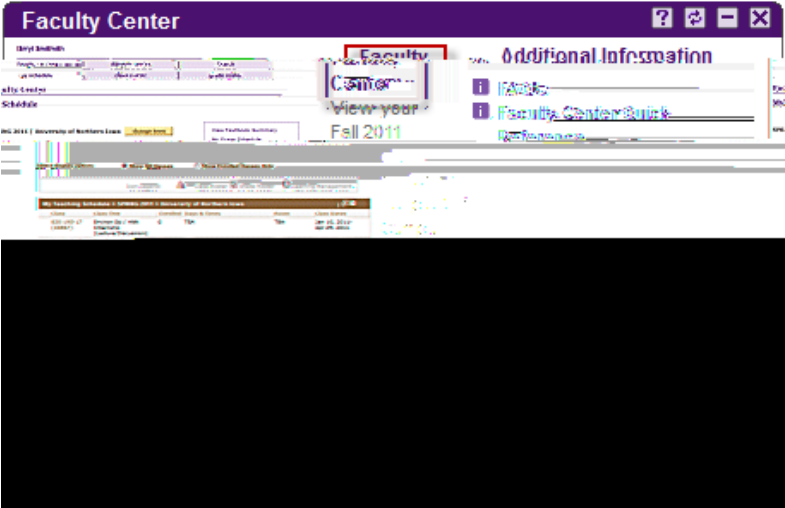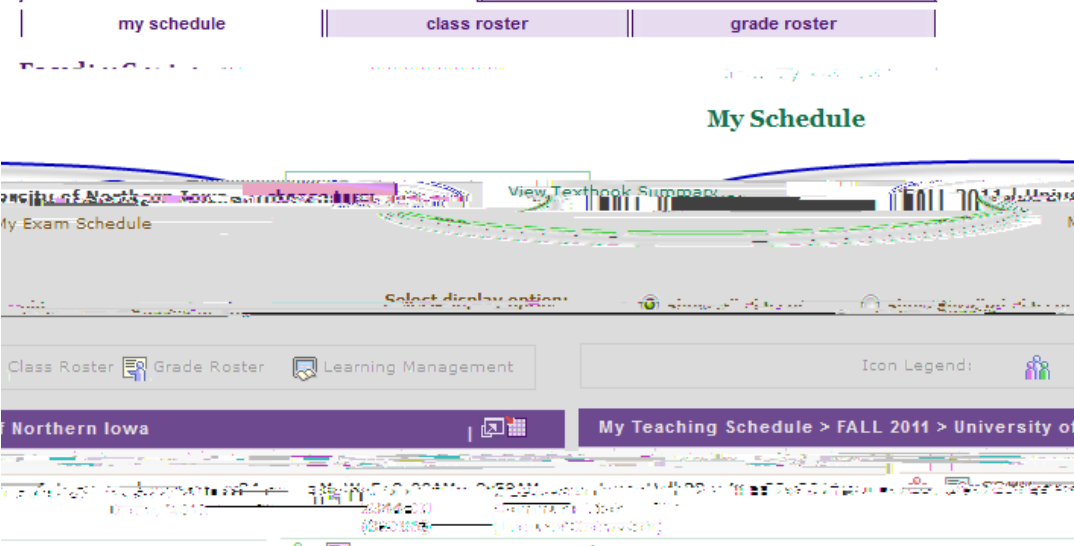# Entering Final Grades (Faculty)

Purpose: Once the grade roster is created by the Registrar's Office, the roster is available for grade entry by Faculty (approximately two weeks before grades are due). After Faculty enter, approve, and save final grades, the Registrar's Office posts grades. The following instructions describe how Faculty enter and approve final grades using Faculty Center.

Step	Action
1.	Log onto MyUNIverse. Click the *Resources* tab. Click the **Faculty Center** link in the *Faculty Center* pagelet.
2.	On the **my schedule** tab, <u>make sure you are on the desired term</u>. *Note:* This tab defaults to the last term you viewed. To change the term, click the yellow **change term** button.

Step	Action
3.	Click the **Grade Roster** icon next to the class for which you would like to enter grades. NOTE: Clicking the **grade roster** tab takes you to the first grade roster on your list and continues to return to the last grade roster used. It is best to use the **Grade Roster** icon to go directly to the grade roster you need.

4.	On the Grade Roster, in the *Grade Roster Type* field, ensure **Final Grade** is select2 Tw:5e

Step	Action
5.	Entering grades on the Grade Roster: • Use the drop-down box in the **Roster Grade** field to select the desired grade for each student. • You may add the same grade to multiple students by using the select checkbox to choose the students, select the grade, and click the **add this grade to selected students**

Step	Action
6.	Notes may be entered for any grade by clicking the **Create Note** link. The system will prompt you to enter a note if you select an "F" grade.

Select the **Faculty Note Category**:

- **Based on Performance** – Use this selection if the student did attend yet academically earned an "F"
- **Never Attended** – Select if appropriate
- **Stopped Attending** – If selected, complete the Approximate Date field

Step	Action
7.	Once grades are entered, click the **Save** button. *Note:* You can continue to revise and update the page by saving the information. As long as you do not approve grades, you ar

Job Aid – Entering Final Grades (Faculty)