

PeopleSoft 9.0 Entering Mid-Term and Final Grades

October 2009

Mid-Term Grades

To enter Mid-Term Grades, navigate to:

Home > Self Service > Faculty Center

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- <u>Browse Course Catalog</u> Campus Community	My Exam Schedule		
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Mid-Term Grades (cont'd)

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	4 Edwards;	Tanya Amy	GRD	Sprg 2013	Professional Studies - UGRD - Pedology	Senior		
	5 Embree,	loseph P.	GRD	Sprg 2011	Professional Studies - UGRD -	Junior		
	6 Ford,Glei	nden Lawrence	GRD	Sprg 2013	Pedology Professional Studies - UGRD -	Senior		
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Final Grades for Graduating Students

To enter Final Grades for Graduating Students, navigate to:

Home > Self Service > Faculty Center

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	View Weekly Teaching Schedule Go to top		
	My Exam Schedule > Fall 2009 > Bowie State University		
	You have no final exams scheduled at this time.		
	Go to top		
	Faculty Center <u>Class Search</u> <u>Browse Catalog</u>		
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Click the	e 🔄 icon next to the course you wish to enter Final grades for	r	
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Final Grades for Graduating Students (cont'd)

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	4 Edwards;	Tanya Amy	GRD	Spro	2013	Professional Studies	senior		
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	5 Embree,	loseph P.	GRD	Sprg	2011	UGRD - Pedology	Junior		
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Final Grades for Non-Graduating Students

To enter Final Grades for Non-Graduating Students, navigate to:

Faculty Center - Windows In	ternet Explorer			
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▷ Time Reporting ▷ Personal Information	Faculty Center			
- Faculty Center - View My Advisees				
- <u>Class Search</u> - <u>Browse Course Catalog</u>	My Exam Schedule			
 Campus Community Records and Enrollment 	View My Advisees			
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- <u>My Personalizations</u>	Select display option:			
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	Class Class Title Enrolled Days & Times	Room Class Dates		
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	View Weekly Teaching Schedule	Go to top		
	My Exam Schedule > Fall 2009 > Bowie State University			
	You have no final exams scheduled at this time.			
		Go to top		
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 Click the 	icon next to the course you wish to	enter Final grades fo	or.	

Final Grades for Non-Graduating Students (cont'd)

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	*Grade Roster Type Final Grade V Display Unassigned Roster Grade Only
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	1 Clark,Kevonna GRD Sprg 2010 Professional Studies - UGRD - Senior
	2 Deal.Demetrius Lanise M GRD Sprg 2012 Professional Studies - UGRD - Senior
	Pedology Professional Studies -
	3 Echols.Jessica Elizabeth GRD Sprg 2010 UGRO - Junior Pedology Junior
	4 Edwards, Tanya Amy GRD Sprg 2013 UGR0 - Senior Pedelogy Senior
	5 Embree.Joseph P. GRD Sprg 2011 URO - Pedology Junior
	6 Ford, Glenden Lawrence GRD Sprg 2013 Professional Studies - UGRD - Senior
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	e Roster Grade drop down menus to enter the appropriate Final Grade for each student.
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	Ill Final Grades have been entered, change the Approval Status to "Ready for Review."
	ck your data entry.
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"Appro	oved."
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• The	NOTIFY SELECTED STUDENTS button sends an email to the selected students.
	NOTICY ALL STUDENTS
• The	button sends an email to all students in the class.
• The	PRINTER FRIENDLY VERSION button opens a printer friendly grade roster.