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Overview

This guide provides instructions for how to post and import students' final grades to the Grade Roster as well as how to request grade changes.

For information regarding ASU grading policies, please visit

<http://students.asu.edu/facultycenter>.

Post Grades to the Grade Roster

Note: You must have an active ASURITE ID in order to post grades in the ASU system. If you have not already activated your ASURITE ID, please visit <https://www.asu.edu/asurite> for instructions on how to activate your ID. Contact the UTO Help Desk at 1-855-278-5080 if you any questions or issues.

Step 1: Navigate to **My ASU** at <http://my.asu.edu>. Sign in using your ASURITE User ID and password.



Step 2: On the My ASU page you will see a box labeled **My Classes** which displays a list of the courses you are assigned to teach in a given term. Make sure you have selected the correct term and course for which you will be assigning grades. If you don't see your course(s) listed, contact University Registrar Services at registrar@asu.edu or 480-965-3124.



Step 3: Locate the course that you would like to enter grades for and click on the **Class Tools** icon next to the course. Under the Class Tools, click on **Grade Roster**.

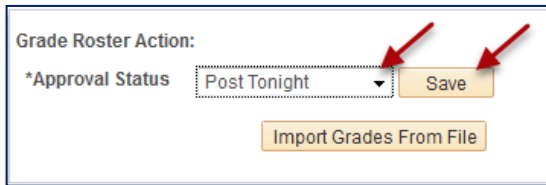


Step 4: The Grade Roster will open and you can begin entering grades for the course. Enter grades by selecting the appropriate grade for each student from the drop down list.

****Make sure to save frequently. The system will automatically log you out after 10 minutes of inactivity.****

Student Grade		ID	Posting ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	120		B	<input type="text" value="A"/>		GNA	W.P. Carey School of Business - Business (Law)	Senior
<input type="checkbox"/>	2	120		B	<input type="text" value="A"/>		GNA	W.P. Carey School of Business - Supply Chain Management/Marketing	Senior
<input type="checkbox"/>	3	120		C	<input type="text" value="W"/>	W	ADM	Health Solutions - Speech & Hearing Science	Senior
<input type="checkbox"/>	4	120		D	<input type="text" value="D"/>		GNA	Ira A Fulton Engineering - Civil Engr (Envrmmntal Engr)	Sophomore
<input type="checkbox"/>	5	120		E	<input type="text" value="E"/>		GNA	Liberal Arts & Sciences - Psychology BS - Tempe	Senior
<input type="checkbox"/>	6	120		F	<input type="text" value="Y"/>		GNA	Liberal Arts & Sciences - Biochemistry (Medicinal Chem)	Junior
<input type="checkbox"/>	7	120		F	<input type="text" value="W"/>		GNA	W.P. Carey School of Business - Business (Communication)-BA	Senior
<input type="checkbox"/>	8	120		F	<input type="text" value="G"/>		GNA	Liberal Arts & Sciences - Communication BS	Senior

Step 5: After you have entered grades, select one of the options (detailed below) from the **Grade Roster Action: Approval Status** menu at the top of the roster. After you change the Approval Status, click the **Save** button.



Post Grades Option 1 – NOT REVIEWED

Use this status if you are entering/reviewing grades but you are not ready to post to the student's record. You can change the grades at any time while in this status. Click on the **Save** button to save your entries.

Post Grades Option 2 – POST TONIGHT

Use this status if you are ready to post grades to the student's record. The roster may be partially or completely graded. Grades will be posted to the student's record in a nightly batch process. Click on the **Save** button to save your entries.

Important note: Be sure to leave grades that you do NOT have as blank. Grades that are posted overnight are not editable and can only be changed via the grade change process.

Post Grades Option 3 – COMPLETE

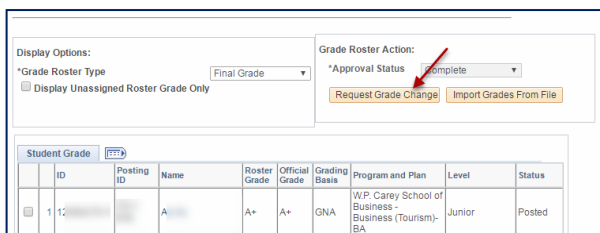
If all the grades for a class are entered, set the status to COMPLETE. A POST button will appear at the bottom of the roster. When you click on **POST**, grades will immediately post to the student's record.



Note that the status is automatically set to COMPLETE in a nightly batch process if grades for all students have been posted. A Grade Roster set to COMPLETE, but not posted immediately, will POST TONIGHT.

Step 6: Remember to click **Save** after entering grades or changing the approval status. If you attempt to exit the course roster without saving your changes you will receive an error message.

Step 7: After grades for a course have been posted, the **Request Grade Change** button will appear on the roster. Click on this button if you need to make a change to a student's posted grade. Please refer to the [Request Grade Changes](#) section of this document for more information on the grade change process.



Grade Posting Shortcuts

Enter Same Grade for Multiple Students

To help speed up the grade entry process, if the majority of students in the course received the same grade, you can assign the grade to all students, and then, as necessary, change the grades for those students who earned a different grade.

Step 1: Select a grade from the drop down menu next to the **add this grade to all students** button.

Step 2: Click the **add this grade to all students** button. The grade selected will be assigned to all students in the course.

Step 3: Change grades as necessary for those students who earned a different grade.

The screenshot shows the Grade Roster interface with the following components and annotations:

- Display Options:**
 - *Grade Roster Type: Final Grade (dropdown)
 - Display Unassigned Roster Grade Only
- Grade Roster Action:**
 - *Approval Status: Not Reviewed (dropdown) - **Step 4** (arrow pointing to dropdown)
 - Save (button)
 - Import Grades From File (button)
- Table:**

Student Grade	Requirement Designation	ID	Posting ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>		1	4	B V			GNA	Ira A Fulton Engineering - Biomedical Engineering	Freshman
<input type="checkbox"/>		2	1	C			GNA	Integrative Sciences & Arts - Explore-Social & Behavioral Sc	Sophomore
<input type="checkbox"/>		3	0	C T E			GNA	Ira A Fulton Engineering - Civil Engineering	Sophomore
<input type="checkbox"/>		4	1	H			GNA	Integrative Sciences & Arts - Explore-Social & Behavioral Sc	Freshman
<input type="checkbox"/>		5	1	H G			GNA	Integrative Sciences & Arts - Interdisciplinary Studies	Sophomore
- Table Controls:**
 - View All | Download | Rows 1 - 15 of 15
- Action Buttons:**
 - Select All - **Step 1** (arrow pointing to button)
 - Clear All (button)
 - Printer Friendly Version (link)
 - Grade dropdown menu - **Step 2** (arrow pointing to dropdown)
 - <- Add this grade to selected students (button)
 - Notify Selected Students (button)
 - Notify All Students (button)
 - Save - **Step 5** (arrow pointing to button)

Step 4: Select the appropriate status from the **Approval Status** drop down menu.

Step 5: Click Save.

Display Blank Grades Only

If you have entered grades for only some students on the roster and need to go back at another time and continue entering grades, you can filter the course roster to display only those students who do not have a grade assigned.

Step 1: Check the box next to **Display Unassigned Roster Grade Only** to display only those students without a grade assigned.

Step 2: The roster will adjust to list only those students who do not have a grade assigned. Enter grades for students.

Step 3: Select the appropriate status from the **Approval Status** drop down menu (each day the roster will be reset to Not Approved status).

Step 4: Click Save.

The screenshot shows the 'Display Options' and 'Grade Roster Action' sections at the top. In 'Display Options', the 'Display Unassigned Roster Grade Only' checkbox is checked, with a red arrow pointing to it labeled 'Step 1'. In 'Grade Roster Action', the '*Approval Status' dropdown menu is set to 'Not Reviewed', with a red arrow pointing to it labeled 'Step 3'. Below these sections is a table with columns: ID, Posting ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, and Level. The table contains five rows of student data. A red arrow points to the 'Roster Grade' dropdown menu for the third student, labeled 'Step 2'. Below the table are navigation controls, including 'View All', 'Download', and 'Rows 1 - 5 of 5'. At the bottom, there are buttons for 'Select All', 'Clear All', 'Printer Friendly Version', 'Notify Selected Students', 'Notify All Students', and a 'Save' button. A red arrow points to the 'Save' button, labeled 'Step 4'.

Locate a Student on the Roster

The roster is displayed in a web browser, so standard searching techniques will work.

Most browsers will open a "Search" dialogue box when you press CTRL-F on your keyboard.

Import Grades to the Grade Roster from an External File

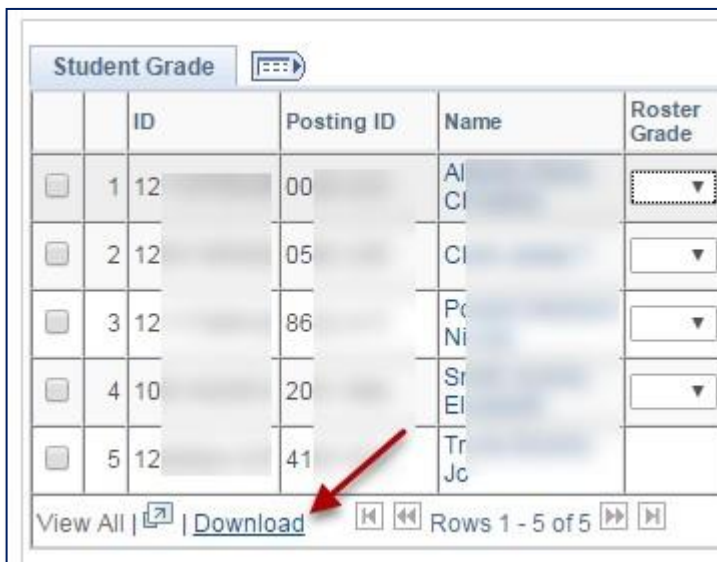
You can opt to export a blank roster from the Grade Roster to an external Excel file and track your grades using the spreadsheet during the semester. At the end of the semester you can import the grades into the Grade Roster for posting.

Export a Blank Grade Roster to an External Excel Grade File

Note: Your browser must be set to allow PeopleSoft to open new windows and download files.

Detailed instructions can be found at: https://asu.servicenow.com/ess/kb_view.do?sysparm_article=KB0011879

Step 1: From the roster click on the **Download** link.



Student Grade					
	ID	Posting ID	Name		Roster Grade
<input type="checkbox"/>	1 12	00	Al Cl		<input type="text" value=""/>
<input type="checkbox"/>	2 12	05	Cl		<input type="text" value=""/>
<input type="checkbox"/>	3 12	86	Pe Ni		<input type="text" value=""/>
<input type="checkbox"/>	4 10	20	St El		<input type="text" value=""/>
<input type="checkbox"/>	5 12	41	Tr Jo		

View All | [Download](#) | Rows 1 - 5 of 5

Step 2: A File Download dialog box will open. Click **Save**, re-name the document as you would like, and select the location where you would like to save the document.

Be sure to save the file as an Excel file (.xls) or as a text file.

Prepare Your External Excel Grade File for Import to the Grade Roster

When it is time for you to post your grades at the end of the semester, you will need to make sure that you format your external Excel grade file correctly to allow for importing the grades into the Grade Roster.

Step 1: Make sure that your import file contains the following required fields:

- 10 digit Student ID (also called the Affiliate ID or ID) – do not include spaces or dashes
- Grade value (letter grade format)

Your import file can have any number of fields or columns; however, the required fields must be somewhere within the first 21 columns for data to import properly into the Grade Roster.

Required fields

	A	B	C	D	E	F	G	H	I
	Student ID	A1	A2	Exam	A3	A4	Final Exam	Final Grade	
1	1111111111	95%	92%	90%	100%	95%	A	A	
2	2222222222	75%	75%	75%	75%	75%	75%	C	
3	3333333333	95%	95%	95%	95%	95%	95%	A	
4	4444444444	85%	85%	85%	85%	80%	85%	B	
5									
6									

Step 2: Save your prepared file for importing. You can save your file in a tab, space, comma delimited or Excel file format.

Note: If you are using the file you downloaded via the Grade Roster Export option, make sure that the file is saved in Excel file (.xls) or text file format before attempt to import.

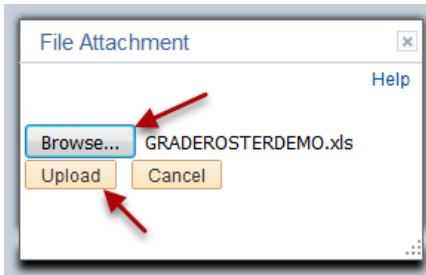
Import Your External Excel Grade File to the Grade Roster

Step 1: From the roster click on the **Import Grades From File** link.

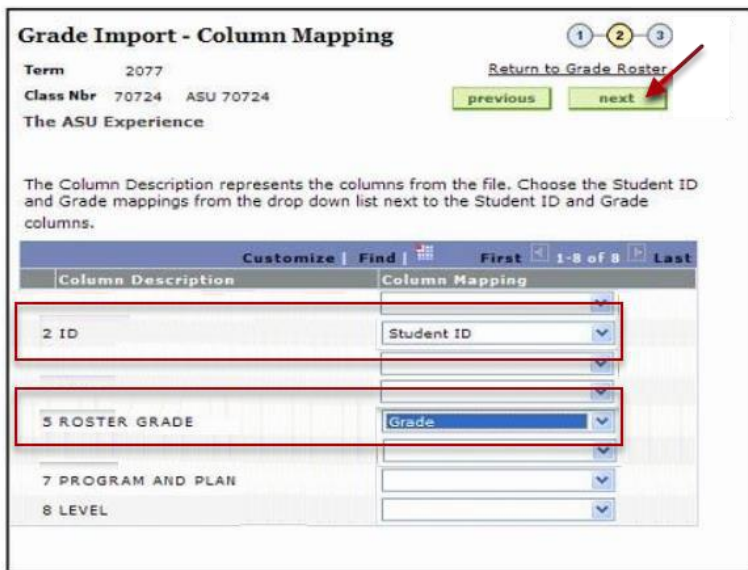
Step 2: Click next.

Step 3: From the Grade Import – File Selection dialog box, select the file delimiter label from the drop down menu that matches the format in which you saved your external file. Click **get file**.

Step 4: Click on the **Browse** button to search your computer for the file that you want to import. One you have located the file click **Upload**.



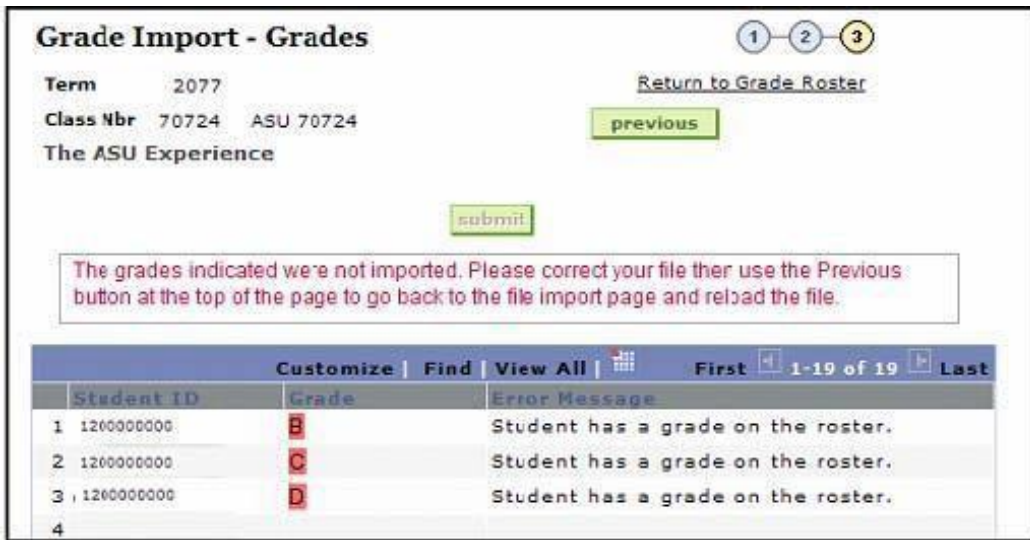
Step 5: The Grade Import – Column Mapping dialog box will open. Per the directions, select the column headings in your import file that map to the **ID** and **ROSTER GRADE** fields. Click **next**. Your grades will import into the roster.



Step 6: Review your import for accuracy. If all of the information is correct click **submit**.



Step 7: If you receive an error message you can correct the import file and re-import the file or fix the grade(s) directly in the Grade Roster.



The screenshot shows the 'Grade Import - Grades' page. At the top, there are navigation steps 1, 2, and 3, with step 3 highlighted. Below this, the page displays 'Term 2077', 'Class Nbr 70724 ASU 70724', and 'The ASU Experience'. There are buttons for 'Return to Grade Roster', 'previous', and 'submit'. A red-bordered box contains the following error message: 'The grades indicated were not imported. Please correct your file then use the Previous button at the top of the page to go back to the file import page and reload the file.' Below the message is a table with the following data:

Student ID	Grade	Error Message
1 1260000000	B	Student has a grade on the roster.
2 1260000000	C	Student has a grade on the roster.
3 1260000000	D	Student has a grade on the roster.
4		

Common Importing Results

- If the Grade Roster already has a grade posted the import process will not post over this grade. No errors will be reported.
- If the Grade Roster already has a grade posted that is different from the grade on the import roster, the import process will not overwrite this grade. An error message will display.
- If the student is not found in the Grade Roster, or if the grade on the import roster is not a valid grade for the student, an error message will display.
- Grades will be imported into the roster in Not Reviewed status. Be sure to adjust the roster's Approval Status as appropriate and save your roster after the import.

How to Post Final Grades from Canvas to Peoplesoft Grade Roster

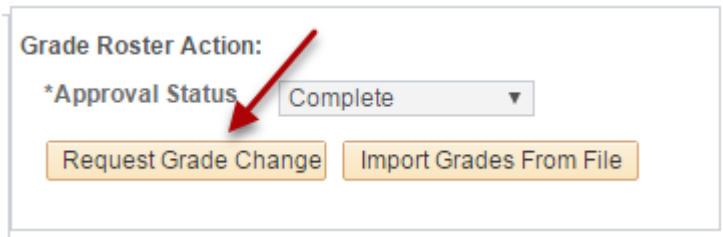
Review these step by step instructions:

[How to Post Final Grades from Canvas to Peoplesoft Grade Roster](#)

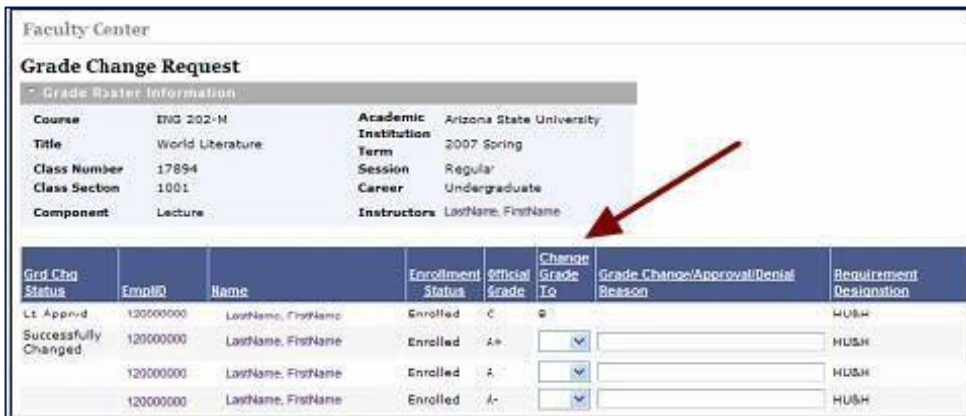
Request Grade Changes

Use this method when all of the grades have been posted and the roster status is “complete”.

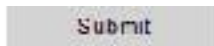
Step 1: Click on the Request Grade Change button.



Step 2: The **Grade Change Request** window will open. To submit a new grade change, select the new grade from the **Change Grade To** drop down list and enter a reason for the grade change. All grade changes must have a reason entered.



Step 3: After all grade changes have been entered, click the **Submit** button at the bottom of the page. After you have clicked Submit, your grade change(s) will be labeled with a Grade Change Status of Requested.



Step 4: Once grade changes are requested, they go to the Level 1 Approver for the Academic Org associated with the class (generally the department office). If approved, the grade change then moves to a Level 2 Approver (generally the college office). If approved by Level 2, the grade changes are posted to students’ records and students receive an email notifying them to check their records.

A grade change may be denied at Level 1 or Level 2 status. At that time email notifications are sent back to the requestor and/or the Level 1 Approver. Denied grade changes may be re-requested.

Multiple grade changes may be submitted for a single student; however, each change request must be processed through to completion before a new request may be submitted.

The Grade Change Request page may be viewed at any time to see the status of a grade change.

Grading Options & Definitions

Below is additional information on grade options that faculty most frequently have questions about. Please visit the [Grades and Grading Policies website](#) if you have questions about a grading option not listed here.

Incomplete (I)

A grade of "I" (Incomplete) should be assigned when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond his/her control. Students are required to arrange with the instructor for the completion of the course requirements. The arrangement should be recorded on the [Request for Grade of Incomplete form](#). The completion date is determined by the instructor, but may not exceed one calendar year from the date the grade of "I" is recorded. When a student completes the course, the instructor must submit an online grade change request to assign the earned grade.

Pass (P)

A "P" grade should only be assigned when an individual student receives permission from both the class instructor and his/her college to take the course as Pass/Fail. Permission is recorded on the [Pass/Fail Enrollment form](#). If the course only awards Pass/Fail grades, the "Y" grade should be utilized to indicate successful completion of the course.

Audit (X)

A mark of "X" is recorded for completion of an audited course, unless the instructor determines that the student's participation or attendance has been inadequate, in which case the mark of "W" (Withdrawal) may be recorded. This grading option may not be changed after the close of the drop/add period. The "X" is not included in earned hours and is not computed in the GPA.

Satisfactory (Y)

A "Y" grade is used for courses in which the instructor assigns only grades of "Y" or "E". The "Y" grade is generally used for successfully completed internships, projects, readings and conference, research, seminars, theses, dissertations, and workshops. If a course utilizes only the letter grades of A+, A, A-, B+, B, B-, C+, C, D, and E, but a student receives permission to take the course for Pass/Fail credit, the "P" (Pass) or "E" (Fail) grade should be assigned to the student.

Course in Progress (Z)

The "Z" grade is typically used for courses where work will not be completed within one semester's time, such as research, thesis, and dissertation. Once coursework is complete, the instructor must submit a grade change to assign an appropriate grade.

Academic Dishonesty (XE)

The grade of "XE" denotes failure due to academic dishonesty and is treated the same as an "E" for the purposes of GPA, course repeatability, and academic standing determination. A student may not avoid any penalty for academic dishonesty by withdrawing from a course. A student may be reinstated to a course to receive a penalty of a reduced or failing grade of XE.

Failing Never Participated (EN)

The grade of "EN" denotes failure due to the student never participating in a course and is treated the same as an "E" for the purposes of GPA, course repeatability, and academic standing determination. The "EN" grade assists ASU in determining a student's financial aid eligibility. For federal aid purposes, we must determine if a student participated in all courses for which they received federal aid. When a student does not participate, the financial aid office must recalculate the student's eligibility. A grade of "EN" will display on the student's transcript beginning fall 2016. Please review the "Grades and Grade Selection" section of the [Grade Posting FAQs](#) page for more information about the "EN" grade.

Failing Did Not Complete (EU)

The grade of "EU" should be used to indicate that a student never officially withdrew from the course, but failed to participate in course activities through the end of the course. The EU grade should be used when, in the opinion of the instructor, the student's completed assignments, course activities or both were insufficient to make normal evaluation of academic performance possible because the student stopped participating in the course. This grade distinction is critical to federal financial aid administration. A grade of "EU" will display on the student's transcript beginning fall 2019. Please review the "Grades and Grade Selection" section of the [Grade Posting FAQs](#) page for more information about the "EU" grade.