FACULTY CENTER – RECORDING GRADES – REFERENCE GUIDE

INTRODUCTION

Grade rosters are used to enter and/or approve grades for a particular class. They are part of the SOLAR SA module and are housed within the Faculty Center. Access to grade rosters is automatic once you've been assigned to a class. This access is set at the department level. Contact your department if access is not correct.

- Users with "Approve" access will be able to enter and approve grades.
- Users with "Grade" access will be able to enter and save the grades, but not approve them.

Note:

- **The system timeouts after 10 minutes of inactivity** and does not automatically save your entries. Make sure that your pop-up blocker is configured to allow pop-ups or you will not see the time-out warning when it displays. Save early and often.

- **A current browser should be used**. A list of compatible browsers can be found at: http://www.csun.edu/sites/default/files/browsers.pdf

- **Pop-up blockers should be disabled.** Some warnings or errors appear as "pop-up" windows so make sure to disable your browser's pop-up blockers or risk not being able to see them as they appear.

- **Faculty Senate policy states that final grades must be submitted within five working days after the final exam**.

Accessing the Faculty Center

1. Go to: http://www.csun.edu
2. Under the main navigation, select **MyCSUN**.
3. Log in to the **CSUN Portal** with your username and password.
4. Select **Faculty Center**.

Figure – Faculty Center
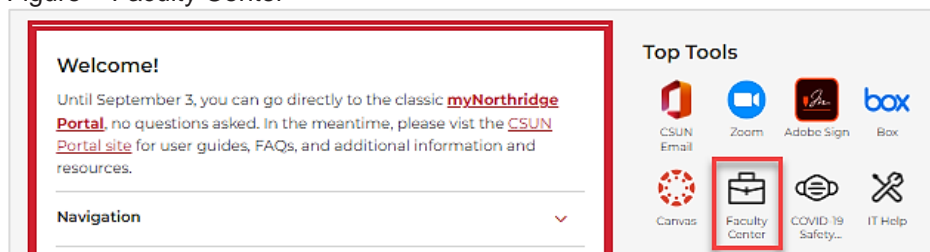
The **Faculty Center - My Schedule** page displays.

1. Verify that you are looking at the correct term. If not, select the **Change Term** button at the top of the page to select the correct term.

If a grade roster is available for input, the **Grade Roster** icon is visible (Figure 3).

2. Select the **Grade Roster** icon.

Figure – My Schedule Page: Grade Roster Icon

Icon Legend:	👥 Class Roster	📋 Grade Roster

My Teaching Schedule > Spring Semester 2011 > CSU Northridge

		Class	Class Title	Cap	Tot Enrl	Rem Seats	Days & Times	Room	Class Dates
👥	📋	MPA 642A-81 (18310)	ETHICS/PROFESSION (Lecture)	35	25	10	Th 6:00PM - 9:45PM	Off Campus Location	Mar 3, 2011- Apr 21, 2011
👥	📋	POLS 155-04 (11367)	AMER POL INST (Lecture)	231	231	0	MoWe 11:00AM - 12:15PM	Large Auditorium @VPAC	Jan 24, 2011- May 13, 2011

3. The **Grade Roster** displays (Figure 4).

Figure – Grade Roster

4. In the **Grade Roster Action** field, select the appropriate **Approval Status** from the dropdown menu.

   - **Not Reviewed** – Use this option to enter, edit or save grades.
   - **Approved** – Use this option to submit the grades for Approval. Only approvers will have access to this menu item. Grades should already be saved prior to using this option.

5. Verify the navigation options at the bottom of the page. If you have several students, select the **View 100** link to view 100 students at a time.

   - The system times out after 10 minutes of inactivity. To protect your work, make sure the **Approval Status** is set to **Not Reviewed** and save every few minutes by selecting the green **Save** button at the top or bottom of the page.

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6. For each student listed, select a grade from the **Roster Grade** dropdown menu. You may also enter the grade manually by typing it in or uploading grades into SOLAR from a properly formatted spreadsheet.

- If you have a large number of students in your class and want to upload grades from a spreadsheet into SOLAR, please review the SOLAR Grade Roster Upload Quick Guide located at: http://www.csun.edu/sites/default/files/faccenter-solar-grade-upload.pdf and then proceed with the approval process noted in this guide.

- If you prefer, a mass update feature is available. This is used to enter a particular grade for a group of students. To use this feature, choose a grade from the dropdown (see below), select the students to receive this grade, and then select the **< - add this grade to selected students** button. This adds the same grade to all of the students selected.

- Conversely, if most of the class is receiving the same grade, you may use the **Select All** link to select all students, select a grade from the dropdown, and then select the **< - add this grade to selected students** button. This assigns the same grade to all students. If a few of those students need a different grade, then change them individually.

Figure – Grade Roster: Mass Update Option

SPECIAL NOTE REGARDING INCOMPLETE GRADES:

If submitting an "I" grade (Incomplete) for the semester, you must complete the Incomplete Contract in SOLAR before grades can be submitted. You must also submit the appropriate Incomplete hard copy forms to your department office. For instructions on completing the online component in SOLAR, please view the section in this guide titled *Completing the Incomplete Contract from the Grade Roster*.

Saving & Approving Grades

The **Save** button, at the top and bottom of the page, is used to **Save** or **Approve** the grades depending on the **Approval Status** selected.

- If the **Approval Status** = **Not Reviewed**, then the **Save** button will save the grades that have been entered.

- If the **Approval Status** = **Approved**, then the **Save** button will save and submit the grades for approval. However, grades should be saved first before using this option.

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7. Once the grades have been entered and reviewed for accuracy, select **Not Reviewed** from the **Approval Status** and then select the **Save** button. Grades should ALWAYS been saved before submitting them for approval. Additionally, save often throughout the process to avoid losing your work.

8. After saving the grades, change the **Approval Status** to **Approved** and then select the **Save** button to approve and submit the grades.

Note: Users who do not have **Approved** as a status option, are graders and do not have access to approve grades. If you feel this is an error, contact your department to correct this.

Completing the Incomplete Contract from the Grade Roster

An incomplete grade should be assigned only when the faculty member concludes that a substantial portion of the work has already been completed and that only one or two assignments have not been finished. The student should be able to complete the remaining work independently within one year with minimal assistance from the instructor. **Executive Order 1037** requires faculty to create a contract when assigning an "**I**" (Incomplete) grade. This contract should include the conditions required for removal of the Incomplete.

When submitting an "I" grade (Incomplete), you will be required to add an Incomplete Contract from the grade roster itself.

To add an Incomplete Contract from the Grade Roster:

1. Select the appropriate option from the **Approval Status** field (**Approved** - to approve the grades) or (**Not Reviewed** - to edit or save the grades).
2. From the grade roster, select the "**I**" Incomplete option from the dropdown menu for the student in question.
3. Enter the other grades as you normally would.
4. Select the **Save** button. You will be told that an incomplete contract is required. Click through the message.
5. An additional column titled **Incomplete Contract** displays in the grade roster and includes an **Add** link in the row for the student who has an "I" grade. Select the **Add** link.
6. The **Incomplete Contract** page displays in a new window.

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Incomplete Contract

EmplID:
Career: UGRD   Undergraduate
Institution: NRCMP   CSU Northridge
Term: 2111   Winter Session 2011
Class Nbr: 10063   PSY 382, Section 01 (3 Units)
Instructor(s):

Incomplete Contract Data

*Reason Code:
Grade Without Further Work:
*Deadline For Completion: 01/20/2012

Work Required for Removal of 'I' Grade

*Description		Completed	Date Completed		
		☐			⊞ ⊟

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.

OK   Cancel   Apply

7. Complete the following fields:

   a. **Reason Code** (Faculty should use his/her own judgment on which code to use).

      - Extenuating
      - Medical
      - Other

   b. **Grade Without Further Work** – Enter the grade that the student would earn if the missing work is not completed. Grades entered here are for documentation purposes only; these grades will NOT be applied to a student's record. You may type a grade in or use the **Magnifying Glass** icon to select from a list of available options.

   c. **Deadline for Completion** – Enter a date or use the **Calendar** icon to select a date. Although students can be encouraged to finish work earlier, the official time limit is one year from the last day of the term in which the grade of Incomplete was assigned. This date cannot be altered by entering an earlier date.

   d. **Description** – Enter a description.

   e. **Completed Checkbox** – **When the work is completed**, the instructor is expected to return to this panel in order to mark the **Completed** checkbox and enter the completion date. The instructor will then sign a completed grade change form (a manual form that is available from your department) and route the form through the academic department for proper handling and submission to Admissions & Records.

   f. **Date Completed** – Select a date.

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Note: Additional rows can be added (if needed) to the description field by selecting the **+** or **–** buttons.

8. Select the **Apply** button to apply the changes.
9. Close out the Incomplete Contract window.
10. Return to the grade roster, which should still be open, and complete the save/approve process by selecting the **Save** button.
11. Instructors should continue the practice of filing separate, incomplete forms with their department office in addition to the steps outlined here.

Changing a Grade

Grades can be changed immediately as long as the **Grade Roster Type** does not say **Posted**.

Making changes to grades that have not been posted:

1. Go to the grade roster.
2. Change the **Approval Status** to **Not Reviewed**, and then select the **Save** button next to it, to open up the grade entry fields.
3. Make the necessary changes.
4. Change the **Approval Status** to **Approved**.
5. Select the **Save** button to re-submit the grades.

Making changes to grades after they have posted:

Online grade changes can be submitted through the My Schedule screen in your portal Faculty Center. Some changes, depending on when the change is made, may require additional approval.

Posting Grades

At the end of finals week, approved grades are posted to the student's record nightly. Students will see their grades at that time.

FAQs

Q. I don't see my grade rosters.

A. Grade rosters become available about a week before finals. Once available, the Grade Roster icon will appear next to the class on the My Schedule page. If you are looking for them before that time, they may not be available yet. Another possible reason is that you have not been assigned to the class as the instructor of record. To verify this, please contact your department to verify your access. Also, it is important that you are working with the correct term. If not, select the **Change Term** button in the Faculty Center – My Schedule page to select the correct term.

Q. I am clicking on the grade roster icon but nothing happens.

A. Please make sure you are selecting the grade roster icon next to the class itself. NOT the icon noted in the "legend" area which is just an example of what the icon looks like.

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Q. I do not see "Approved" in the Approval Status dropdown.

A. If you do not see this option, you have not been given approver access by your department. Contact your department directly so they can change your access accordingly. Without this access, you will only be able to enter and save grades.

Q. I have a large class and only some of my students are visible. Where are the rest?

A. Use the navigation buttons at the bottom of the grade roster to view the first 100 students. Use the arrow buttons to scroll back and forth through pages.

Q. My class is very large. Can I upload grades from a spreadsheet into the grade roster?

A. Yes. Grades can be uploaded from a properly formatted spreadsheet. To take advantage of this option, view the SOLAR Grade Roster Upload Quick Guide located at: http://www.csun.edu/sites/default/files/faccenter-solar-grade-upload.pdf and then proceed with the approval process.

Q. I need to take a break but I don't want to lose my work. What do I do?

A. With the **Approval Status** set to **Not Reviewed**, you can select the **Save** button to save your work at any time.

Q. I've approved my grades. When will the grades post?

A. At the end of finals week, approved grades are posted to the student's record nightly. Students will see their grades at that time.

Q. A student stopped attending class but the roster will not allow me to submit grades without entering a grade for the student. What do I do?

A. Students who stop attending class without formally withdrawing should be given an F or a WU (unauthorized withdrawal). For Credit / No Credit, the appropriate grade is NC (no credit).

Q. I need to change a grade, what do I do?

A. If the grades have not posted (as noted in the Grade Roster Type field of the roster), set the **Approval Status** to **Not Yet Reviewed**, save, and make the necessary changes. When done, change the **Approval Status** back to **Approved** and then select the **Save** button to re-submit the grades for approval.

If the grades have been posted, a Correction of Grade Report must be submitted to Admissions & Records to correct a grade. This form can be obtained from your department.

Q. The Grade Roster page is not displaying correctly. What should I do?

A. A current browser should be used. If the roster does not display correctly or buttons do not seem to work, then try another browser. A list of compatible browsers can be found at: http://www.csun.edu/sites/default/files/browsers.pdf. If you require assistance downloading a browser, contact the IT Help Center at (818) 677-1400.

Q. Where are grading policies noted for withdrawals?

A. The Undergraduate policy on withdrawals can be found at:
http://www.csun.edu/senate/policies/undergrad_withdrawals.pdf

The Graduate policy on withdrawals can be found at: http://www.csun.edu/catalog/policies/withdrawals-graduate-policy/

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (https://csun.topdesk.net/) or in person in (University Library, First Floor, Learning Commons).

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