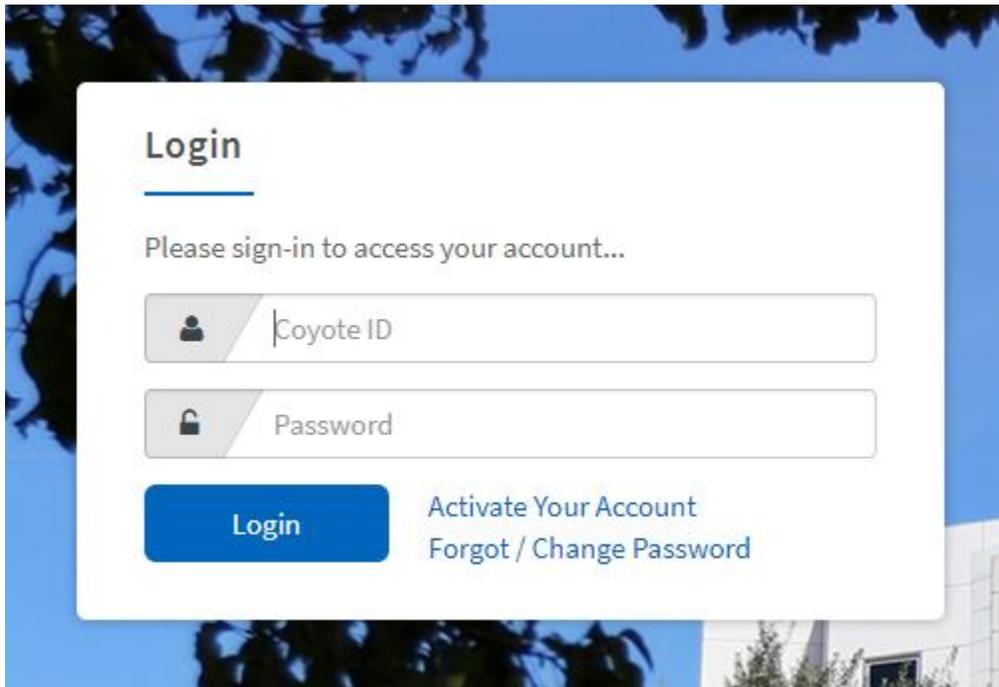
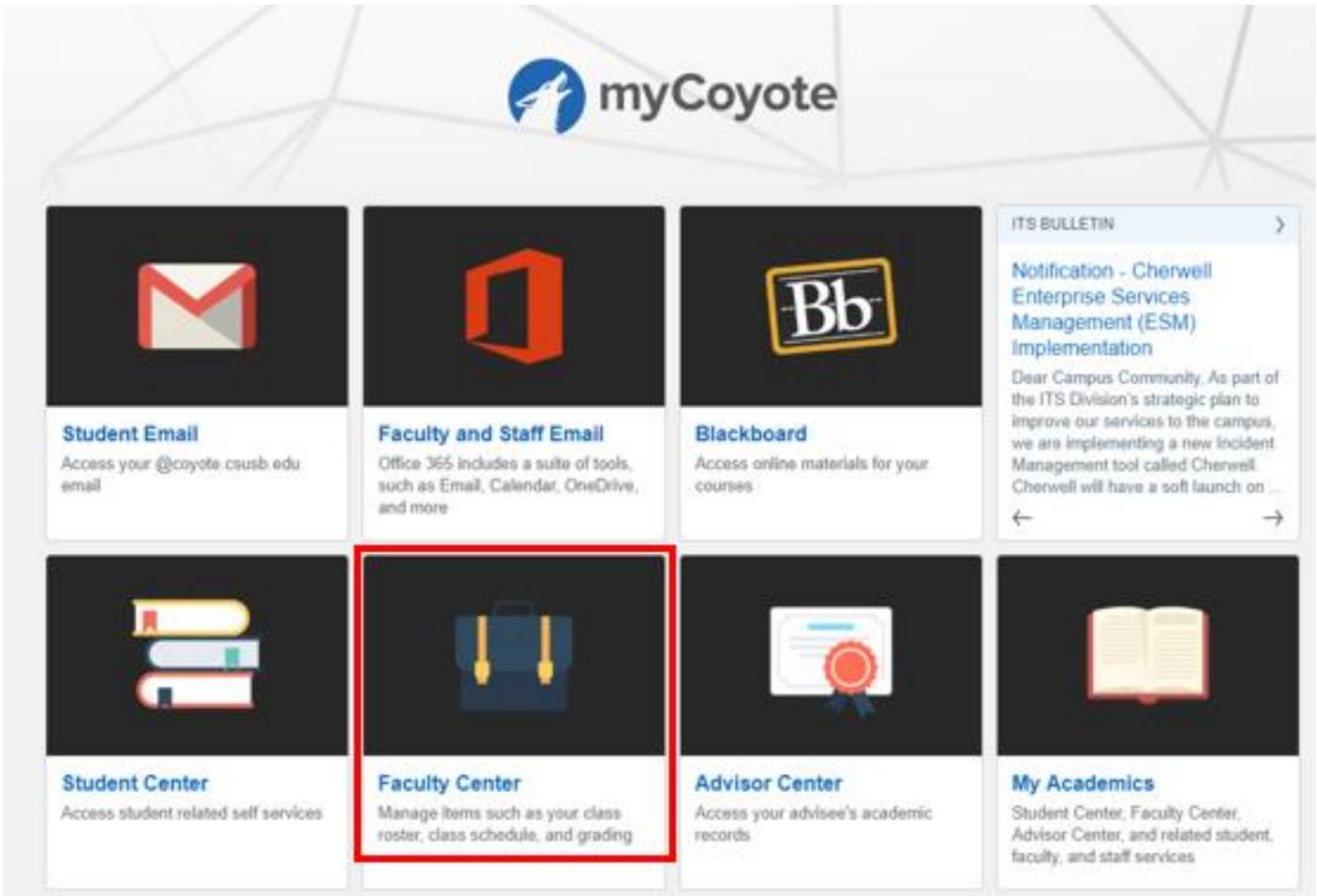


Faculty Center Grading Quick Guide

1. Login to myCoyote.



2. From the myCoyote Portal navigate to the Faculty Center link.



The image shows the myCoyote Portal dashboard. At the top center is the myCoyote logo, which consists of a blue circle containing a white silhouette of a coyote's head, followed by the text "myCoyote" in a dark blue sans-serif font. Below the logo is a grid of eight service tiles. The first row contains three tiles: "Student Email" with a red and white envelope icon, "Faculty and Staff Email" with a red Office 365 icon, and "Blackboard" with a yellow and black "Bb" icon. The second row contains four tiles: "Student Center" with a stack of books icon, "Faculty Center" with a blue briefcase icon (this tile is highlighted with a red border), "Advisor Center" with a white certificate icon, and "My Academics" with an open book icon. To the right of the grid is a white "ITS BULLETIN" box with a right-pointing arrow at the top. The bulletin title is "Notification - Cherwell Enterprise Services Management (ESM) Implementation". The text below reads: "Dear Campus Community, As part of the ITS Division's strategic plan to improve our services to the campus, we are implementing a new Incident Management tool called Cherwell. Cherwell will have a soft launch on ...". There are left and right arrows at the bottom of the bulletin box.

myCoyote

Student Email
Access your @coyote.csusb.edu email

Faculty and Staff Email
Office 365 includes a suite of tools, such as Email, Calendar, OneDrive, and more

Blackboard
Access online materials for your courses

ITS BULLETIN

Notification - Cherwell Enterprise Services Management (ESM) Implementation

Dear Campus Community, As part of the ITS Division's strategic plan to improve our services to the campus, we are implementing a new Incident Management tool called Cherwell. Cherwell will have a soft launch on ...

Student Center
Access student related self services

Faculty Center
Manage items such as your class roster, class schedule, and grading

Advisor Center
Access your advisee's academic records

My Academics
Student Center, Faculty Center, Advisor Center, and related student, faculty, and staff services

3. If the current term is not displayed, select the change term button and proceed to Step 4. If the current term is displayed, proceed to Step 5.

Fall 2015 | CSU San Bernardino
change term
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management Class Permissions

My Teaching Schedule > Fall 2015 > CSU San Bernardino

View All | | First 1-4 of 4 Last

| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|--|-------------------------------------|------------------------|----------|------------------------|---------------------|---------------------------|
| | ACCT 211-02 (81077) | INTRO ACCT I (Lecture) | 59 | TuTh 10:00AM - 11:50AM | Jack Brown Hall 140 | Sep 24, 2015- Dec 7, 2015 |
| | ACCT 211-04 (81079) | INTRO ACCT I (Lecture) | 62 | MoWe 8:00AM - 9:50AM | Jack Brown Hall 140 | Sep 24, 2015- Dec 7, 2015 |
| | ACCT 211-05 (81367) | INTRO ACCT I (Lecture) | 60 | MoWe 10:00AM - 11:50AM | Jack Brown Hall 143 | Sep 24, 2015- Dec 7, 2015 |
| | ACCT 211-06 (84434) | INTRO ACCT I (Lecture) | 41 | TuTh 8:00AM - 9:50AM | Jack Brown Hall 140 | Sep 24, 2015- Dec 7, 2015 |

4. Select the radio button to the left of the current term and select Continue.

Faculty Center
Search

my schedule
class roster
grade roster

Faculty Center

Select Term

CONTINUE

Select a term then select Continue.

| | Term | Institution |
|----------------------------------|-------------|--------------------|
| <input type="radio"/> | Spring 2016 | CSU San Bernardino |
| <input checked="" type="radio"/> | Winter 2016 | CSU San Bernardino |
| <input type="radio"/> | Fall 2015 | CSU San Bernardino |
| <input type="radio"/> | Winter 2015 | CSU San Bernardino |

CONTINUE

5. Select the Grade Roster icon to the left of the course to be graded. If you do not see the Grade Roster icon, contact Melissa Cobb in the Records Office at (909) 537-3311 or by email at mcobb@csusb.edu.

| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|---|-------------------------------------|------------------------|----------|------------------------|---------------------|---------------------------|
|  | ACCT 211-01 (20725) | INTRO ACCT I (Lecture) | 58 | MoWe 8:00AM - 9:50AM | Jack Brown Hall 111 | Jan 9, 2016- Mar 21, 2016 |
|  | ACCT 211-02 (20726) | INTRO ACCT I (Lecture) | 63 | TuTh 8:00AM - 9:50AM | Jack Brown Hall 111 | Jan 9, 2016- Mar 21, 2016 |
|  | ACCT 211-03 (20727) | INTRO ACCT I (Lecture) | 66 | MoWe 10:00AM - 11:50AM | Jack Brown Hall 140 | Jan 9, 2016- Mar 21, 2016 |
|  | ACCT 211-04 (20728) | INTRO ACCT I (Lecture) | 67 | TuTh 10:00AM - 11:50AM | Jack Brown Hall 111 | Jan 9, 2016- Mar 21, 2016 |

6. Grades can be entered a few different ways.
 - a. By selecting the grade from the drop down menu under the Roster Grade column.
 - b. By typing in the grade.
 - c. Using the Grade Roster Upload process.

Note: It is recommended that you save often when entering grades in case you are logged out.

7. Once all grades have been entered, review the roster grades and select Save at the bottom of the page.
 - A message will display stating that the grade roster is not complete until the status has been changed from Not Reviewed to Approved. Select OK and proceed to Step 8.

| | | | | | |
|--------------------------|----|--|-------|----|---------------|
| <input type="checkbox"/> | 56 | | Laura | B | Undergraduate |
| <input type="checkbox"/> | 57 | | Bin | A | Undergraduate |
| <input type="checkbox"/> | 58 | | Chao | A- | Undergraduate |

View All | Download | Rows 1 - 58 of 58

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

<- add this grade to selected students

notify selected students notify all students

SAVE ←

8. Change the Approval Status from **Not Reviewed** to **Approved**.

Grade Roster Action:

*Approval Status **save** ←

[Import Grades from File](#)

9. Select Save.
 - A congratulatory message stating grades have been successfully posted will display. The final grade posting process will be completed in the Office of the Registrar.

Note: Grade Rosters are posted daily by the Records Office. Once grades are 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 their myCoyote Student Center. All grade changes must be online through the Grade Roster via the Faculty Center. Please contact the Office of the Registrar at (909) 537-5200, option 2 with any questions.