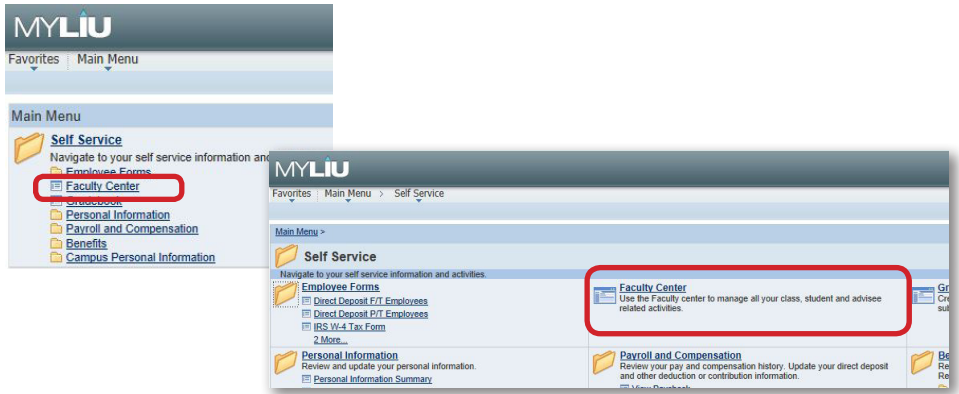


In order to grade your students you must first login to the PeopleSoft grading portal at <https://my.liu.edu>.

## Step 1

Under the **Self Service** menu item, click on **Faculty Center**.



## Step 2

Click on the Grade Roster icon (#3)

Faculty Center

Search 1

my schedule
class roster
grade roster

---

### Faculty Center

#### My Schedule

Fall 2016 | Long Island University [change term](#) [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > Fall 2016 > Long Island University

		View All		First		1-3 of 3		Last	
Class	Class Title	Enrolled	Days & Times	Room	Class Dates				
ART 124-001 (3992)	Computer Graphics I (Lecture)	1	Mo 12:00PM - 2:50PM	Humanities 223	Sep 7, 2016- Dec 22, 2016				
MA 124-001 (4074)	Computer Graphics I (Lecture)	6	Mo 12:00PM - 2:50PM	Humanities 223	Sep 7, 2016- Dec 22, 2016				
MA 895-001 (4914)	Studio Specialization II (Independent Study)	4	TBA	TBA	Sep 7, 2016- Dec 22, 2016				

4 [View Weekly Teaching Schedule](#) [Go to top](#)

Note: If you do not see the grade roster icon, then your class has not been opened for grading or you may not be properly attached to the course. Please contact the Registrar's office.

Note 2: If you do not see your class listed on this page, Click on the change term button and select the correct term for grading.

### Step 3

Enter your grades in the **Roster Grades** column. If you have a large class, make sure to check if there are multiple pages.

**Display Options:**

\*Grade Roster Type   Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status

Student Grade	Transcript Note	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>		1	<a href="#">Adedoyin, Ifesevi A</a>	<input type="text" value="A"/>		GGB	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate
<input type="checkbox"/>		2	<a href="#">Bhaqwandin, Pratima</a>	<input type="text" value="A-ABS"/>		GGB	Sch Bus Pub Adm & Inf Sci Grad - Health Administration M.P.A.	Graduate
<input type="checkbox"/>		3	<a href="#">Celeste, Alane K.</a>	<input type="text" value="B"/>		GGB	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate
<input type="checkbox"/>		4	<a href="#">Comrie, Avana Efuru</a>	<input type="text" value="B+"/>		GGB	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate
<input type="checkbox"/>		5	<a href="#">Dookwah, Christina</a>	<input type="text" value="C"/>		GGB	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate
<input type="checkbox"/>		6	<a href="#">Dramani, Adisa</a>	<input type="text" value="C+"/>		GGB	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate

View All | Download | Rows 1 - 20 of 23

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

5  <- add this grade to selected students

Note: Be sure to click the **SAVE** button to save your progress until you are done!

### Step 4

Once you are finished grading, you **MUST CHANGE** “Not Reviewed” to “Approved” then **Save** again! You are now done.

**Display Options:**

\*Grade Roster Type   Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status

Not Reviewed  
Approved  
Not Reviewed  
Ready for Review

### Features to note

- 1 Tabs at the top of each page that now include the “Search” function.
- 2 Class Roster button.
- 3 Grade Roster button.
- 4 Link to view your teaching schedule.
- 5 Assign a grade to multiple selected students.

## Important Reminders

Grades are due 48 hours after your final class meeting/final examination.

Timely submission of final grades is critical, as Registrar staff must quickly begin the process of clearing candidates for degree conferral. In addition, we must quickly review the status of probationary students, and determine those who qualify for inclusion on the Dean's/Honor's List.

### **UW - Unauthorized Withdrawal**

The grade of UW should be assigned when a student never initiated proper withdrawal procedure and either stopped attending a class or didn't attend the class at all. This grade should NOT be used as a "kind" alternative to an earned F. In many instances, a UW can affect a student's financial aid eligibility for the current and future terms and might require the university to return federal financial aid funds, since the credits are not counted in their units taken/completed.

### **INC - Incomplete (General)**

Not included in GPA; included in hours attempted. Should be assigned when discussed with a student and it is determined that all required work will not be completed by the end of the term. Students have until the end of the following semester to complete the unfinished work. Faculty must submit a Change of Grade form to the Registrar's Office upon completion of the work. "I" followed by another grade symbol, (i.e. IA, IB+, IF) indicates that the work has been completed and the symbol after "I" is used in the GPA. When the work is ultimately completed, the "I" plus the grade remain permanently on the transcript. INC grades earned in undergraduate courses will automatically convert to "F" at the conclusion of the semester following the one in which the grade was assigned (i.e. an outstanding INC earned in a fall course will automatically change to an "F" at the conclusion of the following spring term unless the coursework is completed and the grade changed).

### **Incomplete Grades (Undergraduate courses only):**

INC grades earned in undergraduate courses will automatically convert to "F" at the conclusion of the semester following the one in which the grade was assigned (i.e. an outstanding INC earned in a spring course will automatically change to an "F" at the conclusion of the following fall term). Please be sure that you've had a discussion with the student regarding the INC assignment before assigning it.

### **W - Authorized Withdrawal**

Not computed, counted in hours attempted. Indicates a student-initiated withdrawal. This grade is preprinted on the grade roster.

### **AUD - Audit**

Non-credit. Not included in GPA. This grade is preprinted on the grade roster.

## Regular Grading Basis

A	Excellent	4.000	quality points per credit hour
A-		3.667	
B+	Very good	3.333	
B	Good	3.000	
B-		2.667	
C+	Above Average	2.333	
C	Average	2.000	
C-	Below Average	1.667	(available for undergraduate courses only)
D	Passing	1.000	(available for undergraduate courses only)
F	Failure	0.000	

## Pass/Not Pass Grade Basis

P	Passing	Not computed in GPA
F	Failure	0.000

## Error Screens

If you click on any of the new features that are not yet functional, you will get the following error:



After Clicking "OK" the Message will disappear and will give you the next screen: "You are not authorized for this page."

Click on "Faculty Center" at the top of the page to be returned to your schedule and click on "Grade Roster" to continue.



This message will appear if you change your grading status to "Approved" with out having all students graded.

Click "OK" to go back, then change the status back to "Not Approved."