

# Entering Grades in the Faculty Center

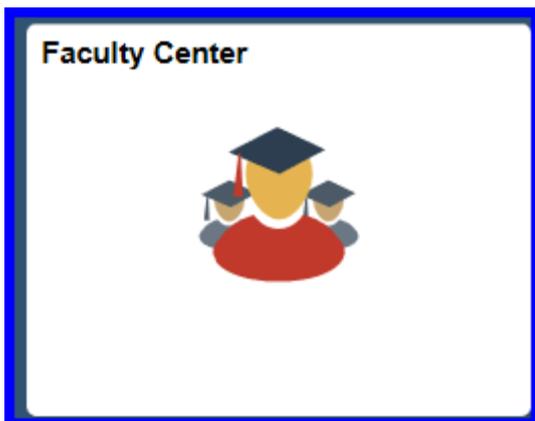
## Video Instructions

### 1. Navigate to My Student Center

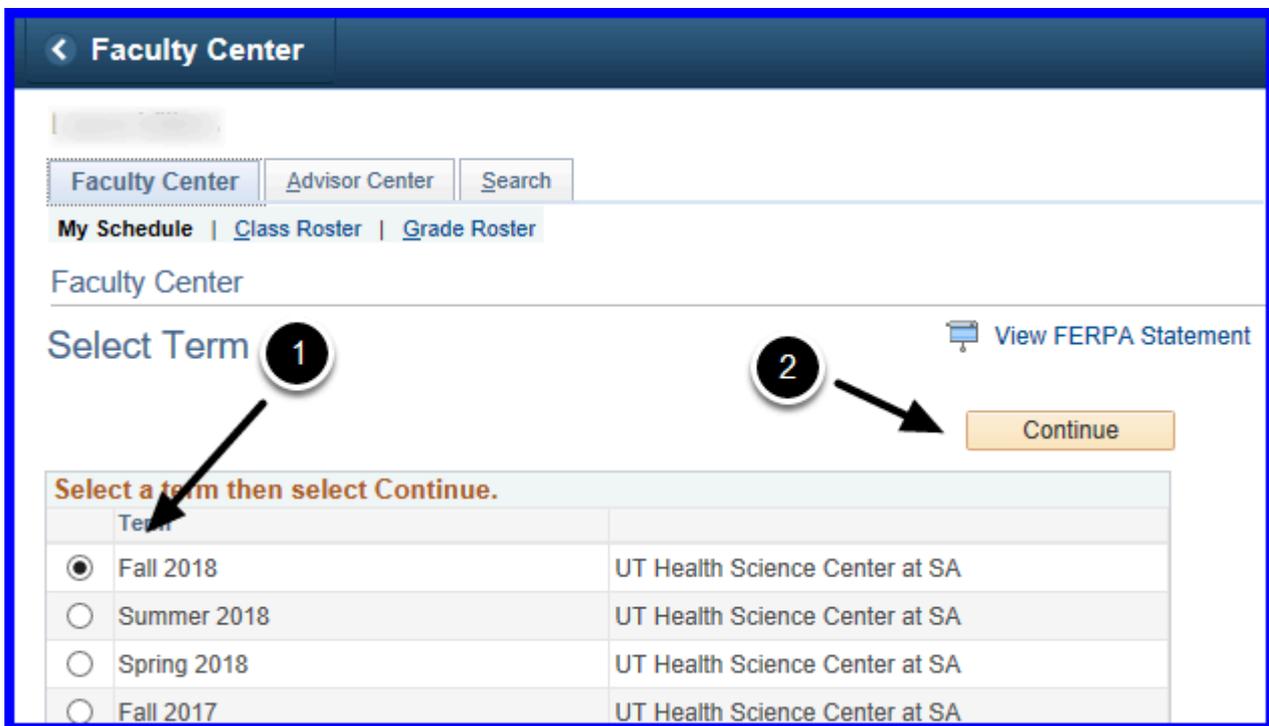
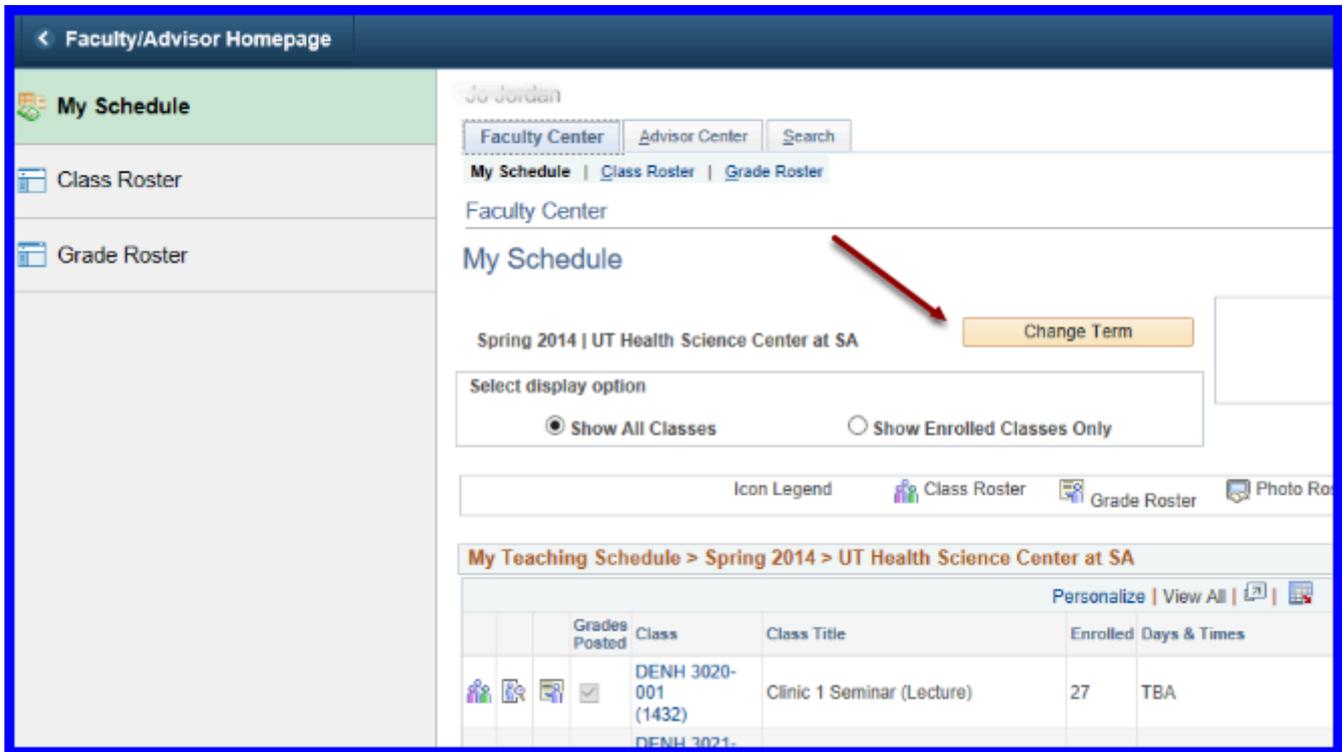
See [How to Log into My Student Center](#) for instructions on how to find My Student Center or use this direct link: [cs.uthscsa.edu](https://cs.uthscsa.edu)

! If you are logging in from off-campus, you will need to use a [Virtual Private Network \(VPN\)](#) and [Two Factor Authentication \(2FA\)](#) in order to access My Student Center.

### 2. Access the Faculty Center tile



**3. A view of the classes from the last term you accessed will appear. Change the term if necessary.**



## 4. Click the Grade Roster icon next to the class

The screenshot shows the Faculty Center interface for a user named Lance Miller. The navigation tabs include 'Faculty Center', 'Advisor Center', and 'Search'. Under 'My Schedule', there are links for 'Class Roster' and 'Grade Roster'. The current term is 'Fall 2018 | UT Health Science Center at SA'. The display options are set to 'Show Enrolled Classes Only'. Below this, there are icons for 'Class Roster', 'Grade Roster', and 'Photo Roster'. The main section is titled 'My Teaching Schedule > Fall 2018 > UT Health Science Center at SA'. It features a table with columns for 'Grades Posted', 'Class', 'Class Title', 'Enrolled', 'Days & Times', 'Room', and 'Class Dates'. The first row is highlighted, and the 'Grade Roster' icon in the 'Grades Posted' column is circled in red. An arrow points from the text 'Click the Grade Roster icon next to the class' to this icon.

Grades Posted	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	EMSP 1137-001 (1524)	Emergency Procedures 1 (Laboratory)	25	TBA	TBA	Aug 20, 2018-Dec 7, 2018
	EMSP 1161-001 (1521)	Clinical 1 (Clinical)	25	TBA	TBA	Aug 20, 2018-Dec 7, 2018
	EMSP 1301-001 (1831)	A&P for Paramedic Practice (Lecture)	25	TBA	TBA	Aug 20, 2018-Dec 7, 2018
	EMSP 1338-001 (1832)	Intro To Paramedic Practice (Lecture)	25	TBA	TBA	Aug 20, 2018-Dec 7, 2018

The list of classes defaults to only showing 20 at a time. Click 'View All' to see all the classes to which you have access.

If you do not see the class in this list, then you [may not be listed as faculty/staff on this class in the Schedule of Classes](#). Contact your Department or Dean's Office to determine who is responsible for updating Faculty/Staff on the Schedule of Classes for this course.

The Grade Roster icon next to the course only appears when the class has ended based on the End Date listed in the Schedule of Classes (Basic Data tab). If the class is complete and you still do not see this icon, contact the Office of the University Registrar - Compliance and Operations Team at [OUROperations@uthscsa.edu](mailto:OUROperations@uthscsa.edu).

## 5. Assign a grade to each student

The grade roster only shows 20 students at a time by default. Use the navigational buttons towards the top right of the screen to view the other students in the course.

Grades can be added manually using the drop down menu next to each student.

PRINT

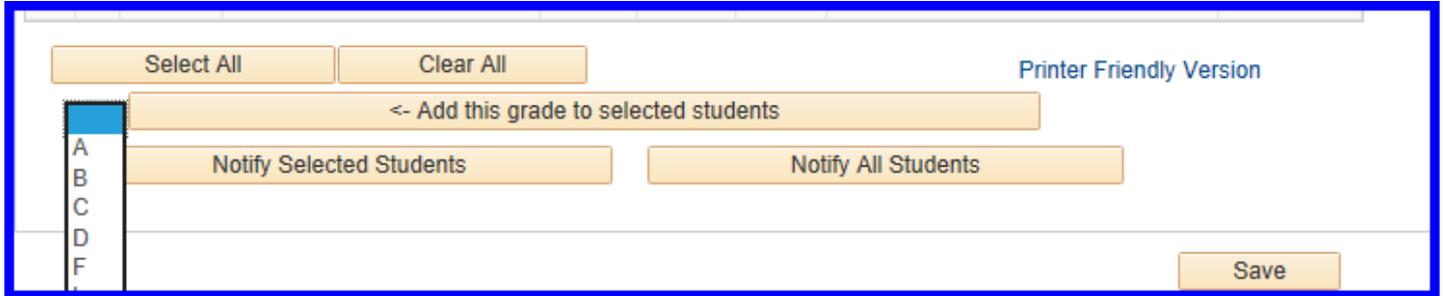
Personalize | Find | | First 1-20 of 25 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 05	[blurred]	<input type="text" value=""/>		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	2 05	[blurred]	<input type="text" value=""/>		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	3 05	[blurred]	<input type="text" value=""/>		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	4 05	[blurred]	<input type="text" value=""/>		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	5 05	[blurred]	<input type="text" value=""/>		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	6 05	[blurred]	<input type="text" value=""/>		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	7 05	[blurred]	<input type="text" value=""/>		GRD	Undergraduate Certificate -	Freshman

Select All Clear All Printer Friendly Version

The same grade can be added to multiple students by using the 'add this grade to selected students' button at the bottom of the roster.

Check individual student boxes or use the 'Select All' and 'Clear All' links to determine which students will be assigned the grade.



The screenshot shows a web interface for entering grades. At the top left, there are two buttons: 'Select All' and 'Clear All'. To the right is a link for 'Printer Friendly Version'. Below these is a large orange button that says '<- Add this grade to selected students'. Underneath that are two more buttons: 'Notify Selected Students' and 'Notify All Students'. On the far right, there is a 'Save' button. On the left side of the interface, there is a vertical list of grade options: A, B, C, D, F, and a partially visible 'I'.

## 6. Select an Approval Status

**!** Do not change the Approval Status until you are finished entering all grades. If you change the approval status early, then you won't be able to enter any more grades. Contact the Registrar for assistance.

**Ready for Review** - Grades are entered and awaiting Approval from Course Director or Primary Instructor. Once you select this, you cannot modify or enter any more grades. If grades need to be updated after this status was selected, contact the Office of the Registrar to reset the status of the grade roster to 'Not Reviewed'.

**Approved** - Grades are entered correctly and ready to be posted on the official record

Fall 2018 | Regular Academic Session | UT Health Science Center at SA | Health Professions Undergrad

[Change Class](#)

EMSP 1137 - 001 (1524)  
Emergency Procedures 1 (Laboratory)

Days and Times	Room	Instructor	Dates
TBA	TBA		08/20/2018 - 12/07/2018

**Display Options**

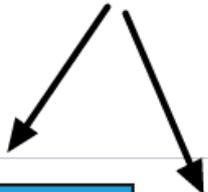
\*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status 
 Approved  
 Not Reviewed  
 Ready for Review
  [Save](#)

[PRINT](#)



**i** The Approval Status of “Approved” is available only to faculty members. Once grades are set to approved, they are posted overnight. The following day the grades are available for students to view in Self Service. Grade changes made after grades are posted must be submitted using the Grade Change e-form available on My Student Center-Registrar E-Forms tile. E-form instructions can be accessed [here](#).

**!** If an instructor attempts to Approve the grades, but does not have the 'Approved' option in the drop down, please ensure [the class in the Schedule of Classes is set to allow this individual to 'Approve' the grade](#).

## 7. Save the Grade Roster

Display Options

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status: Approved

Save

BRINT

Personalize | Find | 1-20 of 25 | Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	
<input type="checkbox"/>	2 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	
<input type="checkbox"/>	3 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	
<input type="checkbox"/>	4 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	
<input type="checkbox"/>	5 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	
<input type="checkbox"/>	6 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	
<input type="checkbox"/>	7 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	8 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	9 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	10 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	11 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	12 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	13 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	14 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	15 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	16 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	17 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	18 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	19 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman
<input type="checkbox"/>	20 061		A		GRD	Undergraduate Certificate - Cert Emer Med Tech-Paramedic	Freshman

Select All | Clear All | Printer Friendly Version

Notify Selected Students | Notify All Students

Save

## Downloading the Grade Roster

The Grade roster can be downloaded to a spreadsheet using the “Download” icon at the top of the name/grade roster.

Fall 2018 | Regular Academic Session | UT Health Science Center at SA | Health Professions Undergrad

EMSP 1137 - 001 (1524)  
Emergency Procedures 1 (Laboratory)

Change Class

Days and Times	Room	Instructor	Dates
TBA	TBA	TBA	08/20/2018 - 12/07/2018

Display Options

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status: Approved

Save

PRINT

Personalize | Find | First | 1-20 of 25 | Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input checked="" type="checkbox"/>	1 05		A		GRD	Undergraduate Certificate -	Freshman

**For assistance, please contact [OUROperations@uthscsa.edu](mailto:OUROperations@uthscsa.edu) or call 210-567-2621.**