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Overview

This business process guide demonstrates how to enter class grades. The page will be available for input on the first day of finals for each term (subject to change).

Login to MySJSU

The MySJSU homepage displays.

1. Go to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>).
2. Click the **Login to MySJSU** button.

» SJSU HOME » MySJSU » NEWS » EVENTS » DIRECTORY SEARCH GO

San José State University
MySJSU

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SJSU Home : **MySJSU**

MySJSU

MySJSU is for current and former students and applicants for admission, as well as all SJSU employees. In the near future, the site will also be used by applicants for SJSU employment. Find important information about your academic or work career, system downtime, procedural updates, documentation, training and support.

Campus News

Last Update: June 30, 2008 - 7:51 a.m.

- [Online Application for Campus Jobs Now Live!](#)
- [Sign up for Alert-SJSU!](#)

System/Technical Updates

Last Update: July 1, 2008 - 9:19 a.m

- [System Downtime Information](#)

Quick Links

- [MySJSU on Facebook](#)↗
- [Alert-SJSU FAQs](#)
- [Future Student Account Activation](#)
- [Login Information](#)
- [Open University Registration](#)↗
- [PDF Class Schedules](#)
- [Class Search/Browse Catalog](#)↗
- [Campus Resources](#)
- [Whom Do I Contact About...?](#)

The Login page displays.

3. Enter your **User ID** and **Password**.
4. Click the **Sign In** button.

Note: If you have difficulty logging in, please contact the [CMS Help Desk](#) via email (cmshelp@sjsu.edu) with your full name and SJSU ID.

User ID:

Password:

[Forgot your password?](#)

Enter Grades

The Faculty Center page displays.

The screenshot shows the Faculty Center interface. On the left is a 'Menu' sidebar with a search box and various navigation links. The main content area is titled 'Faculty Center' and includes a 'My Info' field, a 'class search' button, and a 'Select Term' dropdown menu currently set to 'Fall 2006'. Below this are radio buttons for 'Show all classes', 'Only classes with enrollment', 'View My Weekly Schedule', and 'View FERPA Statement'. A row of icons for 'Class Roster', 'Gradebook', 'Grade Roster', and 'Learning Management System' is visible. At the bottom, a table titled 'My Teaching Schedule > Fall 2006 > San Jose State University' displays the following data:

Class	Class Name	Days and Time	Location	Class Dates	Enrolled
CHEM 10-01 LEC 46229	Chem Calculations (Lecture)	MW 1:30PM - 2:20PM	Duncan Hall 415	Aug 23, 2006-Dec 7, 2006	48
CHEM 10-03 ACT 46231	Chem Calculations (Activity)	MW 2:30PM - 3:20PM	Duncan Hall 416	Aug 23, 2006-Dec 7, 2006	25

1. Use the **Select Term** drop-down menu to select the term you wish to grade.

This close-up shows the 'Select Term' dropdown menu open, displaying a list of terms: Fall 2003, Fall 2004, Fall 2005, Fall 2006, Spring 2004, Spring 2005, and Spring 2006. The 'Spring 2006' option is highlighted with a mouse cursor. A black arrow points from the 'Spring 2006' option in the dropdown to the 'change' button in the screenshot below.

2. Click the **Change** button.

This close-up shows the 'change' button, which is a green button with the word 'change' in white text. A black arrow points from the 'change' button in the screenshot above to this button, and another black arrow points from the button to the 'Spring 2006' text in the dropdown menu below.

The Course(s) for the term selected display.

3. Click the **Grade Roster** icon to select the class.

This screenshot shows the 'My Teaching Schedule > Spring 2008 > San Jose State University' page. The table below displays the following data:

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
MATH 6D-01 SEM 21087	Entry Level Math (Seminar)	11	TBA	TBA	Jan 23, 2008-May 13, 2008

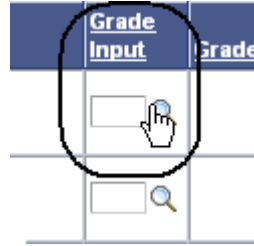
A black arrow points from the 'Grade Roster' icon (a small icon of a person at a desk) in the first row of the table to the 'change' button in the screenshot above.

The Grade Roster page displays.

Note: Use this page to enter student class grades.

Find View 100 First 1-60 of 202 Last							
Student Grade		Requirement Designation					
	ID	Name	Grade Input	Grade	Program and Plan	Level	Status
<input type="checkbox"/>	1 004	Student Name	<input type="text"/>		UGD - Undergraduate Degree - Justice Studies	Sophomore	Pending
<input type="checkbox"/>	2 004	Student Name	<input type="text"/>		UGD - Undergraduate Degree - Computer Engineering	Freshman	Pending
<input type="checkbox"/>	3 004	Student Name	<input type="text"/>		UGD - Undergraduate Degree - Biological Science/Marine Biol	Sophomore	Pending
<input type="checkbox"/>	4 004	Student Name	<input type="text"/>		UGD - Undergraduate Degree - Mechanical Engineering	Freshman	Pending
<input type="checkbox"/>	5 004	Student Name	<input type="text"/>		UGD - Undergraduate Degree - Civil Engineering	Freshman	Pending
<input type="checkbox"/>	6 005	Student Name	<input type="text"/>		PBD - PostBac Degree - Biological Science/Microbiolog	Post-Bacc Undergraduate	Pending

- Click the **Look Up** button to view valid grades for the course.



The Valid Grades for the course display.

Search Results

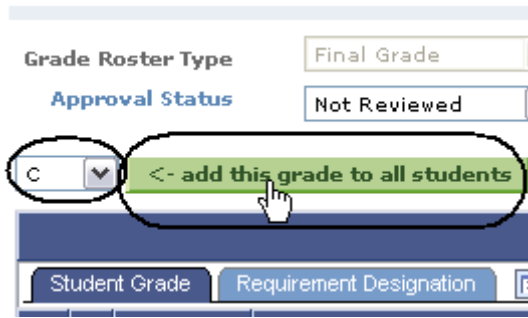
View All First 1-16 of 16 Last	
Grade Input	Description
A	A
A+	A+
A-	A-
B	B
B+	B+
B-	B-
C	C
C+	C+
C-	C-
D	D
D+	D+
D-	D-
F	F
I	Incomplete

- Enter the grades for each student.

*Note Do not select **RD** as a grade value. A student who earned an Incomplete receives a letter grade of **I**.*

Find View 100 First 1-60 of 253 Last							
Student Grade		Requirement Designation					
	ID	Name	Grade Input	Grade	Program and Plan	Level	Status
<input type="checkbox"/>	1 004	Student Name	<input type="text" value="B"/>		UGD - Undergraduate Degree - Business Administration/Financ	Freshman	Pending
<input type="checkbox"/>	2 004	Student Name	<input type="text" value="A-"/>		PBD - PostBac Degree - Pre-Nursing	Post-Bacc Undergraduate	Pending
<input type="checkbox"/>	3 000	Student Name	<input type="text" value="C+"/>		UGD - Undergraduate Degree - Nutritional Science	Senior	Pending
<input type="checkbox"/>	4 004	Student Name	<input type="text" value="D"/>		UGD - Undergraduate Degree - Biological Science/Microbiolog	Junior	Pending

- To give all students the same grade, use the drop-down menu to select the grade, and then click the **add this grade to all students** button.

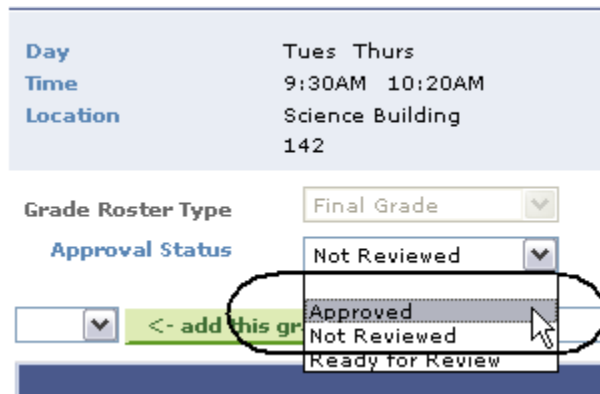


Note: It is important to periodically save your work.



- If all grades are entered, use the **Approval Status** drop-down menu to select **Approved**.

*Note: If all grades have not been entered, leave the Approval Status as **Not Reviewed**.*



- Once the Approval Status displays **Approved**, click the **Save** button.



A message displays when the roster is approved and saved.

- Click the **OK** button.



The Grade Roster displays and the grade boxes disappear.

Grade Roster Type: Display Ungraded Students Only

Approval Status:

<- add this grade to all students

Student Grade	Requirement Designation	ID	Name	Grade	Program and Plan	Level
<input type="checkbox"/>		1 00		B	UGD - Undergraduate Degree - Continuing Education	Senior
<input type="checkbox"/>		2 00		C	UGD - Undergraduate Degree - Liberal Stud (Teach Prep-Mult)	Senior

Change Grades

Posted Status:

*Note: If the **Status** displays **Posted**, changes must be made via the Student Grade Update form and submitted to the Registrar's Office.*

Student Grade		Requirement Designation					
ID	Name	Grade	Official Grade	Program and Plan	Level	Status	
<input type="checkbox"/> 1 00	Student Name	D	D	MSXD - Masters Special Sess - Business Administration - Fast	Graduate	Posted	

Pending Status:

*Note: If the **Status** displays **Pending**, changes can be made even if the grades have been approved and saved.*

Student Grade		Requirement Designation					
ID	Name	Grade	Program and Plan	Level	Status		
<input type="checkbox"/> 1 00	Student Name	A	UGD - Undergraduate Degree - Continuing Education	Senior	Pending		

The Grade Roster page displays.

1. Use the **Approval Status** drop-down menu to select **Not Reviewed**.

Grade Roster Type Display Ungraded Students Only

Approval Status

The grade boxes display.

2. Select the student and enter the new grade.
3. Once all grade changes have been entered, click the **Save** button.

<input type="checkbox"/>	21 00	Student Name	A	A	UGD - Undergraduate Degree - Biological Science/Biological Science/Biological S
<input type="checkbox"/>	22 00	Student Name	B	B	UGD - Undergraduate Degree - Linguistics
<input type="checkbox"/>	23 00	Student Name	C+	C+	PBXT - PostBac Open Univ - Continuing Education
<input type="checkbox"/>	24 00	Student Name	A-	A-	UGD - Undergraduate Degree - Linguistics
<input type="checkbox"/>	25 00	Student Name	B+	B+	UGD - Undergraduate Degree - Journalism
<input type="checkbox"/>	26 00	Student Name	C	C	UGD - Undergraduate Degree - English (Teach Prep-Sngl)
<input type="checkbox"/>	27 00	Student Name	B	B	UGD - Undergraduate Degree - Liberal Stud (Teach Prep-Mult)
<input type="checkbox"/>	28 00	Student Name	A+	A+	UGD - Undergraduate Degree - English



The Grade Roster page displays.

4. If all grades are entered, use the **Approval Status** drop-down menu to select **Approved**.

Grade Roster [View FERPA Statement](#)

21681 - LLD 108 - Sec Lang Dev/Teach

Grade Roster Information			
Course	LLD 108	Institution	San Jose State University
Description	Sec Lang Dev/Teach	Term	Spring 2006
Class Number	21681	Session	Regular Academic Session
Class Section	01	Career	Undergraduate
Component	Seminar		
Day	Tues Thurs	Instructor	
Time	10:30AM 11:45AM		
Location	Boccardo Business Center 120		

Grade Roster Type: Final Grade Display Ungraded Students Only

Approval Status: Approved

Approval Status dropdown menu options: Approved, Not Reviewed, Ready for Review

5. Once **Approval Status** displays **Approved**, click the **Save** button.



Field Descriptions:

- **Course:** Displays the subject area of the course and the catalog number.
- **Institution:** Displays the institution (San José State University).
- **Description:** Displays the course title.
- **Term:** Displays the term the class was taught.
- **Class Number:** Displays the system-generated number used for registration.
- **Session:** Indicates which session course is offered (for example, **Regular** or **Special**).
- **Section Number:** Displays the section of the course.
- **Career:** Indicates the career attached to the course.
- **Component:** Displays the type of course offering lecture or lab.
- **Day:** Displays the day(s) of the week the course was held.
- **Instructor:** Displays the name of the instructor assigned to teach the class.
- **Time:** Displays the time the class was held.
- **Location:** Displays where the class was taught.
- **Roster Type:** Displays the type of roster (for example, final grade or midterm grade).
- **Display Ungraded Students Only:** Component. Check this box **On** if you want the grade roster to display only ungraded students.
- **Approval Status:** Displays the status of the grades entered **Approved** for grades ready to be posted or **Not Reviewed** for incomplete grade rosters.
- **Add this grade to all students:** If used, it will assign the same grade to all students on the roster.
- **ID:** Displays the student's SJSU identification number.
- **Name:** Displays the student's name.
- **Grade:** Displays the grade that will post to the student's record.
- **Program and Plan:** Displays the student's academic program and major.
- **Level:** Displays the student's academic level.
- **Status:** Displays the status of the grade roster (**Pending** until the **Grade Roster Posting Process** is run by the Register's Office).