

## **Grading in My Sac State**

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### **Assigning and Approving Grades**

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## Grading in My Sac State

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### Grading in My Sac State

This manual will show you the process of assigning and approving grades for your students in My Sac State.

#### Navigating to My Sac State

1. Open a browser window (e.g. Internet Explorer) and navigate to the main Sacramento State University home page: <http://www.csus.edu>.
2. From the Sacramento State Home page, click on the **Log-in** button located next to the My Sac State logo. The My Sac State guest page appears.



*Note:* You can navigate directly to My Sac State by typing the following address in your browser's address bar: <https://my.csus.edu>.

3. In the **Log In** box, enter your SacLink ID and Password and click the **Log In** button.

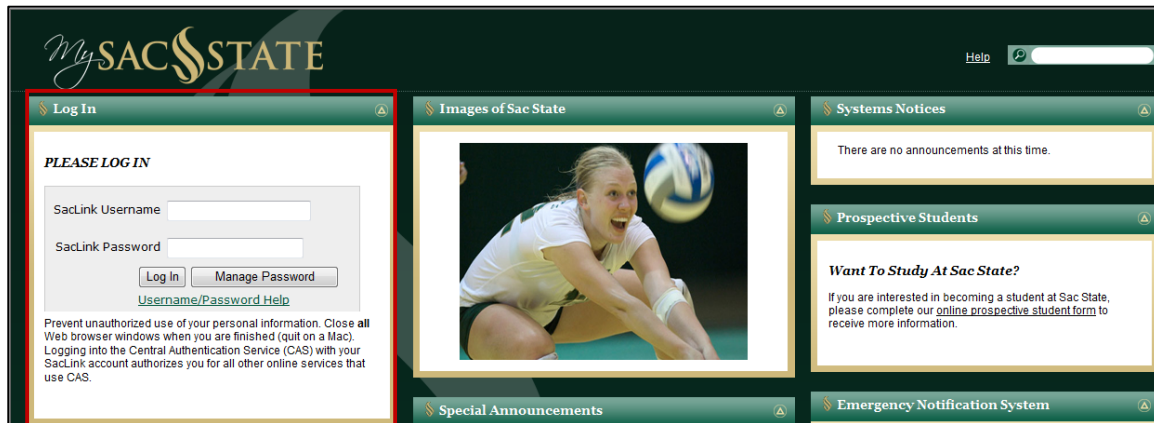


Figure 1: My Sac State Log In page.



*Note:* If you are a new user and have not created a SacLink account or if you have forgotten your account information, you can click on the **Trouble signing in?** link located under the Sign in button. After clicking this link you will be taken to a page with instructions for creating a SacLink Account and University Help Desk contact information.

4. After you sign in, your **Home** tab displays.
5. Locate and select the **Faculty Center** link.

# Grading in My Sac State



The screenshot shows the MySACSTATE 2.0 home page. At the top, there is a green header with the logo and navigation links: Welcome, Home | Site Map | Preferences | Logout. Below the header is a navigation bar with tabs for Home, Faculty Services, Library, Academics, and My Stuff. The main content area is divided into several sections:

- Systems Notices:** A notice about the CMS HR/SA system experiencing heavy use during the Spring 2011 registration period, with contact information for the Service Center.
- Images of Sac State:** A photo of a student on a bicycle with the text: "Sacramento State encourages bicycling to campus with a free bicycle parking compound at the foot of the Guy West Bridge."
- Catalog/Schedule of Classes:** Links to Course catalog, Searchable Class Schedule, and Section List by Subject.
- Faculty Center:** A section with a red circle around the "Faculty Center" link. The text below it says: "Visit the Faculty Center for teaching schedule, class rosters, grade rosters, faculty search, class search, messages, advising, and more."
- Sac State Messaging:** Links to Create/View Existing Messages and View Message Recipients.
- Search Committee:** Link to Search Committee Access.
- Employee Personal Information:** Links to Personal Information Summary, Update Phone Numbers, Update Emergency Contacts, Update Home Address, Sac State ID, OneCard Statement, and View Reporting Relationship.
- Payroll and Compensation:** A section for payroll and compensation information.
- Getting Around Sac State:** A section for navigation and orientation.
- Related Links for Faculty and Staff:** A list of links including Office of Human Resources, Professional Development, Benefits Provider Contacts, Training Resources, Center for Teaching & Learning, Library, Final Exam Schedule, Computing Resources, SaLink E-mail, Online Parking Services, Office of the Chancellor, and The State Hornet.

Figure 2: Home tab, clicking the Faculty Center link.

## Faculty Center Overview

On the **Faculty Center** page you will see:

- Your name at the top of the page.
- Your most recent teaching term.
- Radio buttons that allow you to specify how you want to view your teaching schedule:
  - Show all classes
  - Only classes with enrollment
  - View my weekly schedule
- A Legend showing the different icons you will encounter on your Faculty Center:
  - Class Roster 
  - Grade Roster 
- Your Teaching Schedule for the term indicated on the page.
- My Favorite Websites: Links to websites you have saved.

Jane Faculty


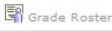
[faculty center](#)
[advising](#)
[class search](#)
[faculty search](#)

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**Faculty Center**

Spring 2008 | Sacramento State [change term](#)

Show all classes
  Only classes with enrollment
  View My Weekly Schedule

 Class Roster
  Grade Roster

My Teaching Schedule > Spring 2008 > Sacramento State					
Class	Class Name	Days and Time	Location	Class Dates	Enrolled
<a href="#">CSC 136-01</a> <a href="#">DIS 32390</a>	Programming Languages (Discussion)	MW 4:00PM - 5:15PM	Library 4021	Jan 28, 2008- May 16, 2008	0
<a href="#">CSC 136-02</a> <a href="#">DIS 32391</a>	Programming Languages (Discussion)	TuTh 10:30AM - 11:45AM	Acad Res Ctr 3004	Jan 28, 2008- May 16, 2008	0
<a href="#">CSC 215-01</a> <a href="#">SEM 32416</a>	Artificial Intelligence (Seminar)	TuTh 5:30PM - 6:45PM	Sequoia Hall 325	Jan 28, 2008- May 16, 2008	0
<a href="#">CSC 502-06</a> <a href="#">THE 31283</a>	Masters Project (2) (Thesis Research)	TBA	TBA	Jan 28, 2008- May 16, 2008	0

**My Favorite Websites**

[EDIT MY FAVORITE WEBSITES](#)
[Sacramento State](#)
[My Sac State](#)

[Faculty Center](#)
[Advising](#)
[Class Search](#)
[Faculty Search](#)

Figure 3: Faculty Center page.

1. Verify that the correct **Term** for which you will be assigning and approving grades displays at the top of the page.

If the Term that you want to assign and approve grades for is not the one shown at the top of the page, you will need to click on the **Change Term** button to select the correct term.

The image shows two screenshots of the SacState Instructor interface. The top screenshot shows the 'My Schedule' page with a red box around the 'Fall 2011 | Sacramento State' text and a green 'change term' button. The bottom screenshot shows the 'Select Term' page with a red box around the 'CONTINUE' button and another red box around the radio button for 'Fall 2011' in a table.

**SacState Instructor**

Faculty Center | Advisor Center | Search  
my schedule | class roster | grade roster

**Faculty Center**

**My Schedule**

Fall 2011 | Sacramento State change term [View Textbook Summary](#) [My Exam Schedule](#)

Select display option:

**SacState Instructor**

Faculty Center | Advisor Center | Search  
my schedule | class roster | grade roster

**Faculty Center**

**Select Term**

CONTINUE

Select a term then click Continue.

Term	Institution
<input checked="" type="radio"/> Fall 2011	Sacramento State
<input type="radio"/> Spring 2011	Sacramento State
<input type="radio"/> Fall 2010	Sacramento State

**Figure 4:** Changing the term on the Select Term page.

2. Click the **Change Term** button, if necessary. The **Select Term** page displays.
3. On the Select term page, **select the radio button** next to the appropriate term.
4. Click on the **Continue** button. This step will take you back to your Faculty Center page.

**SacState Instructor**

Faculty Center | Advisor Center | Search  
 my schedule | class roster | grade roster

**Faculty Center**

**My Schedule**

Fall 2011 | Sacramento State change term View Textbook Summary  
My Exam Schedule

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

**My Teaching Schedule > Fall 2011 > Sacramento State**

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">MATH 15H-01 (83560)</a>	Honors Math Reasoning (Lecture)	0	MoWe 12:00PM - 1:15PM	Brighton Hall 115	Aug 29, 2011- Dec 9, 2011
	<a href="#">MATH 15H-02 (83561)</a>	Honors Math Reasoning (Lecture)	7	TuTh 9:00AM - 10:15AM	Brighton Hall 115	Aug 29, 2011- Dec 9, 2011
	<a href="#">MATH 198-01 (83808)</a>	Seminar For Math Tutors (Seminar)	4	Th 1:00PM - 2:40PM	Brighton Hall 113	Aug 29, 2011- Dec 9, 2011

[View Weekly Teaching Schedule](#) [Go to top](#)

Figure 5: Faculty Center page for term selected.

- Verify that the radio button for the “**Show all classes**” Teaching Schedule view is selected.

Select display option:  Show All Classes  Show Enrolled Classes Only

- In the **My Teaching Schedule** box, you will see all the courses you are teaching for the term selected. Next to each of these courses you will see a class roster icon and a **Grade Roster** icon .




**My Teaching Schedule > Fall 2007 > Sacramento State**

	Class	Class Name	Days and Time	Location	Class Dates	Enrolled
	<a href="#">CSC 1A-01 DIS 80424</a>	Intro C Sc Adv Students (Discussion)	TBA	TBA	Sep 4, 2007- Dec 14, 2007	1
	<a href="#">CSC 10-50 DIS 86718</a>	Intro Programming Logic (Discussion)	MW 11:00AM - 11:50AM	Acad Res Ctr 3004	Sep 4, 2007- Dec 14, 2007	11
	<a href="#">CSC 299-01 THE 87347</a>	Special Problems (3) (Thesis Research)	TBA	TBA	Sep 4, 2007- Dec 14, 2007	1
	<a href="#">CSC 502-06 THE 82092</a>	Masters Project (2) (Thesis Research)	TBA	TBA	Sep 4, 2007- Dec 14, 2007	2


Figure 6: Clicking the Grade Roster Icon for the Class you wish to assign grades.



You will also see a Grade Roster Status column with an icon indicating the status of the Grade Roster for each class. The possible icons are as follows:

Grade Roster Status	Status Icon
If a Grade Roster is not complete	
If a Grade Roster is Approved by the Instructor but not yet posted to the Student's Records	
If a Grade Roster is Approved and Posted to the Student's Records	

7. Click on the **Grade Roster** icon  next to the class for which you wish to begin assigning and approving grades. The Grade Roster page will display.

 *Note:* You can also access the grade roster for a class through the Class Roster page by clicking on the Grade Roster Button at the bottom of that page. For this example we will be accessing the Grade Roster through the icon located on the "My Teaching Schedule" table of classes as shown here.

### Grade Roster Page Overview

Before you begin assigning and approving grades, it is important for you to become acquainted with the Grade Roster page. The following provides you with an overview of the information, buttons, and fields that you will encounter in this process.

**SacState Instructor**

Faculty Center | Advisor Center | Search  
 my schedule | class roster | grade roster

**Grade Roster**

Fall 2011 | Regular Academic Session | Sacramento State | Undergraduate

▼ **MATH 130B - 01 (83922)** [change class](#)

Functions of a Real Variable (Discussion)

Days and Times	Room	Instructor	Dates
MoWeFr 9:00AM-9:50AM	Brighton Hall 210	SacState Instructor	08/29/2011 - 12/09/2011

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

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

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1 213308915	<a href="#">Student,Eiath</a>			Undergraduate Degree - Liberal Studies BA	Freshman
2 213636697	<a href="#">Student,Fifth</a>			Undergraduate Degree - Psychology BA	Freshman
3 213481542	<a href="#">Student,First</a>			Undergraduate Degree - Biological Sciences BA	Freshman
4 212408496	<a href="#">Student,Fourth</a>			Undergraduate Degree - English BA/Hellenic Studies (MN)	Freshman
5 213706208	<a href="#">Student,Second</a>			Undergraduate Degree - Biological Sciences BS	Freshman
6 212929237	<a href="#">Student,Seventh</a>			Undergraduate Degree - Undeclared	Freshman
7 212692208	<a href="#">Student,Sixth</a>			Undergraduate Degree - Athletic Training BS	Freshman
8 212589573	<a href="#">Student,Third</a>			Undergraduate Degree - Interior Design (Pre) BA	Freshman

View All | Download | Rows 1 - 8 of 8

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

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

[SAVE](#)

Figure 7: Grade Roster page.

1. At the top of the Grade Roster page you will see the Class Number, Course Name and Description for the class you selected.

### Grade Roster

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Fall 2011 | Regular Academic Session | Sacramento State | Undergraduate

▼ **MATH 130B - 01 (83922)** change class

Functions of a Real Variable (Discussion)

Days and Times	Room	Instructor	Dates
MoWeFr 9:00AM-9:50AM	Brighton Hall 210	SacState Instructor	08/29/2011 - 12/09/2011

**Display Options:**

\*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Not Reviewed ▼ save

Figure 8: Grade Roster Information box.

2. In the **Grade Roster Information** box you will see detailed information for the Course, Description, Class number, Class Section, Component, Institution, Term, Session, Career, Meeting Location details and Instructor's name.
3. The **\*Grade Roster Type** field defaults to "Final Grade". Leave as is.
4. The **\*Approval Status** field defaults to "Not Reviewed". You will need to select the appropriate status for this field based on the following:
  - **Not Reviewed:** The field defaults to this status so that you can begin assigning grades to your students. The Approval Status must remain in "Not Reviewed" status until you are finished editing the Grade Roster.
  - **Approved:** After you assign grades to your students, and have reviewed the grades, select this status to approve the Grade Roster. Setting the status to "Approved" indicates that your Grade Roster is ready to be posted by the Registrar's Office. The Registrar's office will run the Grade Posting Process.
  - **Posted:** After you have set your grades to an "Approved" status, the Registrar's Office will finalize the process by posting the grades to the students' academic records. This finalization then allows the students to view their grades in My Sac State. You will know that your grades are posted when the Approval Status field is grayed-out and "Posted" is displayed next to the status.

**Please Note:** If you need to change a grade after your Grade Roster has been posted, you will need to submit a paper grade change petition to the Registrar's Office.

5. The **< - add this grade to all students** field allows you to select a grade from the drop down list and assign it to all the students in the course. This feature may be useful for Credit/No Credit Courses where most of the students will receive the same grade.
6. When selected, the **Display Unassigned Roster Grade Only** checkbox allows you to display only the students' names for which you have not assigned a grade.
7. The **Student Grade** table is the area where you will be assigning a Roster Grade to each of your students. On this table you will see the following:

Student Grade						
	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1 213308915	<a href="#">Student,Eiighth</a>	B-		Undergraduate Degree - Liberal Studies BA	Freshman
<input type="checkbox"/>	2 213636697	<a href="#">Student,Fifth</a>	A		Undergraduate Degree - Psychology BA	Freshman
<input type="checkbox"/>	3 213481542	<a href="#">Student,First</a>	B+		Undergraduate Degree - Biological Sciences BA	Freshman
<input type="checkbox"/>	4 212408496	<a href="#">Student,Fourth</a>	A		Undergraduate Degree - English BA/Hellenic Studies (MN)	Freshman
<input type="checkbox"/>	5 213706208	<a href="#">Student,Second</a>	B+		Undergraduate Degree - Biological Sciences BS	Freshman
<input type="checkbox"/>	6 212929237	<a href="#">Student,Seventh</a>	C		Undergraduate Degree - Undeclared	Freshman
<input type="checkbox"/>	7 212692208	<a href="#">Student,Sixth</a>	C-		Undergraduate Degree - Athletic Training BS	Freshman
<input type="checkbox"/>	8 212589573	<a href="#">Student,Third</a>	D		Undergraduate Degree - Interior Design (Pre) BA	Freshman

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

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

<- add this grade to selected students

**Figure 9:** Student Grade tab, some grades assigned.

- **ID field:** Your students' **Sac State ID's** displays in this field. The Sac State ID is a number used to identify students and their records on the campus.
- **Student Name field:** The student's name will display in the following format Last Name, First Name.
- **Roster Grade field:** You will be selecting grades from this drop down menu field. The choices available on your menu will be based upon the course setup (e.g., classes receiving letter grades vs. credit/no credit classes).
- **Official Grade field:** This field will populate with the Roster Grade you assigned and approved in this grading process after the Registrar's Office runs the post process to post the grades.

- **Career:** This field displays the student's career (e.g., Undergraduate, Postbaccalaureate).

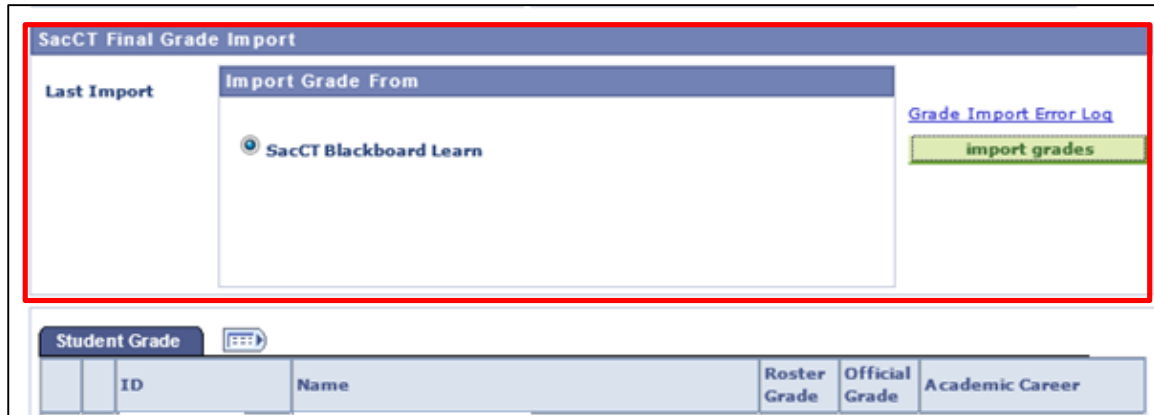
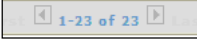



Figure 10: SacCT Grade Import option.

- **SacCT Grade Import:** If your course is active in the SacCT system, a “SacCT Final Grade Import” option will be displayed above your Student Grade table. This option allows you to import grades from your SacCT gradebook directly into the official Grade Roster in your Faculty Center. See the “Importing Grades from SacCT” section for further detail.

### Helpful Tips

Before you begin assigning and approving grades for your students, please keep in mind the following tips:

- **Don't skip a student!** If you have a large class chances are that only a portion of the students will display at a time in the Student Grade table. Use the **View All link** and the “**Next**” and “**Previous**” **Arrows (< and >)**  located at the top of the Student Grade table to navigate through all of the students.
- **Save your work often!** We recommend that you click the green **SAVE Button**  (located at the bottom of the page) after selecting grades for every 20 students. After clicking the **SAVE** button you can resume assigning grades.

You are now ready to assign the Roster Grades!

### Assigning Roster Grades

1. On the Grade Roster page, verify that the **\*Grade Roster Type** field displays “Final Grade” and that the **\*Approval Status** field displays “Not Reviewed”.
2. Leave the **Display Unassigned Roster Grade Only** checkbox deselected.

3. Scroll down to the **Student Grade** table which displays all the students in the course. If all the students are not displaying at one time in the table, use the “Next” and “Previous” arrows to navigate through all students.
4. To assign a grade, click on the **Roster Grade drop down field button** next to the name of the student for which you wish to assign a grade. Select the appropriate grade from the drop down list. The grade that you select will appear in the Roster Grade field.
5. Use the **Roster Grade drop down list** field in the row next to each of the student’s names to assign a grade to each individual.
6. If you come across a student on the Student Grade table that already has a grade assigned by the Registrar’s office, no Roster Grade drop down menu will appear and the grade will automatically be posted under the **Official Grade** column. An example of this would be a “W” grade where the student has a Withdrawal status.

ID	Name	Roster Grade	Official Grade	Incomplete Contract	Program and Plan	Level	Status
1 203418219	<a href="#">Student,Ninth</a>		W		Postbac 2nd Masters - Mathematics MA	Graduate	Graded

**Figure 11:** Student with a grade of “W” withdrawal.

7. If you assign a grade of “WU” for an unauthorized withdrawal, you will have the option of entering the last date the student attended class. If you do not know the last class the student attended, you can leave the default date which is the census date.

ID	Name	Roster Grade	Official Grade	WU Last Date of Attendance	Program and Plan	Level
1 213308915	<a href="#">Student,Eiqth</a>	B-			Undergraduate Degree -	an
2 213636697	<a href="#">Student,Fifth</a>	A				an
3 213481542	<a href="#">Student,First</a>	C+				an
4 212408496	<a href="#">Student,Fourth</a>	A-			English BA/Hellenic Studies (MN)	Freshman
5 213706208	<a href="#">Student,Second</a>	WU		09/26/2011	Undergraduate Degree - Biological Sciences BS	Freshman

The WU Last Date of Attendance field will default to the census date. You can change this date to the last day the student attended class.

**Figure 12:** Assigning a “WU” grade.

## Canvas Grades

**Pardon our progress!** Importing grades from Canvas into the Grade Roster is currently unavailable. We appreciate your patience, and offer manual import instructions below.

If you have questions about Canvas, importing grades, or grading in My Sac State please contact the Academic Technology Center at [academictechcenter@csus.edu](mailto:academictechcenter@csus.edu), (916) 278-2450, or visit [www.csus.edu/canvas](http://www.csus.edu/canvas).

## Saving In-Progress Grade Rosters

1. If you **ARE NOT READY** to submit your grades for **POSTING**, leave the **\*Approval Status** field as "Not Reviewed" and click the **Save** button. This will allow you to come back to your Grade Roster to make changes or assign new grades (as long as you come back before the date that the Registrar's Office runs the Final Posting Process).

**Display Options:**

\*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Not Reviewed save

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1 213308915	<a href="#">Student, Eiqth</a>	B-		Undergraduate Degree - Liberal Studies BA	Freshman
2 213636697	<a href="#">Student, Fifth</a>	A		Undergraduate Degree - Psychology BA	Freshman
3 213481542	<a href="#">Student, First</a>	C+		Undergraduate Degree - Biological Sciences BA	Freshman
4 212408496	<a href="#">Student, Fourth</a>	A-		Undergraduate Degree - English BA/Hellenic Studies (MN)	Freshman
5 213706208	<a href="#">Student, Second</a>			Undergraduate Degree - Biological Sciences BS	Freshman
6 212929237	<a href="#">Student, Seventh</a>			Undergraduate Degree - Undeclared	Freshman
7 212692208	<a href="#">Student, Sixth</a>			Undergraduate Degree - Athletic Training BS	Freshman
8 212589573	<a href="#">Student, Third</a>			Undergraduate Degree - Interior Design (Pre) BA	Freshman

View 80 | Download | Rows 1 - 8 of 8

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

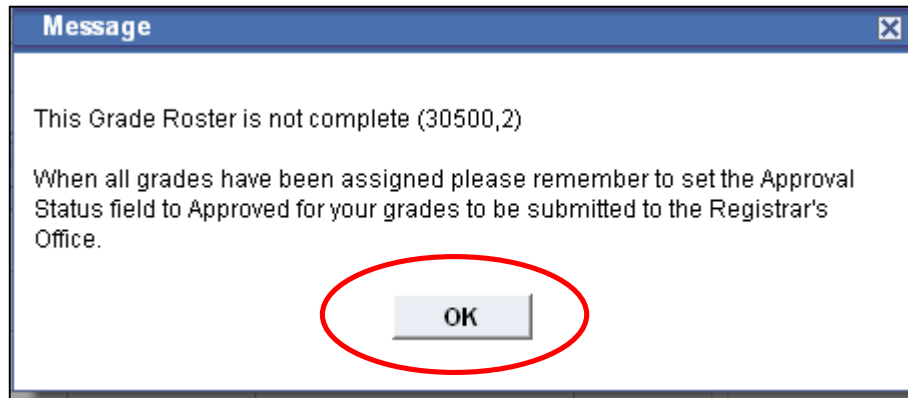
<- add this grade to selected students

notify selected students notify all students

SAVE

Figure 17: Saving the Grade Roster.

2. If you save a Grade Roster with an \*Approval Status of **“Not Reviewed”**, you will receive a pop-up **warning message** reminding you that the grade roster is not complete and that you must change the \*Approval Status to **“Approved”** for the grade roster to be posted.



**Figure 18:** Warning message “Grade Roster is not complete”.

3. Click the **OK** button on the pop-up warning box. You will need to come back and change the \*Approval Status to **Approved** when you are ready to submit your grades.
4. When you return to a grade roster that is incomplete (still in “Not Reviewed” status), you can select the **Display Unassigned Roster Grade Only** checkbox to view records for students who have not been assigned a grade or you can simply scroll down the page to see which students have not been assigned a grade.



*Note: Selecting this option will only display students who do not have a grade assigned. If you want to view both graded and ungraded students again on the page you will need to de-select the “Display Unassigned Roster Grade Only” checkbox.*

### Adding an Incomplete Contract

1. If you assign an Incomplete grade (“I”), an Add link will appear in the Incomplete Contract column after you save your roster.
2. Select the **Add** link in the Incomplete Contract column.



Student Grade		ID	Name	Roster Grade	Official Grade	WU Last Date of Attendance	Incomplete Contract	Program and Plan	Level
<input type="checkbox"/>	1	213308915	<a href="#">Student,Eighth</a>	B-				Undergraduate Degree - Liberal Studies BA	Freshman
<input type="checkbox"/>	2	213636697	<a href="#">Student,Fifth</a>	A				Undergraduate Degree - Psychology BA	Freshman
<input type="checkbox"/>	3	213481542	<a href="#">Student,First</a>	I			<a href="#">Add</a>	Undergraduate Degree - Biological Sciences BA	Freshman
<input type="checkbox"/>	4	212408496	<a href="#">Student,Fourth</a>	A-				Undergraduate Degree - English BA/Hellenic Studies (MN)	Freshman

Figure 19: Assigning an Incomplete grade.

The Incomplete Contract page will display. The only field you are required to complete on this page is the Reason Code.

3. Select one of the available **Reason Code** values.

### Incomplete Contract

**Empl ID:** 213481542      **First Student**  
**Career:** UGRD      **Undergraduate**  
**Institution:** SACST      **Sacramento State**  
**Term:** 2118      **Fall 2011**  
**Class Nbr:** 83922      **MATH 130B, Section 01 (3 Units)**  
**Instructor(s):** SacState Instructor

**Incomplete Contract Data**

\*Reason Code:

Grade Without Further Work:

\*Deadline For Completion:

Work Required for Removal of

*Description	Completed	Date Completed
<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>

Created By: \_\_\_\_\_ Last Updated: \_\_\_\_\_

Date Accepted By Student:

Figure 20: Adding an Incomplete Contract.

- **Grade Without Further Work:** If you choose to use the “Grade Without Further Work” field please be aware that you will still need to submit a Grade Completion form to the Office of the University Registrar to have the student’s Incomplete grade converted to the grade he/she earned.

- **Deadline For Completion:** The “Deadline For Completion” field will default to one year later. You can select a different date within that twelve month period.
- **Description:** The “Description” field is free-form text and additional rows can be added by using the “plus” sign at the end of the row. Please note that the student will be able to see what you type in the Description field.
- **Date Accepted By Student:** The “Date Accepted By Student” field is not being used at this time.

The screenshot shows the 'Incomplete Contract Data' form. It includes the following fields and callouts:

- \*Reason Code:** A dropdown menu with a callout: "This field is optional."
- Grade Without Further Work:** A text input field with a callout: "This field is optional."
- \*Deadline For Completion:** A date picker showing 12/15/2012 with a callout: "The date will default to one year later. You can change this to any date prior to the default date."
- Work Required for Removal of 'I' Grade:** A table with columns for \*Description, Completed, and Date Completed. A callout points to the plus sign at the end of a row: "Warning: The student will see what is typed in the Description box. You can add more rows of required work using the plus '+' sign to the right."
- Created By:** A text input field.
- Date Accepted By Student:** A text input field with a callout: "This field is not being used."

**Figure 21:** Incomplete Contract data fields.

4. When you are finished click **Apply** to save the contract and then **OK** to return to the grade roster.

The screenshot shows the 'Finishing and Incomplete Contract' dialog box. It includes the following elements and callouts:

- A text input field containing "Final project must be completed." with a callout: "After entering the Incomplete Contract information, use the 'Apply' feature to save the contract. Use the 'OK' feature to return to your roster after finishing."
- Fields for **Created By:**, **Last Updated:**, and **Date Accepted By Student:**
- An example text block explaining CSU policy regarding 'I' grades.
- Buttons for **OK**, **Cancel**, and **Apply**. The **OK** and **Apply** buttons are circled in red.

**Figure 22:** Finishing and Incomplete Contract.

### Approving & Submitting Completed Grade Rosters

1. When you have assigned grades to all the students, **Review** all the information and make sure you assigned grades correctly.
2. If you are **Ready to Submit** your grades, change the status in the **\*Approval Status** field to **“Approved”**. All students must have a grade assigned before you select the “Approved” status. Notice that the Roster Grade field is no longer a drop down field.

**Display Options:**

\*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Approved save

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	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	
<input type="checkbox"/>	1	213308915	<a href="#">Student, Eighth</a>	B-		Undergraduate Degree - Liberal Studies BA	Freshman
<input type="checkbox"/>	2	213636697	<a href="#">Student, Fifth</a>	A		Undergraduate Degree - Psychology BA	Freshman
<input type="checkbox"/>	3	213481542	<a href="#">Student, First</a>	C+		Undergraduate Degree - Biological Sciences BA	Freshman
<input type="checkbox"/>	4	212408496	<a href="#">Student, Fourth</a>	A-		Undergraduate Degree - English BA/Hellenic Studies (MN)	Freshman
<input type="checkbox"/>	5	213706208	<a href="#">Student, Second</a>	B+		Undergraduate Degree - Biological Sciences BS	Freshman
<input type="checkbox"/>	6	212929237	<a href="#">Student, Seventh</a>	A		Undergraduate Degree - Undeclared	Freshman
<input type="checkbox"/>	7	212692208	<a href="#">Student, Sixth</a>	A-		Undergraduate Degree - Athletic Training BS	Freshman
<input type="checkbox"/>	8	212589573	<a href="#">Student, Third</a>	A-		Undergraduate Degree - Interior Design (Pre) BA	Freshman

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

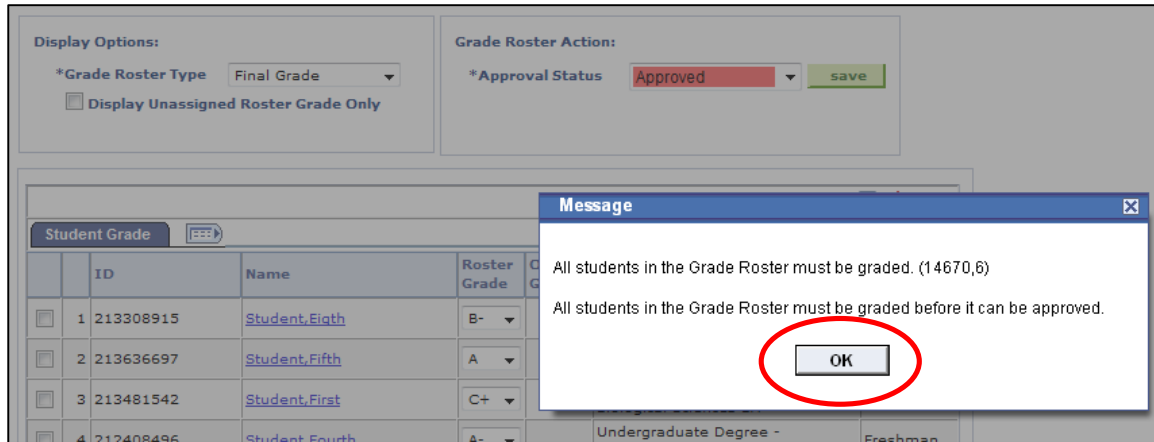
notify selected students
notify all students

SAVE

**Figure 23:** Approving the Grade Roster.

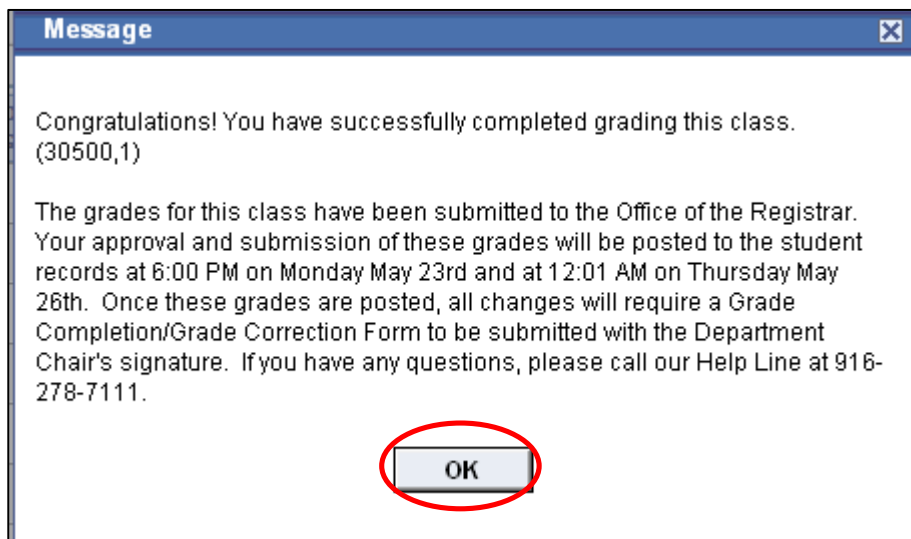
*Note: The \*Approval Status field will turn **Red** if you change the status to “Approved” and have not assigned grades to all students or have not saved a contract for any “I” (incomplete) grades assigned.*

3. If you receive an error indicating that your Grade Roster is not complete, change the Approval Status back to “Not Reviewed” and assign any missing grades and/or add any missing contracts for “I” (incomplete) grades before attempting to select the “Approved” status again.




**Figure 24:** Approving an Incomplete Grade Roster; warning error message.

4. Click the **Save** button at the bottom of the page to complete the approval process for the Grade Roster. This will allow the batch process to pick up the grades for posting to the students' records.



**Figure 25:** Saving the Approved Roster and receiving the “successful completion” message.

5. After you click the Save button, you will receive a **Pop-Up Message** which indicates that you have successfully completed grading for this class and provides you with information about important dates. Click the **OK** button on the pop-up message box to continue.

6. Your grades will be automatically posted and available for students to view after **the Registrar's Office runs the post process.**
7. Click the **Return** button to go back to your Faculty Center page. Proceed with the grading process by selecting the Grade Roster icon  on the next course's row. If you have no other courses for which to assign grades, you can **Sign Out.**

### Viewing Posted Grades

After the Registrar's Office has run the post process to post grades, you can go back to your My Sac State account and view the Posted Grades.

1. Once logged into your My Sac State account, click on the **Faculty Center** link.
2. Access the correct Teaching Schedule by selecting the appropriate term.
3. In the Teaching Schedule table select the Grade Roster icon for the class you wish to view. The Grade Roster page for that class will display.
4. After the grade roster has been posted the \*Approval Status field will display as "Approved" and be grayed out and the word **Posted** will appear next to this field. The **Official Grade** column will populate with the final grades and the **Status** column will display the word "Posted".

**Grade Roster**

Fall 2011 | Regular Academic Session | Sacramento State | Undergraduate

▼ **MATH 198 - 01 (83808)** [change class](#)

Seminar for Mathematics Tutors (Seminar)

Days and Times	Room	Instructor	Dates
Th 1:00PM-2:40PM	Brighton Hall 113	SacState Instructor	08/29/2011 - 12/09/2011

**Display Options:**

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status: Approved **Posted**

ID	Name	Roster Grade	Official Grade	Incomplete Contract	Program and Plan	Level	Status
1 203418219	<a href="#">Student.Ninth</a>		W		Postbac 2nd Masters - Mathematics MA	Graduate	Posted
2 213706208	<a href="#">Student.Second</a>	I	I	<a href="#">Update</a>	Undergraduate Degree - Biological Sciences BS	Freshman	Posted
3 212795727	<a href="#">Student.Tenth</a>	CR	CR		Undergraduate Degree - Mathematics BA	Junior	Posted
4 210575834	<a href="#">Student.Thirteenth</a>	CR	CR		Undergraduate Degree - Mathematics BA	Junior	Posted

View All | [Download](#) | Rows 1 - 4 of 4

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

[notify selected students](#) [notify all students](#)

Figure 26: Posted Grade Roster.



**Note:** **Grade Changes** after the grade roster has been posted, will require a Grade Change petition to be submitted to the Registrar's office.

### Printing the Grade Roster

If you want to print the Grade Roster, click on the **Printer Friendly Version** link at the bottom of the page. A Printer Friendly Version of your grade roster displays.

<input type="checkbox"/>	6	212729237	<a href="#">Student,General</a>	A-	Undeclared	Freshman
<input type="checkbox"/>	7	212692208	<a href="#">Student,Sixth</a>	A-	Undergraduate Degree - Athletic Training BS	Freshman
<input type="checkbox"/>	8	212589573	<a href="#">Student,Third</a>	A-	Undergraduate Degree - Interior Design (Pre) BA	Freshman


View 80 | | Download Rows 1 - 8 of 8

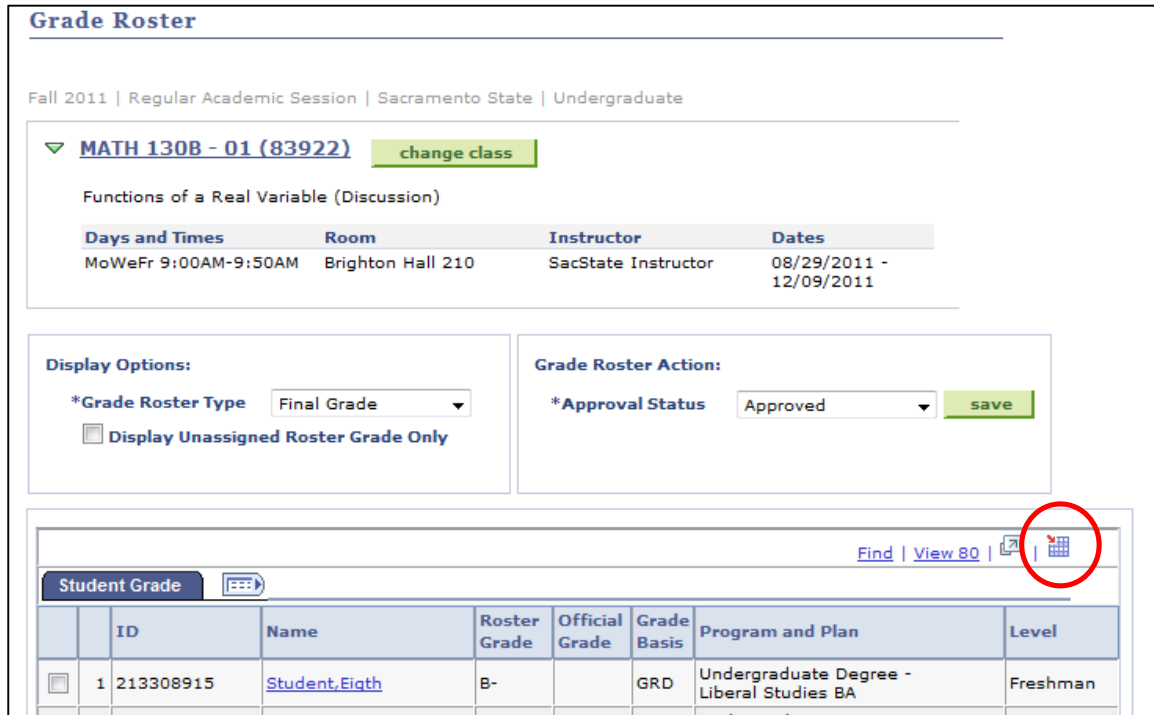
Select All Clear All [Printer Friendly Version](#)

**Figure 27:** Printer Friendly Version Grade Roster.

1. Go to the **File > Print** menu options on the browser window to print the roster.
2. When you are done printing, click the **Return** link to go back to the Grade Roster page.

### Download the Grade Roster to Excel

If you wish to save the Grade Roster to your computer for later viewing you have the option of downloading the grade roster into Excel. On the Grade Roster page above the Student Grade table, you will see a Grid like icon with a red arrow . You will use this icon in the downloading process to Excel. Depending on the browser you use, follow these instructions.



**Grade Roster**

Fall 2011 | Regular Academic Session | Sacramento State | Undergraduate

▼ **MATH 130B - 01 (83922)** [change class](#)

Functions of a Real Variable (Discussion)

Days and Times	Room	Instructor	Dates
MoWeFr 9:00AM-9:50AM	Brighton Hall 210	SacState Instructor	08/29/2011 - 12/09/2011


**Display Options:**

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action:**


\*Approval Status: Approved [save](#)


Find | View 80 | 

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1 213308915	<a href="#">Student, Eighth</a>	B-		GRD	Undergraduate Degree - Liberal Studies BA	Freshman

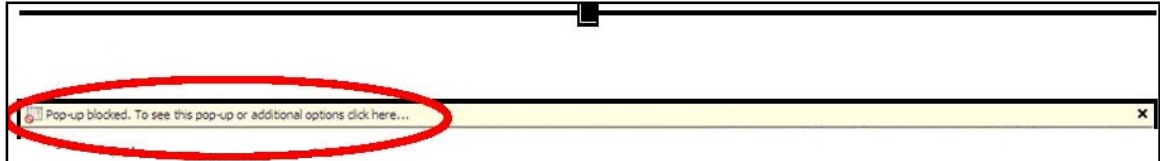
Figure 28: Downloading the Grade Roster to Excel – click grid icon.

### Internet Explorer – Download Grade Roster to Excel

1. On your keyboard, hold down the **CTRL key** and use your mouse to **Left Click ONCE** on the **Grid icon**  while you continue to hold down the CTRL key. **DO NOT RELEASE THE CTRL key on your keyboard.**

 *Note: If you have pop-up blocker enabled on your browser, you will need to disable your pop-up blocker before attempting to download the roster to excel.*

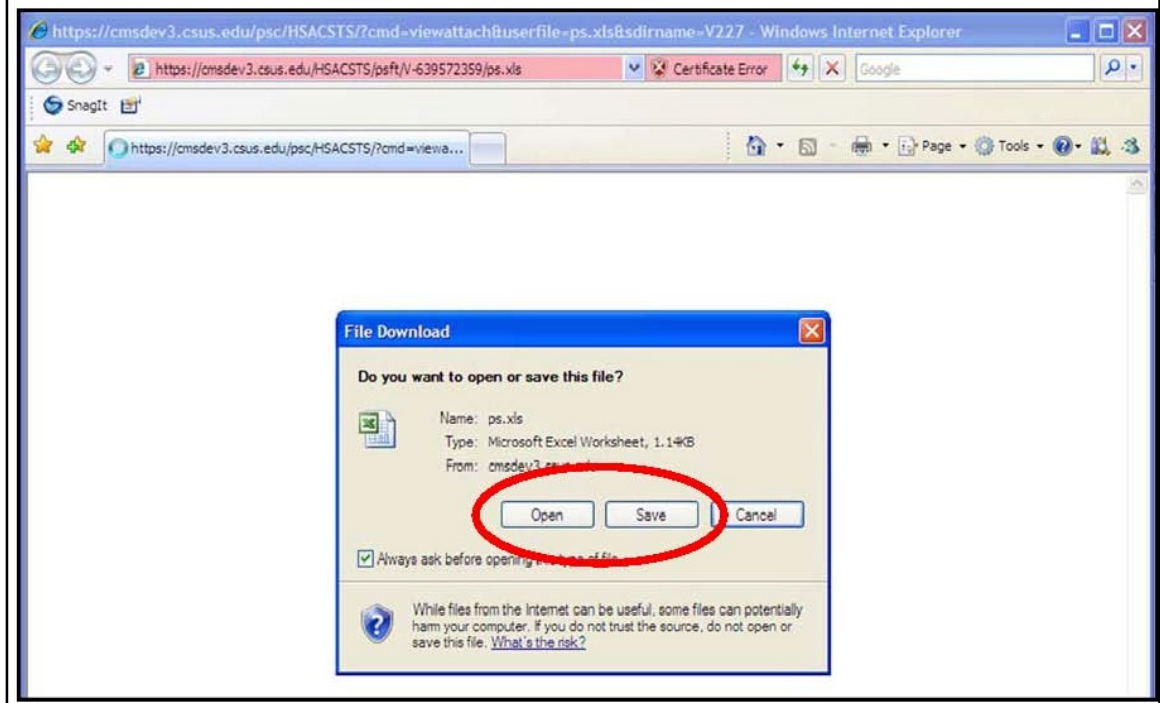




**Figure 2:** Sample pop-up blocker message.

Example: Using Internet Explorer with a pop-up blocker would generate a message like the one pictured above.

If you see this message, right-click the yellow bar and select either the Temporarily Allow or Always Allow Pop-ups option.

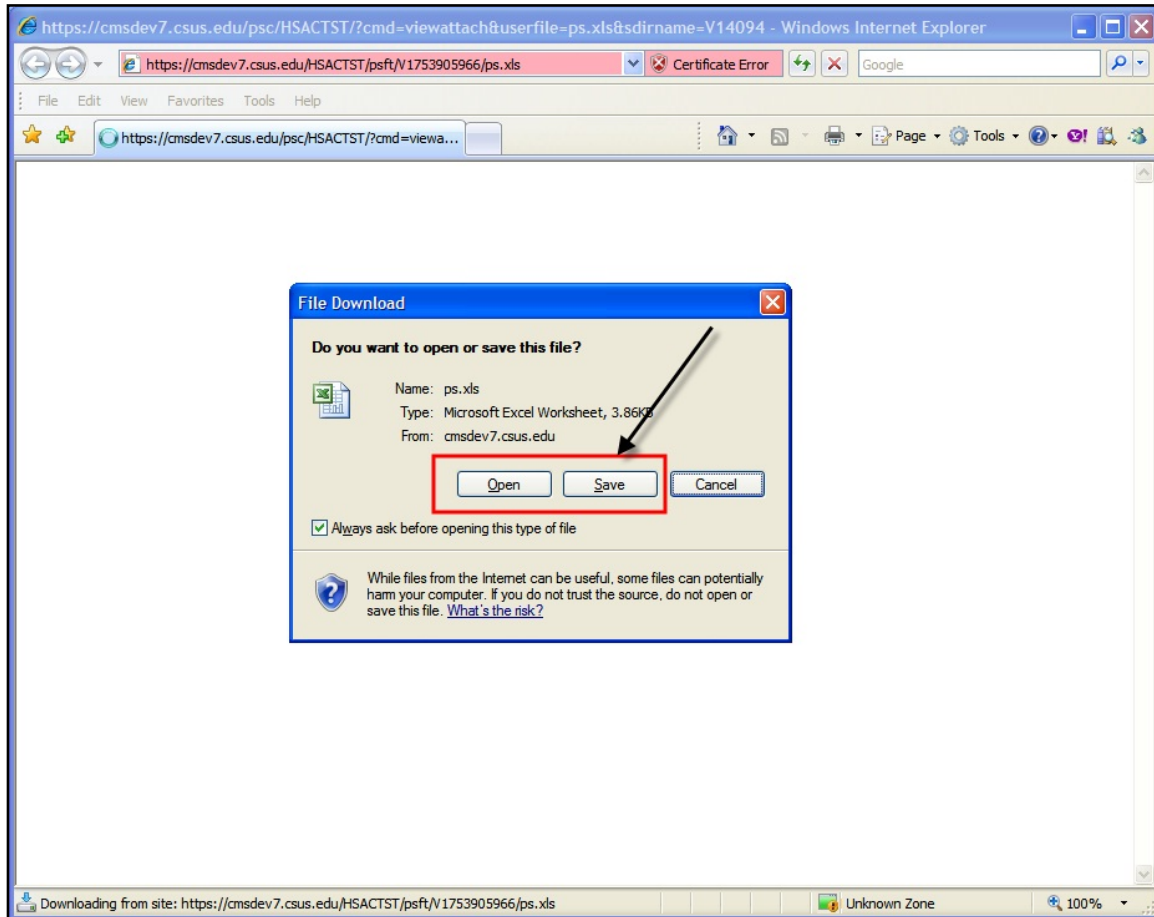


**Figure 29:** Internet Explorer pop-up blocked message.

Example: Using Internet Explorer with a pop-up blocker would generate a message like the one pictured above.

2. If you see this message, right-click the yellow bar and select either the Temporarily Allow or Always Allow Pop-ups option.

3. As you continue to hold down the CTRL Key on your keyboard, a **File Download pop-up box** will display asking you to **Open** or **Save** the grade roster. You can release the CTRL key **after** you make a selection to Open or Save the grade roster.



**Figure 30:** Internet Explorer File Download pop-up box.

4. On the **File Download pop-up box**, click the **Open** button to open the grade roster within the browser which will display the roster in grid format.

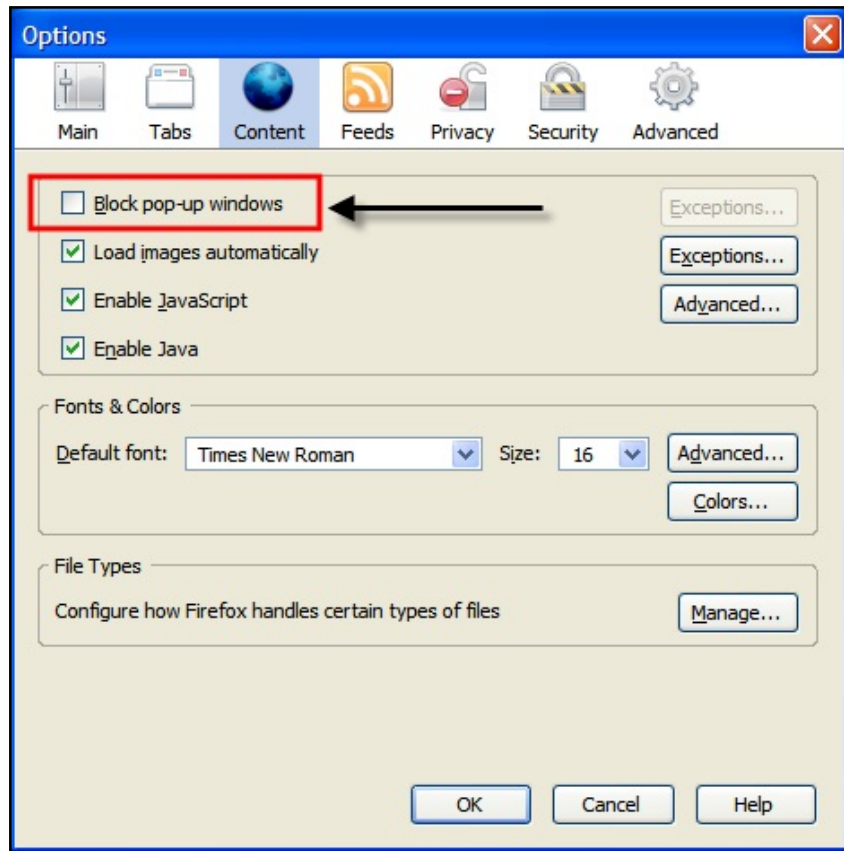
**OR**

5. If you choose to Save the roster, click the **Save** button to save the excel version of the roster to your computer.
  - a. If you choose to **Save** the file you will get a **Save As pop-up box**. Specify the location where you want to save the file.
  - b. Once the grade roster has been successfully downloaded you will receive the **Download Complete pop-up box**. Click the **Open** button to


automatically open the excel file or click the **Open Folder** button to go to the location where you saved the file.

### Mozilla Fire Fox – Download Roster to Excel

1. Begin by disabling the pop-up blocker option on your browser. To disable pop-up blocker go to your browser's Tools Menu > Select "Options" > Select "Content" and un-check the "Block pop-up windows" checkbox. Click the OK button on the Options window to save changes



**Figure 31:** Disabling pop-up windows blocker on Mozilla Firefox.

2. Back on the Grade Roster page **Left Click ONCE** on the **Grid icon**  located above the Student Grade table.
3. An **Opening dialog box** will appear asking to make a selection to **Open** the grade roster into Excel format or to **Save to Disk** which would allow you to save the grade roster as an Excel file on your computer.

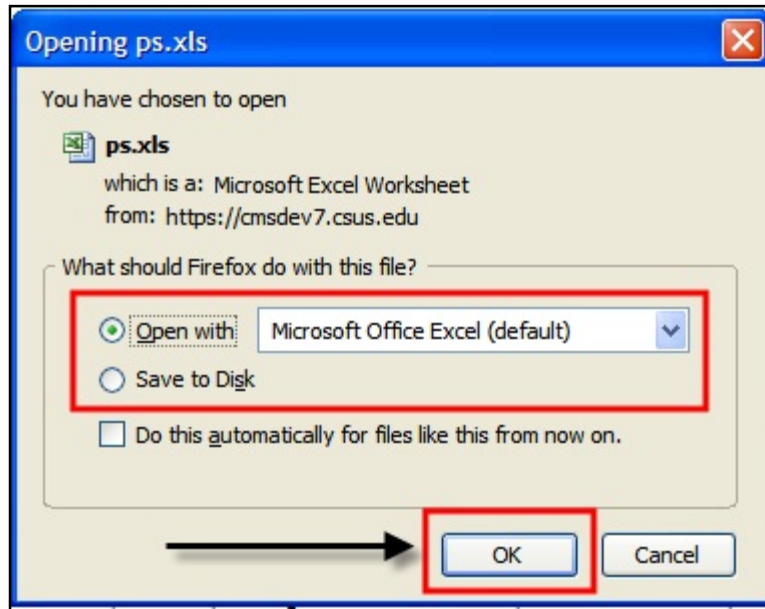
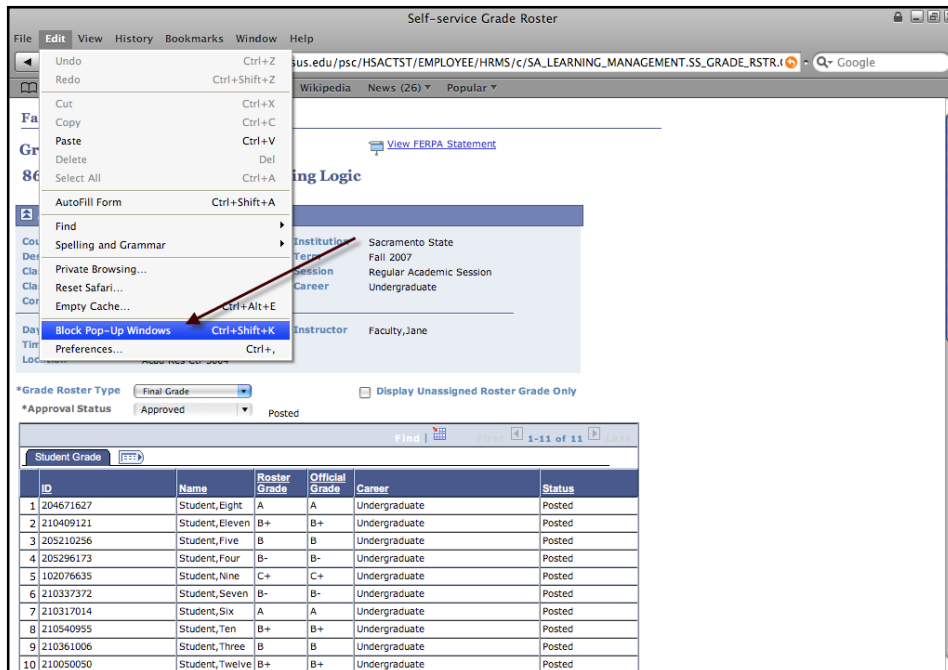



Figure 32: Mozilla Firefox download file pop-up box.

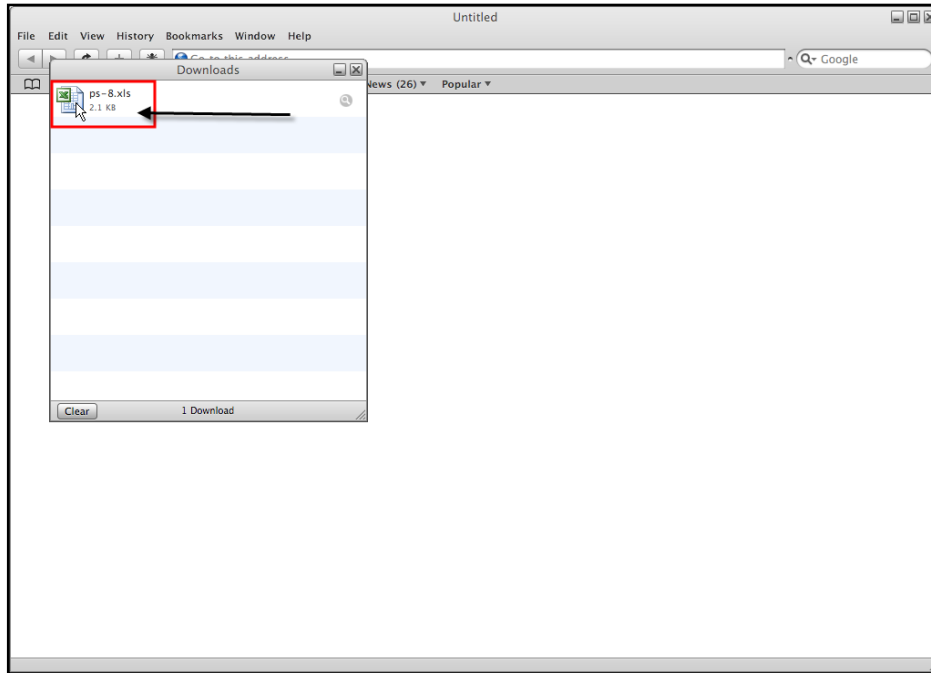
### Safari – Download Grade Roster to Excel

1. Begin by disabling the pop-up blocker option on your browser. On your Safari browser menu bar select **Edit** > Select the **Block Pop-Up Windows** option so that it is not checked (no check box next to the name).



**Figure 33:** Disabling pop-up windows blocker on Safari.

2. Back on the Grade Roster page **Click ONCE** on the **Grid icon**  located above the Student Grade table.
3. A **Downloads** pop-up window will appear with an Excel file icon. You need to click on the icon to open the file in Excel.



**Figure 34:** Safari Downloads pop-up window.

4. Once the Grade Roster is open in Excel, use the File menu to save the Excel file to your computer.

**Once you have completed the grade roster download process you can click on the Return button on the Grade Roster page to go back to the page that displays your Teaching Schedule. Be sure to Sign Out of your account when finished.**