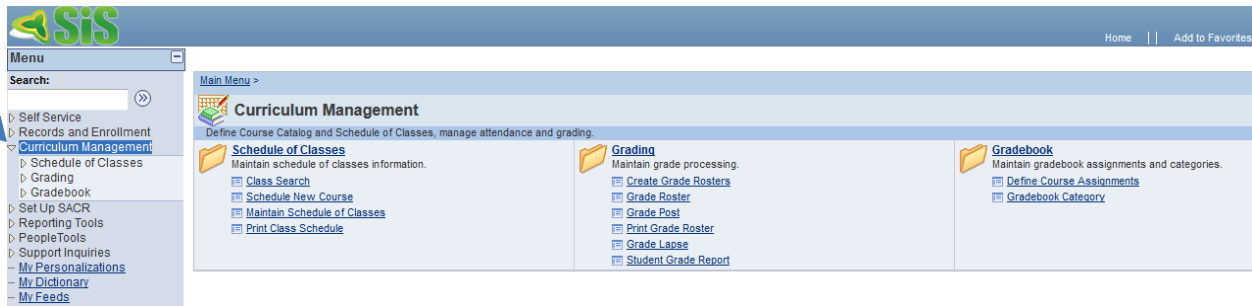
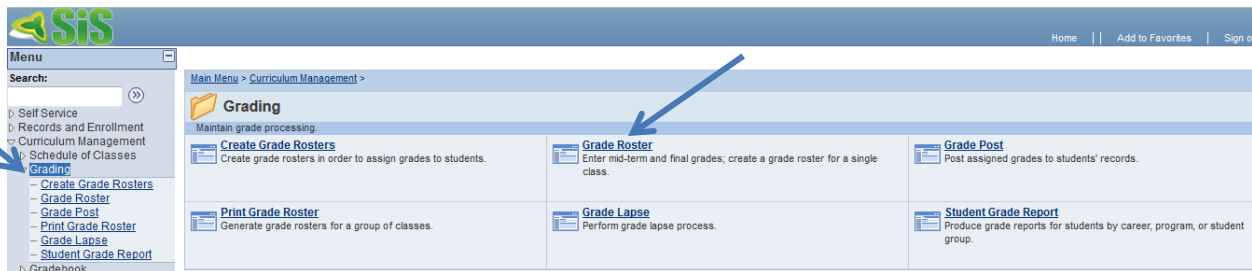


How to create Grade Roster and Post Grade?

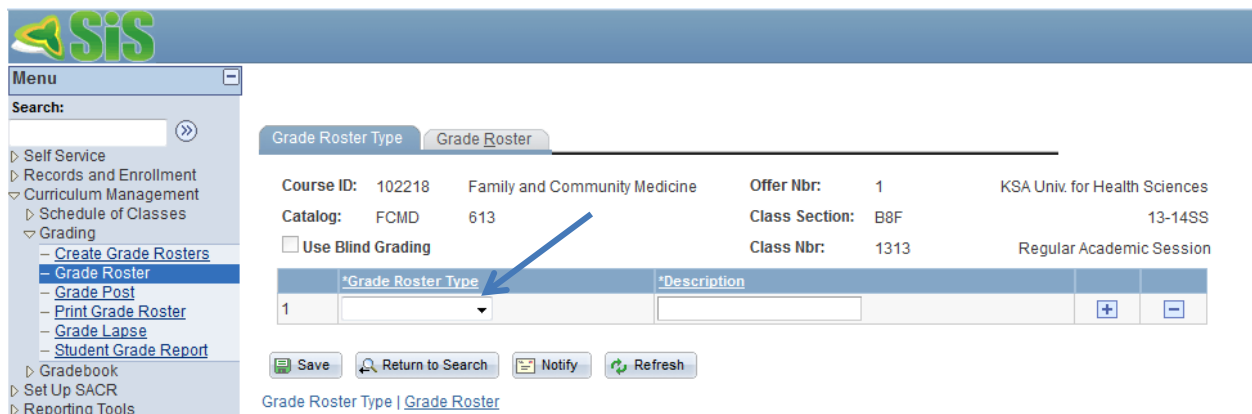
Step # 1: Click on “Curriculum Management” link



Step # 2: Click on “Grading” link and then click on “Grade Roster” from the right panel



Step # 2: Here of “Grade Roster Type” page select the “Grade Roster Type” from dropdown list in your select “Final Grade”



Step # 3: When you selected the type of grade roster following window appear with listed properties, now click on “Create” button; this action will create the grade roster for the selected class

Menu

Search:

- Self Service
- Records and Enrollment
- Curriculum Management
 - Schedule of Classes
 - Grading
 - Create Grade Rosters
 - Grade Roster
 - Grade Post
 - Print Grade Roster
 - Grade Lapse
 - Student Grade Report
 - Gradebook
- Set Up SACR
- Reporting Tools
- PeopleTools
- Support Inquiries
 - My Personalizations
 - My Dictionary
 - My Feeds

Grade Roster Type | Grade Roster

Course ID: 102218 Family and Community Medicine Offer Nbr: 1 KSA Univ. for Health Sciences
 Catalog: FCMD 613 Class Section: B8F 13-14SS
 Use Blind Grading Class Nbr: 1313 Regular Academic Session

*Grade Roster Type	Description	*Approval Status	Final Roster Grading Status	Override	Partial Post			
1 Final Grade	Final Grade	Not Reviewed	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create	Post	+ -

Save Return to Search Notify Refresh

Grade Roster Type | Grade Roster

Step # 4: When you clicked on “Create” button the system will generate following grade roster for the selected class has been generated on Grade Roster page (Note: - The “Final Grade Status” is pending, this because the grade is not posted yet)

Menu

Search:

- Self Service
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Grade Roster Type | Grade Roster

Term: 13-14SS Class Nbr: 1313 Family and Community Medicine Section: B8F
 Session: Regular Catalog: FCMD 613 Seq Nbr: 1

Roster Type

Final Grade Final Grade Display Unassigned Roster Grade Only

Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 1000003183	Abu Khalil,Hiba Hesham	<input type="text"/>		Undergrad	Graded	Pending	Detail	Note
2 1000003184	Ahmad,Banderi Abdullallah	<input type="text"/>		Undergrad	Graded	Pending	Detail	Note
3 1000003223	Al Ammari,Eman Abdullah	<input type="text"/>		Undergrad	Graded	Pending	Detail	Note
4 1000003189	Al Dubayan,Nujood Hamad	<input type="text"/>		Undergrad	Graded	Pending	Detail	Note

Step # 5a: Now again from “Grade Roster Type” page select the “Approval Status” for this grade roster three options “Approved (final action)”, “Ready for Review (just sending for review of students)” or “Not Reviewed”.

5b: After selecting the status click on “Post” button this will complete the creation grade roster process.

Step # 6: When the grade roster successfully posted you can verify from your “My Schedule >> Grade Roster” screen. (Note: - Following is just example screen and the grade were not posted as approved status, do this action according to your requirements)

ID	Campus ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	1000003183	30-03-01-502	Abu Khalil,Hiba Hesham		GRD	Medicine & Surgery - Medicine & Surgery	Year 6 Semester 1
2	1000003184	30-03-01-503	Ahmad,Banderi Abdulllah		GRD	Medicine & Surgery - Medicine & Surgery	Year 6 Semester