

The following is for grade administrators and grade approvers to approve a grade roster in the Faculty Centre.

Once grade rosters have been set to **Ready for Review**, they are displayed in the grading summary screen within the approver's Faculty Centre. The grading summary list shows Histograms and a dynamic GPA calculation for each grade roster.

If you are a grade approver, the Faculty Centre can be accessible through My U of C by clicking on the Faculty Centre link in Quick Links. Approvers must log in with SecurID.

Grade administrators also have access to the Faculty Centre. Grade Administrators access the Faculty Centre by logging in with SecurID as they normally do selecting Self Service and Faculty Centre from the menus.

Please note Grade Rosters can be approved until the deadline then Grade Rosters are locked.

1. Click the **Self Service** link.



2. Click the **Faculty Center** link.

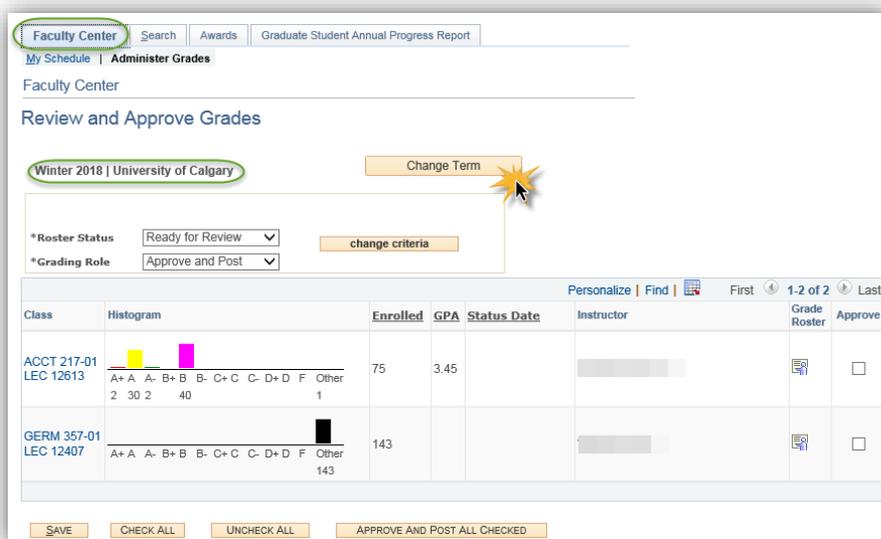


3. Click the **Administer Grades** link.



4. By default the current term displays (e.g. Winter 2018); and 2 classes that are ready for review and approval. However if a different Term needs to be approved then you must change the term. Since this is a common error when approving grades, we will demonstrate how to change a term. Click the **Change Term** button.

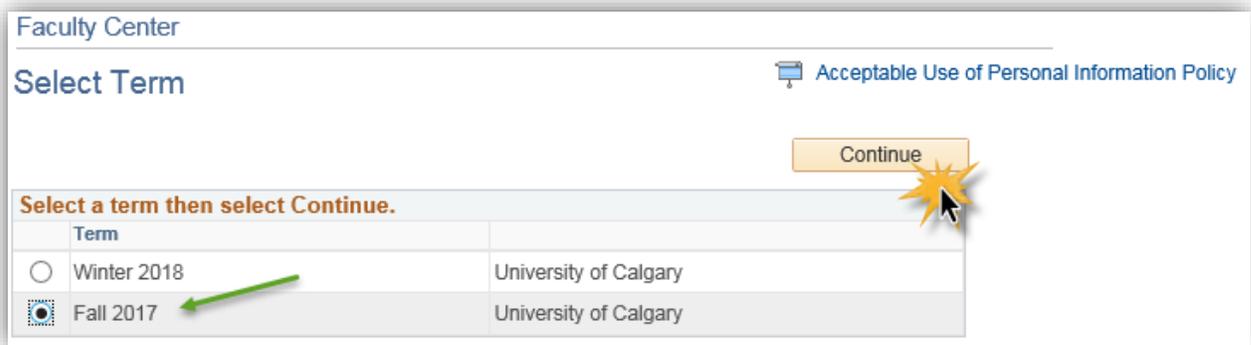




Class	Histogram	Enrolled	GPA	Status Date	Instructor	Grade Roster	Approve
ACCT 217-01 LEC 12613	A+ A A- B+ B B- C+ C C- D+ D F Other 2 30 2 40 1	75	3.45				<input type="checkbox"/>
GERM 357-01 LEC 12407	A+ A A- B+ B B- C+ C C- D+ D F Other 143	143					<input type="checkbox"/>

5. Any terms that you have access to will display (e.g. Winter 2018 and Fall 2017). To change a term click the radio button (e.g. Fall 2017) and click the **Continue** button.

Continue



Faculty Center

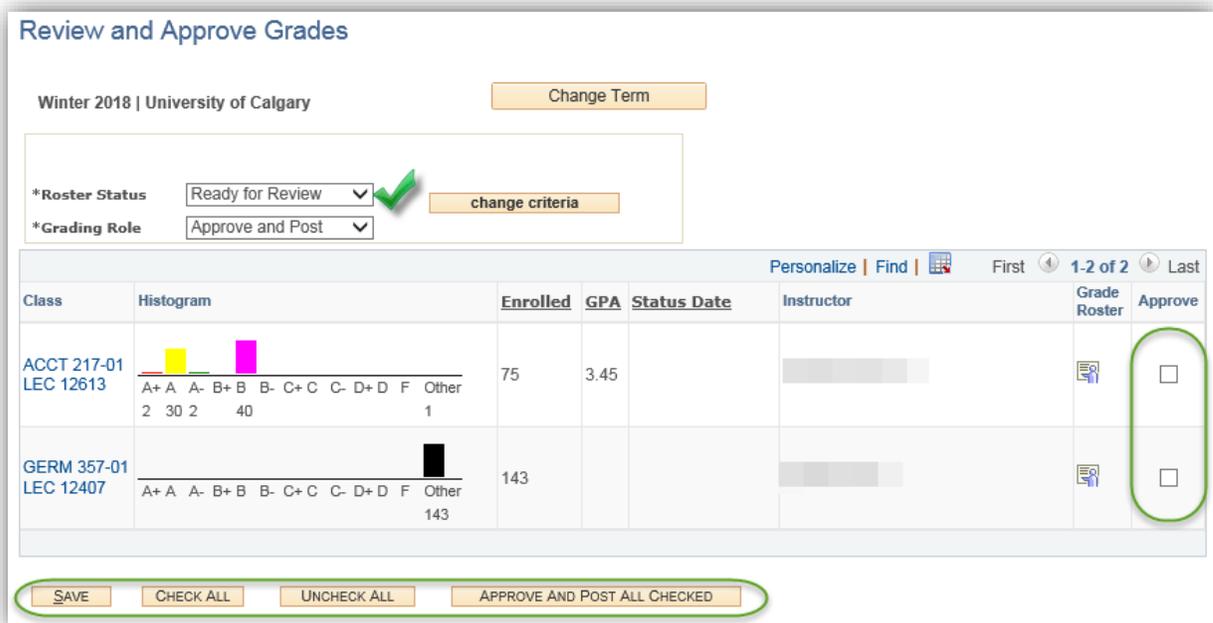
Select Term Acceptable Use of Personal Information Policy

Continue

Select a term then select Continue.

Term	
<input type="radio"/> Winter 2018	University of Calgary
<input checked="" type="radio"/> Fall 2017	University of Calgary

6. This is the correct Roster Status (**Ready for Review**) and Grading Role (**Approve and Post**) to view any class rosters ready for approval. The grading summary list shows Histograms and a dynamic GPA calculation for each roster and the Instructor. Another indicator that you are on the correct roster status (Ready for Review) is the Approve Checkbox and approval buttons are displayed: Save, Check All, Uncheck All and Approve and Post All Checked. Click the **Roster Status** list and select **Ready for Review**.

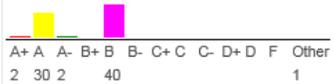


Review and Approve Grades

Winter 2018 | University of Calgary Change Term

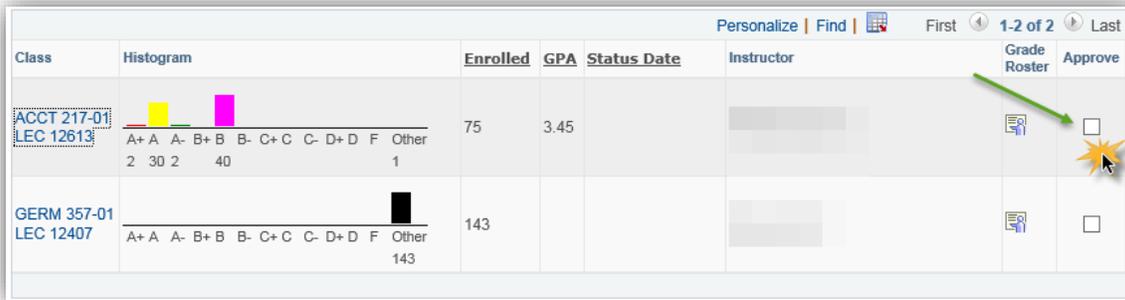
*Roster Status: Ready for Review change criteria

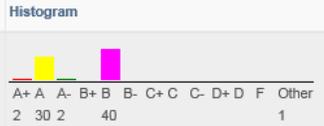
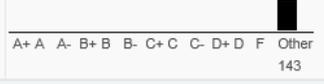
*Grading Role: Approve and Post

Class	Histogram	Enrolled	GPA	Status Date	Instructor	Grade Roster	Approve
ACCT 217-01 LEC 12613		75	3.45				<input type="checkbox"/>
GERM 357-01 LEC 12407		143					<input type="checkbox"/>

SAVE CHECK ALL UNCHECK ALL APPROVE AND POST ALL CHECKED

- Click the Grade Roster icon at the end of the row to view the Grade Roster for the specific class. Repeat this step for every class that needs to be approved. Click the **Grade Roster** button.

Class	Histogram	Enrolled	GPA	Status Date	Instructor	Grade Roster	Approve
ACCT 217-01 LEC 12613		75	3.45				<input type="checkbox"/>
GERM 357-01 LEC 12407		143					<input type="checkbox"/>

- The Grade Roster displays the class list with the grades that have been entered in the Roster Grade column. Scroll down to review all the grades.

Note: The student's names have been scrambled for FOIP reasons.

Grade Roster

Winter 2018 | Regular Academic | University of Calgary | Undergraduate Programs

ACCT 217 - 01 (12613) Change Class

Introductory Financial Accounting (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 2:00PM-3:15PM	SH 268		2018/01/08 - 2018/04/13

Display Options: *Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: Ready for Review

Student Grade	ID	Name	Prim Last Name	Prim First Name	Roster Grade	Official Grade	Grading Basis	Description	Level	Comments
<input type="checkbox"/>	1 10163089	Anderson, Praveen	Anderson	Praveen	W		GRD	Haskayne Schl of Business Bach - Accounting/Bachelor of Commerce	Year 1	<input type="text"/>
<input type="checkbox"/>	2 30040650	Antosz, Stuart G	Antosz	Stuart	A		GRD	Haskayne Schl of Business Bach - Accounting/Bachelor of Commerce	Year 1	<input type="text"/>
<input type="checkbox"/>	3 30040189	Arnot, Alizeh D	Arnot	Alizeh	A		GRD	Haskayne Schl of Business Bach - General/Bachelor of Commerce	Year 1	<input type="text"/>

9. Confirm each student has received a grade. Use the **View All** button to see all the students on the Grade Roster. When completed press the Return button to return to Approve Grades. Click the **Return** button.

[Return](#)

<input type="checkbox"/>	16	30039727	Evans, Meghan	Evans	Meghan	B		GRD	Haskayne Schl of Business Bach - Finance/Bachelor of Commerce	Year 1	<input type="text"/>	
<input type="checkbox"/>	17	30029921	Fife, Kyra R	Fife	Kyra	B		GRD	Haskayne Schl of Business Bach - General/Bachelor of Commerce	Year 2	<input type="text"/>	
<input type="checkbox"/>	18	30044198	Floyd, Karen N	Floyd	Karen	B		GRD	Haskayne Schl of Business Bach - Business Technology Management/Bachelor of Commerce	Year 1	<input type="text"/>	
<input type="checkbox"/>	19	30016788	Foster, Vincent A	Foster	Vincent	A		GRD	Haskayne Schl of Business Bach - Accounting/Bachelor of Commerce	Year 2	<input type="text"/>	
<input type="checkbox"/>	20	30020924	Gibbs, Sheila D	Gibbs	Sheila	A		GRD	Haskayne Schl of Business Bach - Accounting/Bachelor of Commerce	Year 2	<input type="text"/>	

[View All](#) | [Download Table to Excel](#) | Rows 1 - 20 of 75

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

[Notify Selected Students](#) [Notify All Students](#)

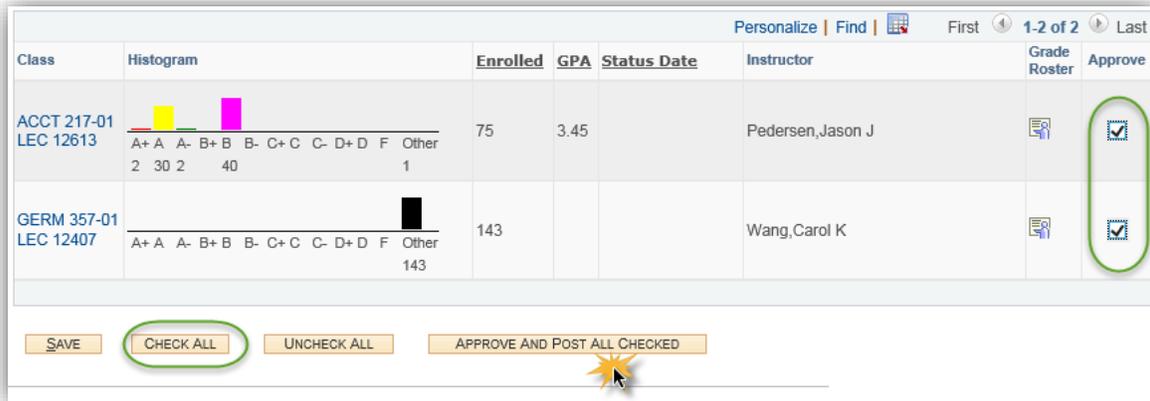
[Return](#)

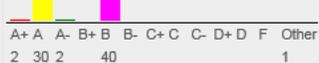
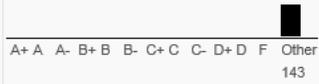
10. To select a list of classes at one time you can use the Check All button. Click the **Check All** button.

[CHECK ALL](#)

11. After **Check All** has been selected, use the **Approve and Post All Checked** button. It is important you have approved the grades for each roster before using these buttons. Click the **Approve and Post All Checked** button.

APPROVE AND POST ALL CHECKED



Class	Histogram	Enrolled	GPA	Status Date	Instructor	Grade Roster	Approve
ACCT 217-01 LEC 12613		75	3.45		Pedersen, Jason J		<input checked="" type="checkbox"/>
GERM 357-01 LEC 12407		143			Wang, Carol K		<input checked="" type="checkbox"/>

Buttons: **SAVE** **CHECK ALL** **UNCHECK ALL** **APPROVE AND POST ALL CHECKED**

12. To deselect the grade rosters all at once you can use the **Uncheck All** button or click on each grade roster to deselect. Click the **Uncheck All** button.

UNCHECK ALL

13. You may select just one roster for approval by clicking the **Approve** checkbox.
14. Please ensure you have reviewed all the Grade Rosters in the list **prior** to selecting the **Approve and Post All Checked** button. Click the **Approve and Post All Checked** button.

APPROVE AND POST ALL CHECKED

15. Once posted, grades will be immediately accessible to students via their Student Center. Note that the approved class roster has now been approved and removed from the list for Review and Approve Grades.



Class	Histogram	Enrolled	GPA	Status Date	Instructor	Grade Roster	Approve
GERM 357-01 LEC 12407		143					<input type="checkbox"/>

Buttons: **SAVE** **CHECK ALL** **UNCHECK ALL** **APPROVE AND POST ALL CHECKED**

Important: Please ensure you have reviewed all the Grade Rosters in the list **prior** to selecting the Approve and Post All Checked button.

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.