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

Self Service Personal Information Percouling Activities Advisement Faculty Center Class Search/Browse Catalog	Faculty Center	faculty center	adviseme	nt class sea	rch				
 ▷ Campus Community ▷ Student Admissions ▷ Records and Enrollment ▷ Curriculum Management ▷ Set Up SACR ▷ Worklist 	Winter 2008 CSU	J San Bernardii C Only classes	no change term	Weekly Schee	ule				
 ▷ Reporting Tools ▷ PeopleTools ─ Return to MyCoyote 	🏙 Class Roster	🔄 Grade Roster	Ģ						
- <u>CSUID Search</u> - <u>My Dictionary</u>	My Teaching Sch	edule > Winter	2008 > CSU San Bernardino Days and Time	Location	Class Dates	Enrolled			
	CSCI 580-01 LEC 22453	AD DATABASE SYST (Lecture)	TuTh 6:00PM - 7:15PM	Jack Brown Hall 146	Jan 5, 2008- Mar 17, 2008	0	2		
	CSCI 580-02 ACT 22454	AD DATABASE SYST (Activity)	Th 7:30PM - 9:20PM	Jack Brown Hall 359	Jan 5, 2008- Mar 17, 2008	0	2		
	▼ My Favorite We	bsites					-		
EDIT MY FAVORITE WEBSITES									
	Faculty Center Advis	ement <u>Class Se</u>	arch						

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

Cerder	Faculty C	faculty center	adviserrent class an	arch	
1	Calent Te				
n Management	Select re	100			
				and the second se	
				CONTINUE	
	Salast a las	a then click Cardinan-			
	Select a loc	m than click Continue.	Destitution		
	Generation (F Fall 22	m then click Cantinue.	Destitution City tan Bemantino		
	Griner a les Barro Grinera C Surren	m than click Cantinue. 17 # 2007	Divertitudion CBU tan Bernandino CBU tan Bernandino		
	G Fall 20 C Summ	m than click Continue. 17 v 2007	Destitution City tan Bemardino City tan Bemardino		
	G fal 25 C Surren	m fhan dick Gantinae 17 w 2007	Destination Citil Tan Semantino Citil Tan Bernardino		

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	f 1	R
---	--------------------	---------------------	------------------------------	----	------------	---

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.

Stude	Student Grade							
		D	<u>Name</u>	Roster Grade	<u>Official</u> <u>Grade</u>	<u>Career</u>		
	1	002680170	Bullock,Sandra	~		Undergraduate		
	2	002614208	Carrey,Jim	A		Undergraduate		
	3	000888666	Foster,Jodie	B B		Undergraduate		
	4	001225561	Gibson,Mel	B-		Undergraduate		

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	Α 💌		Undergraduate
	10	000830842	Williams,Robin	A 🔽		Postbaccalaureate
NOTIFY SELECTED STUDENTS		NOTIFY ALL STUD	ENTS	PRIN	NTER FRIENDLY VERSION	

RETURN	SAVE
--------	------

- 8. Change Approval Status from Not Reviewed to Approved9. Click Save. Your grades have been submitted to Records!

*Grade Roster Type *Approval Status	rade Roster Type Final Grade Final Grade Display Unassigned Roster Grade Only Approval Status Not Reviewed					
Access to All Values	;					
<- add this	- add this grade to all students					
	Find View All 🔠 🛛 First 🗹 1-10 of 10 🕨 Last					
Student Grade	Student Grade					
	Name	<u>Roster</u> Of Grade Gr	fficial rade <u>Career</u>			
1 002680170	Bullock,Sandra	A 💙	Undergr	aduate		

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.