

# Faculty Grade Submission

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Below are the basic steps to submit your grades.

**You will see two icons to the left of the Class information. The first icon represent your "Class Roster." The second icon represents your "Grade Roster."**

faculty center    advisement    class search

## Faculty Center

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Term  
Spring 2008 | UNT Health Science Center

Show all classes     Only classes with enrollment     View My Weekly Schedule

Groupbox  
 Class Roster     Grade Roster     Learning Management System

**My Teaching Schedule > Spring 2008 > UNT Health Science Center**

Class	Class Name	Enrolled	Days and Time	Room	Class Dates	Grade Roster Status
 <a href="#">EPID 6910-171</a> <a href="#">IND 1046</a>	Doc Ind Study in Epidemiology (Independent Study)	1	TBA	TBA	Jan 7, 2008- May 9, 2008	Not Reviewed

[Faculty Center](#)    [Advisement](#)    [Class Search](#)

Click on the "Grade Roster" icon.

Now you will see the actual grade roster with each enrolled student listed in order of "ID." Click on the column titles to sort by that particular title.

## Faculty Center

### Grade Roster

[View FERPA Statement](#)

#### EPID 6910 - 171 Doc Ind Study in Epidemiology

##### Independent Study (1046)

Spring 2008 | Regular Academic Session | UNT Health Science Center | School of Public Health

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	[REDACTED]	1/7/2008 - 5/9/2008

\*Grade Roster Type   Display Unassigned Roster Grade Only  
\*Approval Status

<- add this grade to all students

Student Grade							Find
ID	Name	Roster Grade	Official Grade	Grading Basis	Level	Incomplete Detail	
1	[REDACTED]	<input type="text"/>		PH GRD BAS	Professional Year 2	<a href="#">Incomplete Detail</a>	

PRINTER FRIENDLY VERSION

RETURN

SAVE

Clicking on the "Name" column title will sort the roster by name.

Now you should assign each student a grade by either entering the grade using your keyboard or using the drop down box.

## Faculty Center

### Grade Roster

[View FERPA Statement](#)

#### EPID 6910 - 171 Doc Ind Study in Epidemiology

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PRINTER FRIENDLY VERSION

RETURN

SAVE

After you have entered all the grades for this particular class, change the "Approval Status" to "Approved" and click "Save."

**Note: If you do not change the status to "Approved," the grades will not post to the student's record. Without the status being set to "Approved," students will NOT be able to see their grades on-line.**

Click "Return" to return to the Faculty Center Home Page.