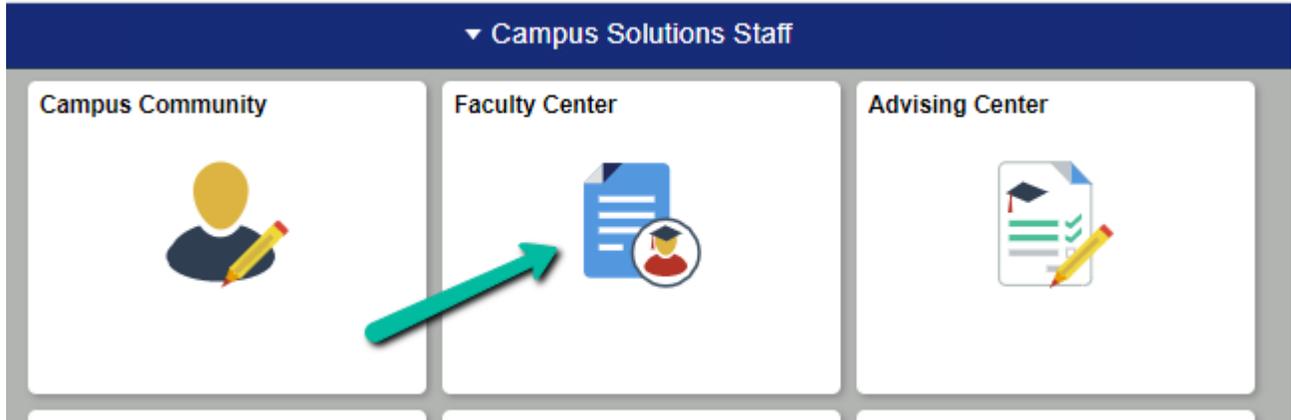


# Faculty Center Grading Instructions

## Accessing Faculty Center / My Schedule:

- Access **Faculty Center** by logging into *myUTTyler* at <http://my.uttyler.edu>
- Once logged in, click on the **Faculty Center Tile**. If you do not have this tile, please email [records@uttyler.edu](mailto:records@uttyler.edu)



The screenshot shows the 'Faculty Center' interface. On the left is a navigation menu with options like 'Class Schedule', 'Class Roster', 'Grade Roster', etc. The main content area shows 'My Schedule' for '2020 Fall | University of Texas at Tyler'. It includes a 'Change Term' button, a 'My Exam Schedule' box, and a 'Select display option' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this is a table for 'My Teaching Schedule > 2020 Fall > University of Texas at Tyler'.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
HRD, 5352-080 (81773)	ORGANIZATION DEVELOPMENT (Lecture)	49	TBA	TBA	Aug 24, 2020-Dec 12, 2020

Below the table are buttons for 'View Weekly Teaching Schedule' and 'Go to top'. A section for 'My Exam Schedule > 2020 Fall > University of Texas at Tyler' states 'You have no final exams scheduled at this time.' with a 'Go to top' button.

# Faculty Center Grading Instructions

## Opening the Grade Roster Page from My Schedule:

- On the **My Schedule** page you will see the classes for which you are the primary or secondary instructor. To open a specific class for grading, click on the **Grade Roster** icon to the left of that class (📅).

Faculty Center

My Schedule

2020 Fall | University of Texas at Tyler Change Term

Select display option  
 Show All Classes  Show Enrolled Classes Only

My Exam Schedule

Icon Legend Class Roster Grade Roster Learning Management

My Teaching Schedule > 2020 Fall > University of Texas at Tyler

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 HRD. 5352-060 (81773)	ORGANIZATION DEVELOPMENT (Lecture)	49	TBA	TBA	Aug 24, 2020- Dec 12, 2020

- Verify the class information prior to beginning grade entry by checking the subject, number, class number (81773 in the example below, typically 5 digits), class title, and days/times.

## Grade Roster

2020 Fall | Regular Academic Session | University of Texas at Tyler | Graduate

HRD. 5352 - 060 (81773)  
ORGANIZATION DEVELOPMENT (1 Lecture) Change Class

Days and Times	Room	Instructor	Dates
TBA	TBA		08/24/2020 - 12/12/2020

Display Options \*Grade Roster Type Mid-Term Grade Grade Roster Action \*Approval Status Not Reviewed Save

Display Unassigned Roster Grade Only

- The **Grade Roster Type** should be “Final Grade”.
  - Note:** If you have already received the email stating that Final Grade Rosters are open, and the roster type is not defaulting to “Final Grade”, please contact [Records@uttyler.edu](mailto:Records@uttyler.edu) immediately.

# Faculty Center Grading Instructions

## Grade Entry Specifics:

**IT IS HIGHLY RECOMMENDED TO SAVE FREQUENTLY DURING THE GRADE ENTRY PROCESS, ESPECIALLY WITH LARGER CLASS SIZES.**

- Enter grades on the **Student Grade** tab, which will be the default.
  - The **Requirement Designation** tab will appear if the class has a Core Curriculum designation. **DO NOT USE THIS TAB.**
- At the top of the roster is a tool bar that:
  - Displays the number of students in the current view and the number of students enrolled.
  - You will need to click **View All** if you have more than 20 students

ID	Name	Roster Grade	Official Grade	F Grade Reason	Date Last Attended	Grading Basis	Program and Plan	Level
1	[Redacted]	[Dropdown]		[Dropdown]	[Date]	GRD	Graduate - Human Resource Development MS	Graduate
2	[Redacted]	[Dropdown]		[Dropdown]	[Date]	GRD	Graduate - Human Resource Development MS	Graduate
3	[Redacted]	[Dropdown]		[Dropdown]	[Date]	GRD	Graduate - Human Resource Development MS	Graduate

- Enter grades by choosing from the drop down box in the **Roster Grade** column.
  - For grades of “F” only, select the applicable grade reason from the drop down box in the F Grade Reason column. Enter a “Last Date Attended” only when the F Grade Reason is set to “Stopped Attending as of”.
- At the bottom of the grade roster page, there is a feature that allows you to mass assign grades to as selected group of students. To use this, check the box to the left of the student id number for each applicable student.

Select All    Clear All    Printer Friendly Version

[Dropdown]    <- Add this grade to selected students

- Then choose the appropriate grade from the drop-down box next to the **Add this grade to selected student button**, as shown in the example below.

[B]    <- Add this grade to selected students

## Faculty Center Grading Instructions

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- If you have a grade roster with one student listed, and that single student has withdrawn from the class, the roster **MUST** be marked “Approved” in order for the roster to successfully post.
- The grade roster may be saved, using the buttons in the **Grade Roster Action** area or at the bottom of the page, at any time during the grade entry process. by clicking the **SAVE** button at the bottom of the page. **Saving does not post or approve the roster** – it just saves it for further grade entry and/or review.
- The **Display Unassigned Roster Grade Only** check box may be used at any time during grading to view only those students with unassigned grades. This is useful if grades are entered for large rosters or when grade entry is partially completed.
- Use the **Approval Status** dropdown menu, under **Grade Roster Action** to set the status of your roster:



The screenshot shows a web interface for 'Grade Roster Action'. It features a dropdown menu for '\*Approval Status' with the following options: 'Not Reviewed', 'Approved', 'Not Reviewed', and 'Ready for Review'. A mouse cursor is hovering over the dropdown arrow. To the right of the dropdown is a green 'save' button.

- **Not Reviewed:** This is the default setting, and should remain in place **until ALL grades for the class are entered.**
- **Ready for Review:** This setting may be used once all grades for the class are entered, but the primary instructor is not yet ready to mark the roster as **Approved** and lock it.
  - Secondary instructors and teaching assistants who enter grades for the primary instructor may change the status from **Not Reviewed** to **Ready for Review** as an indicator, although it is not required.
  - PeopleSoft will not allow secondary instructors and teaching assistants to set a grade roster to Approved status; only primary instructors have this permission.
- **Approved:** This is the final status, and indicates that the primary instructor has confirmed that all grades on the roster are entered and correct, and are ready for final posting.
  - **The Save button must be clicked to finalize this status and lock the roster; failure to do so may result in the loss of all data entry since the last save, and require reentry.**
  - All students in the grade roster must be graded, and any students with “F” grades assigned values in the **F Grade Reason** and **Date Last Attended** fields, or PeopleSoft will generate an error message when the “Save” button is clicked and the “Approved” status will not be assigned.

## Faculty Center Grading Instructions

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- Once a roster is in **Approved** status it is “locked”, and only the Office of Enrollment Services can change it back to a different status. If you need your roster unlocked, please contact [records@uttyler.edu](mailto:records@uttyler.edu)

# Faculty Center Grading Instructions

## Changing Rosters:

Instructors can change which grade roster they are accessing directly from the **Grade Roster** page by clicking the **Change Class** button at top of the roster to navigate back to the **My Schedule** page.

Alternately, they can also use:

- the **Faculty Center** button in the uppermost left-hand corner to also return to the **My Schedule** page, or
- the **Home** icon on the upper right-hand side of the page to return to the main menu, where they will have to reselect the **Faculty Center** tile.



## Special Grade Notes:

Students in the following situations cannot have their grades modified using the Grade Roster page:

- Students who have formally withdrawn, and received a grade of Q or W
- Students who enrolled on the Audit basis, and have pre-assigned grades of AU

These instructions were created for use with the Google Chrome browser.

Contact [itsupport@uttyler.edu](mailto:itsupport@uttyler.edu) if you experience problems using other browsers.

For general questions, contact [Records@uttyler.edu](mailto:Records@uttyler.edu)