


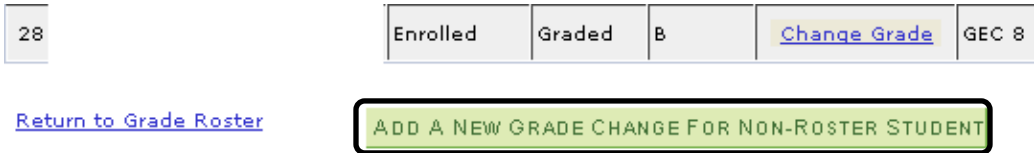


## Grades: Adding a Student to Final Roster

1.	<p>You can add a student to your roster <b>ONLY</b> when:</p> <ol style="list-style-type: none"> <li>1. The term has officially ended.</li> <li>2. The grades for your other students have been posted by the Registrar's Office.</li> </ol> <p>NOTE: If the student has not paid tuition for the course, the grade will not be added until the student has cleared their account with the Business Office.</p>
2.	<p>Click on the <b>Grade Roster</b> icon.</p>  <p>NOTE: You may have to "Change Term" using the <b>change term</b> button to view the correct term.</p>
3.	<p>Select <b>Final Grade</b> from the list of roster types.</p> 
4.	<p>Click the <b>Request Grade Change</b> link.</p> 
5.	<p>Scroll to the bottom of the page and click the <b>Add a New Grade Change for Non-Roster Student</b> button.</p> 
6.	<p>Enter the student's ID number.</p>

7. Click the **Add** button.

Find an Existing Value    Add a New Value

Empl ID:   ← 6

Academic Career: UGRD

Academic Institution: USM01

Term: 4121

Class Nbr: 1366

Change Date: 05/07/2012

← 7

8. Enter the grade earned by the student.

USM Grade Change

Student ID:

Subject Area: CMS

Catalog Nbr: 320

Class Section: H002

Official Grade:

\*Grade Input:

9. Click on the **Other: Explain Below** option.

10. Enter a comment to justify the action. <Example: "Student was not properly registered for the course but did regularly attend.">

Grade Change Reason:  Completed Work     Improper Withdrawal     Miscalculation     Other: Explain Below

\*Instructor Comments:

11. Click to place a check in the **Chair Approval Req** box.

Subject Area: CMS

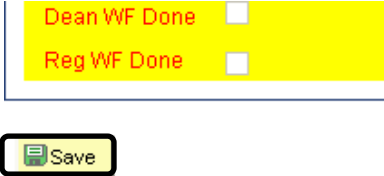
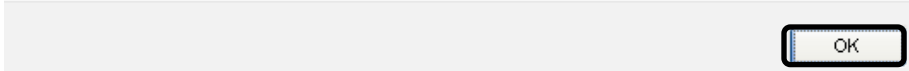
Catalog Nbr: 320

Class Section: H002

Official Grade:

\*Grade Input:

Chair Approval Req:

12.	<p>Click the <b>Save</b> button at the bottom-left of the page.</p>  <p>The screenshot shows a yellow rectangular area containing two checkboxes. The top checkbox is labeled 'Dean WF Done' and the bottom checkbox is labeled 'Reg WF Done'. Below this area is a green 'Save' button with a floppy disk icon.</p>
13.	<p>A confirmation will appear that the request has been sent to the department chair. Click the <b>OK</b> button.</p> <p>Correctly triggered a Grade Change Worklist entry (UGRD) for Chair of the Department:</p>  <p>The screenshot shows a light gray rectangular area containing the text 'Correctly triggered a Grade Change Worklist entry (UGRD) for Chair of the Department:'. At the bottom right of this area is a black 'OK' button.</p>
14.	<p>The request will go through the normal approval channels - chair, then dean - before the student will see it.</p>