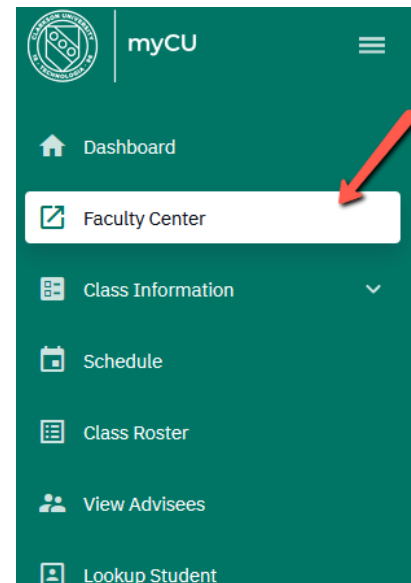




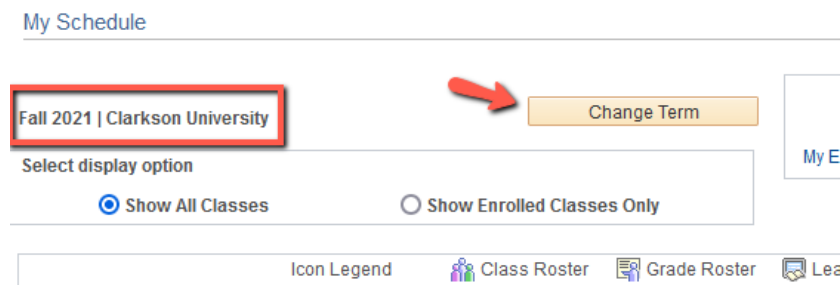
How to Enter Grades Documentation for Faculty

Homepage: myCU for Faculty and Advisors
Title: Faculty Center

If you are automatically redirected to the Campus Experience Dashboard - you can reach your Faculty Center by selecting Faculty Center from the menu on the left.



Verify you are viewing the correct term, at the top of the page. If not, click the Change Term button to select the correct term and return to this page.



When grade rosters are generated, the Grade Roster icon will become available for you to select. Click on it, to enter the grade roster for your class.

My Teaching Schedule > Fall 2019 > Clarkson University

Personalize | View All |  

First 1-3 of 3 Last

Class Schedule

Moodle Setup

Online Course Evaluation (OCE)

Enable Echo360

Final Exam Signup



	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	View Roster with Picture
 	AE 431-01 (8214)	Gas Dynamics (Lecture)	40	TuTh 9:30AM - 10:45AM	177 Bertrand H. Snell Hall	Sep 2, 2019-Dec 13, 2019	View Roster with Picture
	ME 614-115 (9660)	Thesis, Dissertation (Thesis Research)	3	TBA	TBA	Sep 2, 2019-Dec 13, 2019	View Roster with Picture
	ME 628-115 (9654)	ST in Fluid Mechanics (Independent Study)	0	TBA	TBA	Sep 2, 2019-Dec 13, 2019	View Roster with Picture

View Weekly Teaching Schedule

Go to top

While there are three different ways to enter grades for your class, in all cases you must change the approval status of the roster from *Not Reviewed*, to *Approved* in order to finalize grade entry and submit your roster to the Registrar's office.

Winter Quarter 2022 | Regular Academic Session | Clarkson University | Grad Quarterly Calendar

EE 680 - 61 (1026) Change Class

Power System Analysis I (Lecture)

Days and Times	Room	Instructor	Dates
Th 5:30PM-6:30PM	Online	Sam Salem	01/03/2022 - 03/11/2022

Display Options

*Grade Roster Type Mid-Term Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed Save

Approved
Not Reviewed
Ready for Review

[Upload Grade Spreadsheet](#)

You can enter grades three different ways:

1. One student at a time
2. Excel Upload
3. Mass Assignment - easily add the same grade to everyone in the class

Individual Grade Entry

Use the drop-down menu to add a grade for each student. If you have a large class, it is recommended that you save the page periodically in case of system outage or internet disruption.

Display Options

*Grade Roster Type Mid-Term Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed Save

[Upload Grade Spreadsheet](#)

Personalize Find View All First 1-15 of 15 Last							
Student Grade							
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐	1		N S U		GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	2				GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	3				GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate

Excel Upload



EE 680 - 61 (1026)
Power System Analysis I (Lecture)

[Change Class](#)

Days and Times	Room	Instructor	Dates
Th 5:30PM-6:30PM	Online	Sam Salem	01/03/2022 - 03/11/2022

Display Options

*Grade Roster Type

Mid-Term Grade

▼

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status

Not Reviewed

▼

Save

[Upload Grade Spreadsheet](#)

Mass Assignment

If a large number of students in your class have earned the same grade, you may wish to mass-assign grades. Use the select checkbox to select each student who should be assigned the specified grade. Once the correct students have been selected, use the drop-down menu at the **BOTTOM** of your roster, to assign a grade to the selected students.

**Note, this process will override any grade already entered for a student, so make your selections carefully!*

Display Options

*Grade Roster Type Mid-Term Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed

[Upload Grade Spr](#)

Personalize | Find | View All |
First 1-15 of 15 Last

	Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐	1					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	2					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	3					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	4					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	5					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	6					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	7					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	8					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	9					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	10					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	11					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	12					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	13					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	14					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate
☐	15					GRD	Graduate Engineering (Quarter) - Electrical Eng (Quarter) MS	Graduate

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

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U

<- Add this grade to selected students

Notify Selected Students
Notify All Students