

My Sac State Grade Roster

Quick Reference for Final Grades

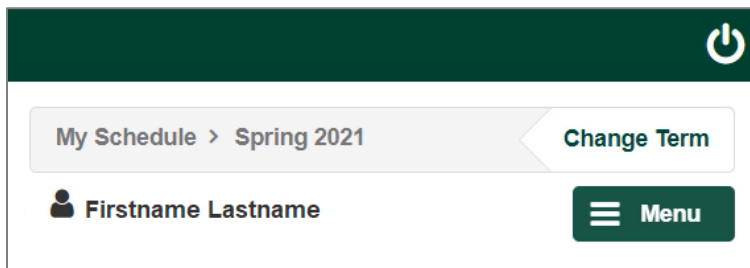
Login to My Sac State

1. Login to My Sac State my.csus.edu
2. Locate and click on the **Faculty Center** link.

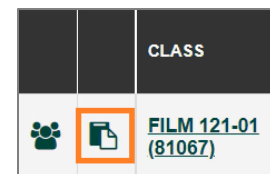
With Faculty Center

Check if the current semester is shown

1. If a previous semester is listed below "My Schedule" then click the **Change Term** button, and then select the current semester.



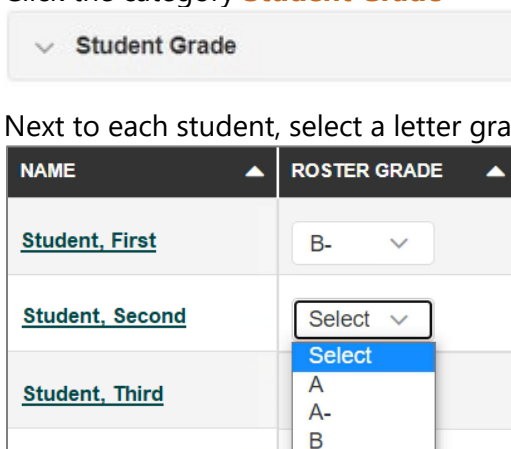
2. Under your name, click the **Show All Classes** tab
3. Click on the **Grade Roster** icon next to the class for which you wish to begin assigning and approving grades.



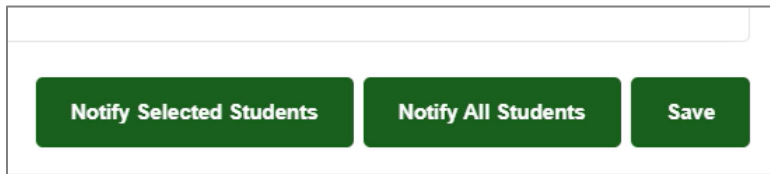
Click the Grade Roster icon

Enter Final Grades, Save, Approve

1. Click the category **Student Grade**
2. Next to each student, select a letter grade.



- At the bottom of the screen click the **Save** button.



Approve Grades

- Click the gray box for the category **Grade Roster Action**
- Change the Approval Status to **Approved**.
- Click the **Save** button for the Approval Status.



NOTE

If you have questions about "WU" or "I" or grading standards and policies, please contact the **Registrar's Office** (916) 278-1000 option 4

You will receive a confirmation message after approving your grades.

Your grades will be available to students once they have been posted by the Registrar's Office. Grade posting is run based upon a schedule set by the Registrar's Office each semester. Refer to the official grading memo from the Registrar's Office for grade posting dates/times.

Changing Grades, Quickly After Approving

In some cases, if your grades have been entered but not posted, you can quickly go back and make changes online. If the Approval Status has been set to "Approved", you might be able to change it back to "Not Reviewed" to be able to edit the grades on your roster. After making changes, set the Approval Status to "Approved" and click save.

Changing Grades After Registrar Posts Grades

Once your grades have been posted, any changes must be handled by submitting the appropriate form to the Registrar's Office.

[Tutorial: Change grades after posting with OnBase form](#)

Questions?

[Please contact the IRT Service Desk](#)