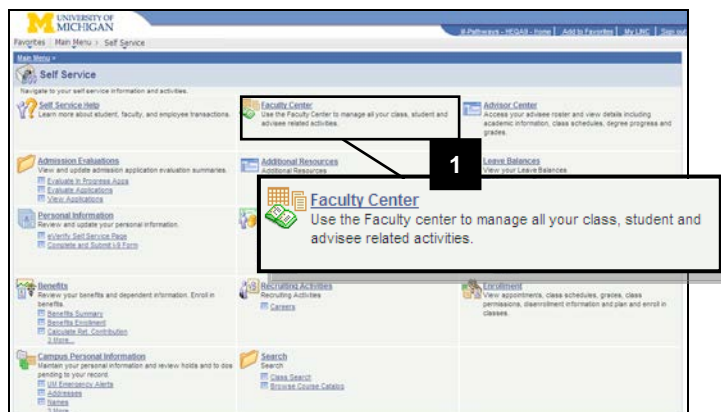
Important Information

- Grade rosters must be generated before entering and approving grades.
 - Grade rosters for full term classes are generated on the last day of classes for the term. Classes that meet less than the full term (first half, second half, and mini courses) will have their grade rosters generated on the Friday of the week the class ends.
- Grade rosters are available to:
 - Instructors, faculty graders, and graduate instructors assigned to the class in M-Pathways with one of the following levels of access:
 - **GRADE** access allows you to enter or upload grades and then set the Grade Roster Approval Status to Ready for Review. Instructors with this role cannot approve or change grades. This level of access is recommended for classes with one or more instructors assigned and/or for classes with multiple components.
 - **APPROVE** access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the grade roster page are the final steps. This level of access is recommended when only one instructor is responsible for all aspects of grading.
 - Staff who are assigned one of the following levels of proxy access in the Faculty Center by a class instructor with **GRADE** or **APPROVE** access:
 - **Enter Grade Proxy** access allows you to enter or upload grades and then set the Approval Status to Ready for Review. Proxies with this role cannot approve or change grades.
 - **Approve Grade Roster Proxy** access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the grade roster page are the final steps.

Navigation

Wolverine Access (<https://wolverineaccess.umich.edu>) > Faculty & Staff > Faculty Business

Self Service Page



1. Click **Faculty Center**.

Faculty Center Page

The screenshot shows the Faculty Center page for Jamie Pstrain. The 'My Schedule' section is for Fall 2012 at the University of Michigan. A 'change term' button is highlighted with a '2'. Below this, there are navigation icons for Class Roster, Textbooks, Grade Roster, Assign Proxy, Teaching Evaluations, and CTools. A table titled 'My Teaching Schedule > Fall 2012 > University of Michigan' lists classes. A 'Grade Roster' icon is highlighted with a '4'. A 'Class' column in the table is highlighted with a '3'.

Class	Class Title	Enrolled	Instructor Role	Days & Times	Room	Class Dates
HBEHE0 620-001 (17361)	Beha Res Meth (Lecture)	20	Sec Instr	TuTh 1:30PM - 3:00PM	2695 SPH1A	Sep 4, 2012- Dec 11, 2012
HBEHE0 644-010 (29962)	Read H Beh-Ed (Independent Study)	10	Prim Instr	TBA	TBA	Sep 4, 2012- Dec 11, 2012
WOMENSTD 100-001 (10001)	Gendered Lives US (Recitation)	2	Prim Instr	TBA	TBA	Sep 4, 2012- Dec 11, 2012

- Click **change term** to select the appropriate term.
 - The Faculty Center page defaults to the current term.
 - Locate the appropriate class in the **Class** and **Class Title** fields.
 - Only classes for which you have been set up as an instructor or assigned as a proxy are viewable.
 - Click the **Grade Roster** icon located to the left of the class name.
 - Grade roster icons appear only when there is a grade roster generated for the class.
- Note:** Grades can only be entered, uploaded, or modified when the Approval Status is set to Not Reviewed.

Faculty Center Grade Roster Page

The screenshot shows the Grade Roster page for the class WOMENSTD 100 - 001 (10001). The page displays class information, instructor information (MAISSRDW, PreName), and display options. A 'Roster Grade' dropdown menu is open, showing a list of grades from A+ to S, with '5' pointing to the dropdown.

ID	Name	Roster Grade	Official Grade
12345678	Petrain, Jessica		
12345678	Petrain, Cara		

- Select the appropriate grade from the drop-down list in the **Roster Grade** field.

Note: If the class has been set up to meet the ULWR requirement, a C- or better automatically satisfies the requirement.

! Did you enter a failing or NR grade?
 - No - skip to [step 8](#).
 - Yes - continue to [step 6](#).

Faculty Center Grade Roster Page (Failing Grade)

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Faculty Center](#)

Jamie Pstrain

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Additional Resources](#)

Grade Roster

Fall 2012 | Regular Academic Session | University of Michigan [View FERPA Statement](#)

WOMENSTD 100 - 001 (10001) [change class](#)

Gendered Lives US (Recitation)

Days and Times	Room	Class Start/End Dates
TBA	TBA	09/04/2012 - 12/11/2012

Instructor/Proxy Information

Name	Role	Grade Roster Access	Email To
MAISSRDW, PreName	Prim Instr	Approve	maissrdw@umich.edu

Display Options:
 Grade Roster Type Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Not Reviewed [save](#)

[file upload](#)

ID	Name	Roster Grade	Official Grade	Level of Participation	Last Date of Participation	Status	Academic Career	Level	Units Taken
12345678	Patrain, Jessica	F		Partial	11/05/2012	Pending	Undergraduate L S & A	Junior	2.00
12345678	Patrain, Cara			6	7	Pending	Undergraduate L S & A	Junior	2.00

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[SAVE](#)

- If you entered a failing or NR grade, select the student's level of class participation in the **Level of Participation** field.
 - Full** – student attended class and completed assignments
 - Never** – student never attended class or completed an assignment
 - Partial** – student attended at least 1 class or completed at least 1 assignment, including:
 - Written and/or verbal conversation between the instructor and student about the course.
 - Participation in a discussion on CTools.
 - Completion of a paper or examination

Notes: Participation for these purposes is defined not by the quantity or quality of participation, but by the student's last participation. (i.e., *A student could never attend class, but if they take the final exam, the Level of Participation is Fully Participated.*)

- If 'Partial' is entered as the student's level of participation, enter the date the student last participated in the class in the **Last Date of Participation** field.

Faculty Center Grade Roster Page (cont.)

The screenshot shows the Faculty Center Grade Roster page for the class 'WOMENSTD 100 - 001 (10001)'. The 'Approval Status' dropdown menu is open, showing options: 'Ready for Review', 'Approved', 'Not Reviewed', and 'Ready for Review'. A 'SAVE' button is visible at the bottom of the page.

ID	Name	Roster Grade	Official Grade	Level of Participation	Last Date of Participation	Status	Academic Career	Level	Units Taken
12345678	Patrain, Jessica	F		Partial	11/05/2012	Pending	Undergraduate L S & A	Junior	2.00
12345678	Patrain, Cara	A-				Pending	Undergraduate L S & A	Junior	2.00

Note: Partially graded rosters should be saved with an Approval Status of Not Reviewed or Ready for Review. When a grade has been entered for each student, you can change the Approval Status.

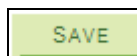
8. Change the **Approval Status**. The valid values include:

- **Not Reviewed** – grades can still be entered, uploaded, or modified.
- **Ready for Review** – submits the grade roster to the instructor with **APPROVE** grade roster access.
 - An automatic email is sent to both the Grader and the Approver(s) indicating the roster is ready for review.
 - Instructors with **GRADE** grade roster access should select this option.
 - Once this option is selected, only the instructor with **APPROVE** grade roster access can modify the grade roster.
- **Approved** – submits the grade roster for posting to the student record.
 - An automatic email is sent to all Approvers on the grade roster to confirm the grade roster has been approved and submitted.
 - This option is available only to instructors with **APPROVE** grade roster access.

Notes:

- Grades can be entered, uploaded, or modified only when the Approval Status is set to Not Reviewed.
- Instructors with **APPROVE** grade roster access can change the Approval Status back to Not Reviewed to make modifications to the grade roster before the grades are posted. See the [Review and Approve Grades Step-by-Step Procedure](#) for more information.

9. Click



Faculty Center Grade Roster Page – Confirmation

Favorites | Main Menu | Self Service > Faculty Center

Jamie Pstrain

Faculty Center | Advisor Center | Search | Additional Resources

Grade Roster

Fall 2012 | Regular Academic Session | University of Michigan [View FERPA Statement](#)

▼ **WOMENSTD 100 - 001 (10001)** [change class](#)

Gendered Lives US (Recitation)

Days and Times	Room	Class Start/End Dates
TBA	TBA	09/04/2012 - 12/11/2012

▼ **Instructor/Proxy Information**

Name	Role	Grade Roster Access	Email To
MAISSRDW,PreName	Prim Instr	Approve	maissrdw@umich.edu

Display Options: Grade Roster Type Final Grade

Grade Roster Action: *Approval Status [save](#)

ID	Name	Roster Grade	Official Grade	Level of Participation	Last Date of Participation	Status	Academic Career	Level	Units Taken
12345678	Pstrain, Jessica	F		Partial	11/05/2012	Pending	Undergraduate L S & A	Junior	2.00
12345678	Pstrain, Cara	A-				Pending	Undergraduate L S & A	Junior	2.00

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✓ This grade roster has been successfully saved and approved.

The grades will now be posted to the students' records via a Batch Grade Posting Process. The Batch Grade Posting Process runs every hour during the Grade Processing Cycle.

This activity has been logged and noted by ITS Systems Administration. If you have any questions, please contact the ITS Help Desk by email at itsadminhelpdesk@umich.edu or by telephone at 734-764-4357.

[SAVE](#)

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10. If the grade roster access was set to Approved, review the **Grade Roster Submittal Confirmation** by scrolling down to the bottom of the page.

Notes:

- During the grading period, an hourly batch process posts approved grades to the students' records and changes the grade roster status from Pending to Posted.
- To make grade changes after the grade roster has been posted, instructors with **APPROVE** grade roster access and Change Grade proxies can use the grade change process. See the [Change Grades Step-by-Step Procedure](#) for more information.