

Overview

This guide shows how to enter class grades, change grades, and enter Incomplete contracts. The grading page is available for input on the first day of finals for each term (subject to change).

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Login to MySJSU

The MySJSU homepage displays.

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

MYSJSU
SAN JOSE STATE UNIVERSITY |

Search SJSU

MY sjsu

ShareThis

Quick Links

- [Class Search/Browse Catalog](#)
- [My Password/Sign In Help](#)
- [System Downtime](#)

MySJSU SIGN IN

Contact Us
MySJSU is supported by the Common Management Systems (CMS) Project Office and its Project Team.

ABOUT MYSJSU NEWS, EVENTS & ANNOUNCEMENTS

The Login page displays.

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

ORACLE

PEOPLESOFT ENTERPRISE

SJSU ID:

Password:

Sign In

Enter Grades

The Faculty Center page displays.

1. If you see your term listed, you can proceed to step 5.

Faculty Center

Fiona Faculty

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

Faculty Center

My Schedule

Spring 2012 | San Jose State University [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only [view textbooks](#)

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Spring 2012 > San Jose State University

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENGL 1A-01 (23128)	Composition I (Seminar)	25	MoWe 7:30AM - 8:45AM	Clark Building 316	Jan 25, 2012- May 15, 2012
	ENGL 1A-02 (23500)	Composition I (Seminar)	25	MoWe 7:30AM - 8:45AM	Boccardo Business Center 123	Jan 25, 2012- May 15, 2012

2. If term is incorrect click the **Change Term** button.

My Schedule

Spring 2012 | San Jose State University

[change term](#)

The Select Term page displays.

3. Select your **Term** by clicking the radio button.
4. Click the **Continue** button.

Select Term

Select a term then click Continue.

Term	Institution
<input type="radio"/> Spring 2012	San Jose State University
<input checked="" type="radio"/> Fall 2011	San Jose State University
<input type="radio"/> Summer 2011	San Jose State University

[CONTINUE](#)

The courses for the selected term display.

- To select the class, click the **Grade Roster** icon.

Faculty Center

My Schedule

Fall 2011 | San Jose State University

[change term](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:




Class Roster



Grade Roster

My Teaching Schedule > Fall 2011 > San Jose State University

	Class	Class Title	Enrolled	Days & Times
	ENGL 1B-01 (40456)	Composition 2 (Seminar)	25	MoWe 7:30AM - 8:45AM

The Grade Roster page displays.

- Enter student grades on this page.
(See **Field Descriptions**, below.)

Grade Roster

Fall 2011 | Regular Academic Session | San Jose State University | Undergraduate

▼ [ENGL 1B - 01 \(40456\)](#)

[change class](#)

Composition 2 (Seminar)

Days and Times	Room	Instructor	Dates
MoWe 7:30AM-8:45AM	Boccardo Business Center 123	Fiona Faculty	08/24/2011 - 12/08/2011

Display Options:

*Grade Roster Type

Display Unassigned Roster Grade Only

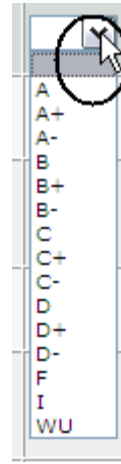
Grade Roster Action:

*Approval Status [save](#)

[See Faculty Grade Entry Guide](#)

Student Grade							
ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Grading Basis	
1 00	Student Name	<input type="text"/>		UGD - Undergraduate Degree - Industrial Design	Freshman	Graded	<input type="checkbox"/>
2 001	Student Name	<input type="text"/>		UGD - Undergraduate Degree - Business Admin/Human Resource	Sophomore	Graded	<input type="checkbox"/>
3 00	Student Name	<input type="text"/>		UGD - Undergraduate Degree - Art/Studio Practice	Senior	Graded	<input type="checkbox"/>

- Click the dropdown arrow to view valid grades for the course.



The Grade Roster page displays.

- View valid grades for the course from the dropdown menu.
- Scroll down to select grade.

Note: You can also type in a letter repeatedly to select the grade.

Student Grade				
	ID	Name	Roster Grade	Official Grade
<input type="checkbox"/>	1 0C	Student Name	A- ▼	
<input type="checkbox"/>	2 00	Student Name	B ▼	
<input type="checkbox"/>	3 00	Student Name	▼	
<input type="checkbox"/>	4 00	Student Name	A A+ A- B B+ B- C+ C- D D+ D- F I WU	
<input type="checkbox"/>	5 00	Student Name		
<input type="checkbox"/>	6 00	Student Name		
<input type="checkbox"/>	7 00	Student Name		

10. To give all students the same grade, click **Select All**.

<input type="checkbox"/>	23	00	Student Name	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	24	00	Student Name	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	25	00	Student Name	<input type="text"/>	<input type="text"/>

View All | | Download Rows 1 - 25 of 25

[Select All](#) [Clear All](#)

<- add this grade to selected students

The Grade Roster page displays with all rows selected.

11. Select grade and click the **add this grade to selected students** button.

<input checked="" type="checkbox"/>	24	00	Student Name	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	25	00	Student Name	<input type="text"/>	<input type="text"/>

View All | | Download Rows 1 - 25 of 25

[Select All](#) [Clear All](#)

<- add this grade to selected students

The Grade Roster page displays.

All students have been assigned the grade selected.

<input checked="" type="checkbox"/>	24	00	Student Name	B	<input type="text"/>
<input checked="" type="checkbox"/>	25	00	Student Name	B	<input type="text"/>

12. To assign a grade to specific students, check the select row box.

<input type="checkbox"/>	19 00	Student Name	<input type="text"/>
<input checked="" type="checkbox"/>	20 00	Student Name	<input type="text"/>
<input type="checkbox"/>	21 00	Student Name	<input type="text"/>
<input type="checkbox"/>	22 00	Student Name	<input type="text"/>
<input checked="" type="checkbox"/>	23 00	Student Name	<input type="text"/>
<input type="checkbox"/>	24 00	Student Name	<input type="text"/>
<input checked="" type="checkbox"/>	25 00	Student Name	<input type="text"/>

View All | | [Download](#) | Rows 1 - 25 of 25

13. Select grade and click the **add this grade to selected students** button.

<input checked="" type="checkbox"/>	25 00	Student Name	<input type="text"/>
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View All | | [Download](#) | Rows 1 - 25 of 25

[Select All](#) [Clear All](#)

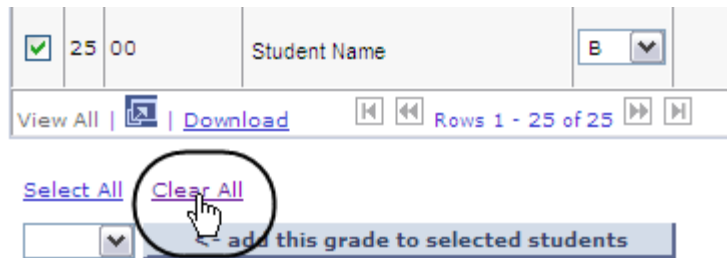
<- add this grade to selected students

The Grade Roster page displays.

All students selected have been assigned the selected grade.

<input checked="" type="checkbox"/>	20 00	Student Name	B
<input type="checkbox"/>	21 00	Student Name	<input type="text"/>
<input type="checkbox"/>	22 00	Student Name	<input type="text"/>
<input checked="" type="checkbox"/>	23 00	Student Name	B
<input type="checkbox"/>	24 00	Student Name	<input type="text"/>
<input checked="" type="checkbox"/>	25 00	Student Name	B

14. To assign a different grade to other students click **Clear All** and repeat steps 12 and 13.



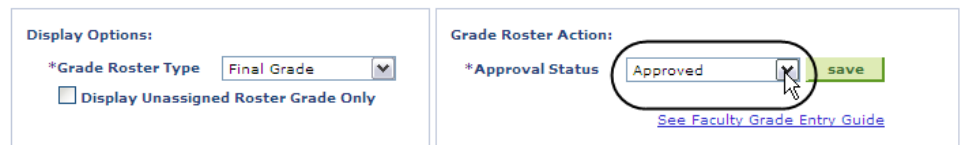
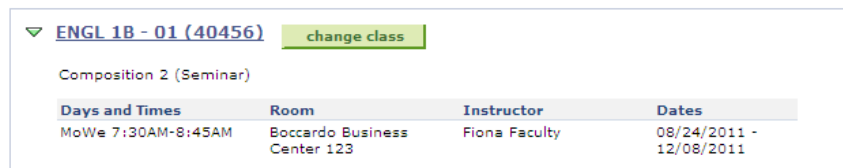
15. Click the **Save** button.

Note: Remember to save your work.

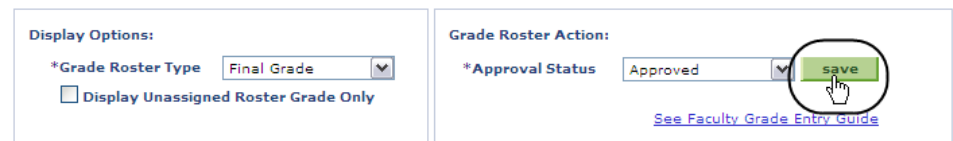


16. If all grades are entered, select **Approved** from the Approval Status dropdown menu.

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

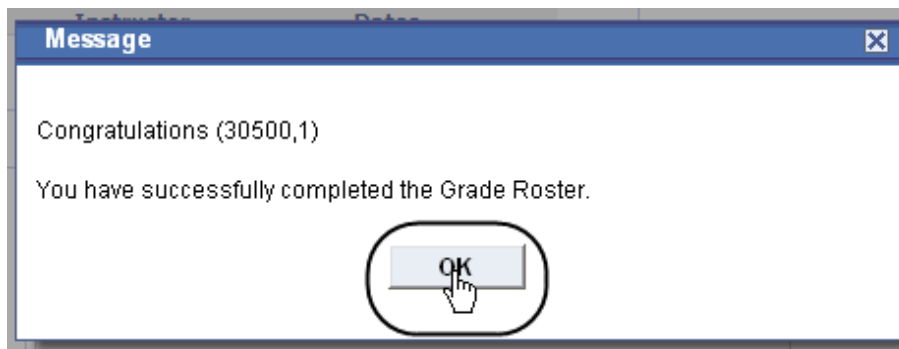


17. When the Approval Status displays **Approved**, click the **Save** button.



A message displays when the roster is approved and saved.

18. Click **OK**.



The Grade Roster page displays.


Note: The grade boxes disappear.

Student Grade					
	ID	Name	Roster Grade	Official Grade	Incomplete Contract
<input type="checkbox"/>	1 00'	Student Name	B		
<input type="checkbox"/>	2 00	Student Name	I		Update
<input type="checkbox"/>	3 00	Student Name	B		

Change Grades

Posted Status displays.

Note: If the Status displays as **Posted**, and you need to change a grade, you must do so via the Student Grade Update form and submit it to the Registrar's Office.

Student Grade 									
	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Grading Basis	Status	
<input type="checkbox"/>	1 00	Student Name	C	C	UGD - Undergraduate Degree - Undeclared	Freshman	Graded	Posted	
<input type="checkbox"/>	2 00	Student Name	A-	A-	UGD - Undergraduate Degree - Computer Science	Freshman	Graded	Posted	





The Grade Roster page displays.

1. Select **Not Reviewed** from the **Approval Status** dropdown menu.

Display Options: *Grade Roster Type <input type="text" value="Final Grade"/>  <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action: *Approval Status <input type="text" value="Not Reviewed"/>  <input type="button" value="save"/> See Faculty Grade Entry Guide
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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.

Student Grade 						
	ID	Name	Roster Grade	Official Grade	Incomplete Contract	
<input type="checkbox"/>	1 00	Student Name	<input type="text" value="B"/> 			
<input type="checkbox"/>	2 00	Student Name	<input type="text" value="I"/> 			Update
<input type="checkbox"/>	3 00	Student Name	<input type="text" value="A"/> 			

The Grade Roster page displays.

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

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

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

Grade Roster Action:
 *Approval Status: Approved
 save
[See Faculty Grade Entry Guide](#)

Grade Roster Action:
 *Approval Status: Approved
 save
[See Faculty Grade Entry Guide](#)

Field Description List: Grade Roster Page (above)

Field Name	Description
Course	Displays the subject area of the course and the catalog number.
Institution	Displays the institution (SJSU).
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 (that is, 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 days 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.

Field Name	Description
Location	Displays where the class was taught.
Roster Type	Displays the type of roster (that is, final grade or midterm grade).
Display Ungraded Students Only	Component: If this box is checked, the grade roster displays only ungraded students.
Approval Status	Displays the status of the grades entered: <ul style="list-style-type: none"> • Approved for grades ready to be posted • Not Reviewed for incomplete grade rosters
Add this grade to all students	Assigns 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).

Incomplete Contract

The Grade Roster page displays.

1. Enter students grades, and then click the **Save** button.

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

[See Faculty Grade Entry Guide](#)

	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Grading Basis
<input type="checkbox"/>	1 00		B		UGD - Undergraduate Degree - Undeclared	Freshman	Graded
<input type="checkbox"/>	2 00		I		UGRM - Undergraduate Remedial - Pre-Nursing	Freshman	Graded

The Next Step pop up window displays.

2. Click **OK**.

Message X

Next Step: (30500,2)

Once all student grades are entered scroll to the top of the grade roster. Change the approval status from Not Reviewed (or Ready to Review) to Approved.

Then click "SAVE".

OK

3. Click **Add**.

	ID	Name	Roster Grade	Official Grade	Incomplete Contract
<input type="checkbox"/>	1 00		B		
<input type="checkbox"/>	2 00		I		Add

The Incomplete Contract page displays.

Incomplete Contract

Empl ID: 006813586 Sean Asir
 Career: UGRD Undergraduate
 Institution: SJ000 San Jose State University
 Term: 2114 Fall 2011
 Class Nbr: 40456 ENGL 1B, Section 01 (3 Units)
 Instructor(s): Fiona Faculty

Incomplete Contract Data

*Reason Code:
 Grade Without Further Work:
 *Deadline For Completion: 11/22/2012

Work Required for Removal of 'I' Grade			
*Description	Completed	Date Completed	
<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="button" value="+"/> <input type="button" value="-"/>

4. Complete the following:

- Reason Code
- Grade Without Further Work (not required)
- Deadline for Completion
- Description

5. Click OK.

Incomplete Contract

Empl ID: 00 Student Name
 Career: UGRD Undergraduate
 Institution: SJ000 San Jose State University
 Term: 2114 Fall 2011
 Class Nbr: 40456 ENGL 1B, Section 01 (3 Units)
 Instructor(s): Fiona Faculty

Incomplete Contract Data

*Reason Code:
 Grade Without Further Work:
 *Deadline For Completion: 11/22/2012

Work Required for Removal of 'I' Grade			
*Description	Completed	Date Completed	
Need to finish final paper	<input type="checkbox"/>	<input type="text" value=""/>	<input type="button" value="+"/> <input type="button" value="-"/>

Created By: Last Updated:
 Date Accepted By Student:

Example: According to CSU policy, the "I" symbol indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Enrollment Services. If no grade is indicated below, the "I" will be converted to an "F." A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student's graduation date.

The Grade Roster page displays.

Student Grade								
	ID	Name	Roster Grade	Official Grade	Incomplete Contract	Program and Plan	Level	Grading Basis
<input type="checkbox"/>	1 00	Student Name	B			UGD - Undergraduate Degree - Industrial Design	Freshman	Graded
<input type="checkbox"/>	2 00	Student Name	I		Update	UGD - Undergraduate Degree - Business Admin/Human Resource	Sophomore	Graded

- Change the Approval Status to **Approved** when all grade fields are completed.
- Click the **Save** button.

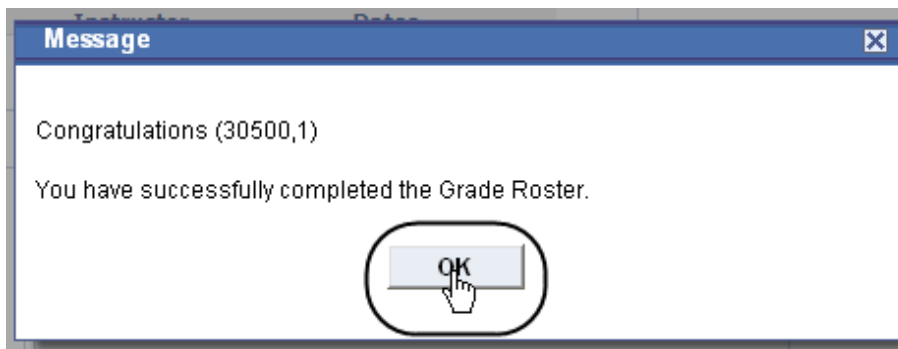
Grade Roster Action:

*Approval Status

[See Faculty Grade Entry Guide](#)

The Congratulations pop up window displays.

- Click **OK**.



Field Description List: Grade Roster Page (above)

Field Name	Description
Reason Code	Displays the reason the Incomplete was approved.
Grade Without Further Work	Displays the grade the student will have earned without completing the work required in the Description field.
Deadline for Completion	Displays the date by which the work must be completed. This can be changed to an earlier date.
Description	Displays the detailed description of the work the student must complete to remove the Incomplete .