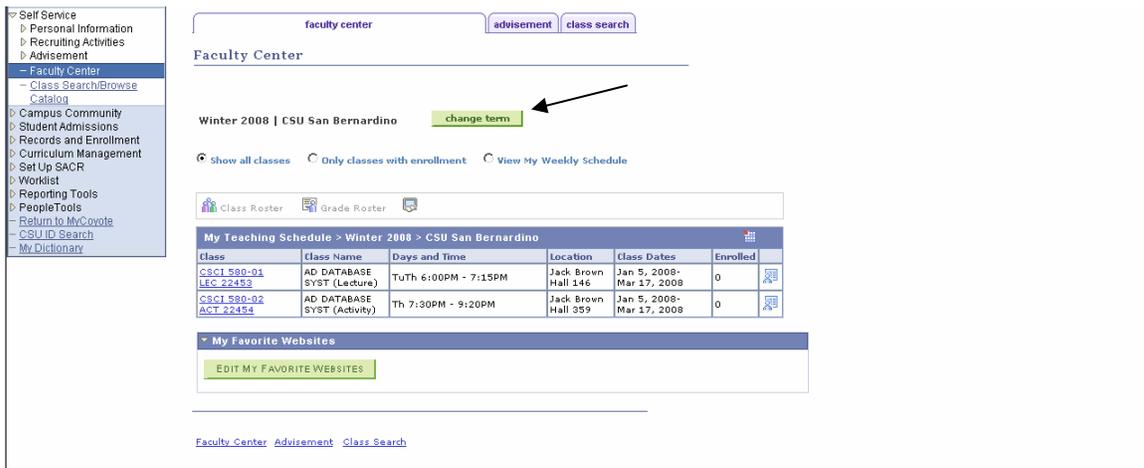# Faculty Center Grading Quick Guide

1. Log into MyCoyote
2. Under the Faculty tab, click on Faculty Center link

3. If the current term is not displayed, click on change term and go to step 4
   If the current term is displayed, go to step 5

4. Click on radio button for current term and click Continue

5. Click on the Grade Roster icon at the end of the class information line. If you do not have a Grade Roster icon, contact Paula in Records at 537-5269 or by email at ammerman@csusb.edu.

ACCT 426-02 LEC 82954	INTRO TO TAXATION (Lecture)	MW 6:00PM - 7:50PM	Pfau Library 204	Sep 21, 2006- Dec 4, 2006	10	

6. Enter grades by either using the pull down and selecting the appropriate grade, or by typing in the grade. Hitting the tab key two times after each grade entry will advance you to the next student on the roster.

		ID	Name	Roster Grade	Official Grade	Career
☐	1	002680170	Bullock,Sandra			Undergraduate
☐	2	002614208	Carrey,Jim	A A- B B+ B-		Undergraduate
☐	3	000888666	Foster,Jodie			Undergraduate
☐	4	001225561	Gibson,Mel			Undergraduate

Student Grade

7. Once all grades have been entered, verify grade entries and click Save at the bottom of the page. **Only two more steps to go!!**

☐	9	002403530	Stone,Sharon	A		Undergraduate
☐	10	000830842	Williams,Robin	A		Postbaccalaureate

NOTIFY SELECTED STUDENTS   NOTIFY ALL STUDENTS   PRINTER FRIENDLY VERSION

RETURN   SAVE

8. Change Approval Status from Not Reviewed to Approved
9. Click Save. Your grades have been submitted to Records!

FYI – Grade rosters are posted daily by Records. Once posted, the Roster Grade will be reflected in the Official Grade column. At that point, students will also be able to see their grades through the Student Center.