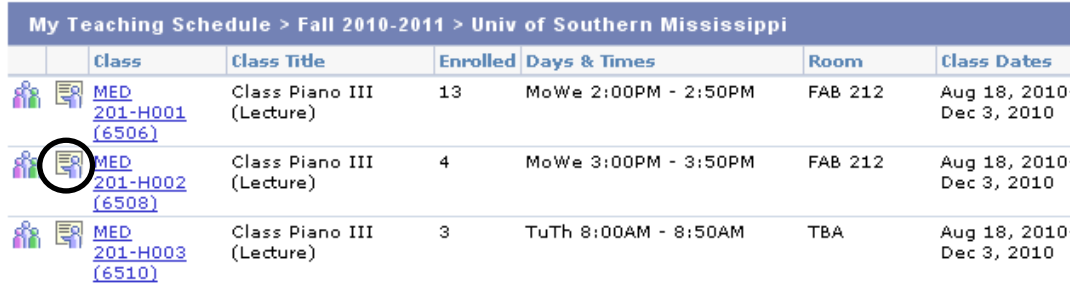

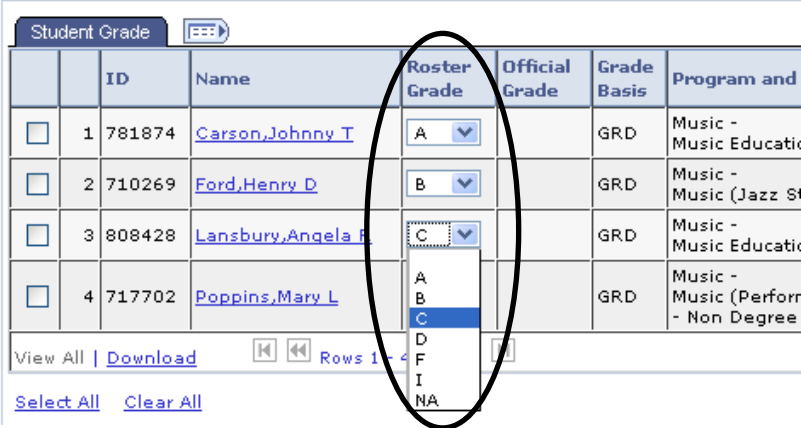



Step	Action																																			
1.	<p>Click the Grade Roster graphic.</p>  <p>My Teaching Schedule > Fall 2010-2011 > Univ of Southern Mississippi</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td> MED 201-H001 (6506)</td> <td>Class Piano III (Lecture)</td> <td>13</td> <td>MoWe 2:00PM - 2:50PM</td> <td>FAB 212</td> <td>Aug 18, 2010- Dec 3, 2010</td> </tr> <tr> <td> MED 201-H002 (6508)</td> <td>Class Piano III (Lecture)</td> <td>4</td> <td>MoWe 3:00PM - 3:50PM</td> <td>FAB 212</td> <td>Aug 18, 2010- Dec 3, 2010</td> </tr> <tr> <td> MED 201-H003 (6510)</td> <td>Class Piano III (Lecture)</td> <td>3</td> <td>TuTh 8:00AM - 8:50AM</td> <td>TBA</td> <td>Aug 18, 2010- Dec 3, 2010</td> </tr> </tbody> </table>	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	MED 201-H001 (6506)	Class Piano III (Lecture)	13	MoWe 2:00PM - 2:50PM	FAB 212	Aug 18, 2010- Dec 3, 2010	MED 201-H002 (6508)	Class Piano III (Lecture)	4	MoWe 3:00PM - 3:50PM	FAB 212	Aug 18, 2010- Dec 3, 2010	MED 201-H003 (6510)	Class Piano III (Lecture)	3	TuTh 8:00AM - 8:50AM	TBA	Aug 18, 2010- Dec 3, 2010											
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2.	<p>Select Midterm Grade or Final Grade from Grade Roster Type list.</p>  <p>Fall 2010-2011 Regular Academic Session Univ of So</p> <p>▼ MED 201 - H002 (6508) change class</p> <p>Class Piano III (Lecture)</p> <table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>MoWe 3:00PM-3:50PM</td> <td>FAB 212</td> </tr> </tbody> </table> <p>Display Options:</p> <p>*Grade Roster Type Final Grade ▼</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	Days and Times	Room	MoWe 3:00PM-3:50PM	FAB 212																															
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4.	<p>Set Approval Status appropriately:</p> <p>>Approved = Grades entered and ready for Registrar to collect</p> <p>>Not Reviewed = Default setting when you first get to the page</p> <p>>Ready for Review = Grades entered but not ready for Registrar to collect</p>
5.	<p>Click the save button.</p> 
6.	<p>NOTE: The grades will NOT display in the Official Grade column until the Registrar's Office has run their processes.</p>