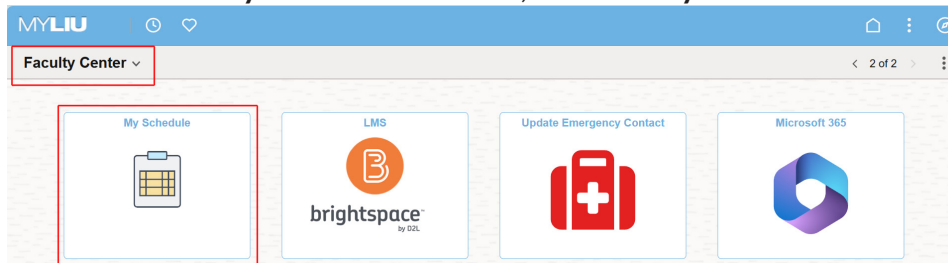


In order to grade your students you must first login to the PeopleSoft grading portal at <https://my.liu.edu>.

Step 1

Under the Faculty Center menu item, click on My Schedule.



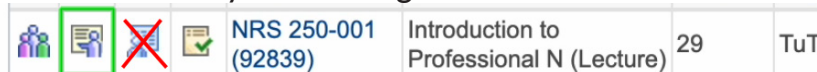
Step 2

If the correct semester is not showing, click on the **Change Term** button and select the correct term.



Step 3

Locate the class you wish to grade and click on the **Grade ROSTER** icon. **(DO NOT CLICK ON GRADEBOOK)**

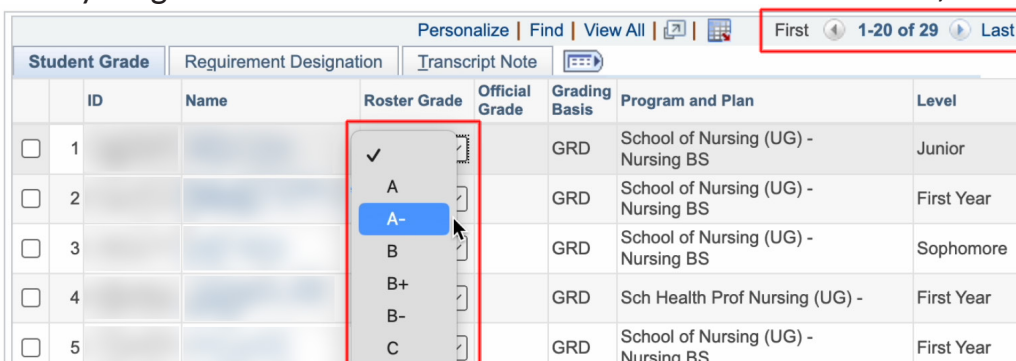


*If you do not see the Grade Roster icon, then your class has not been opened for grading. Please contact the Registrar's Office.

**If you do not see your class listed on this page, you have not been connected to the class. Please contact the Registrar's Office.

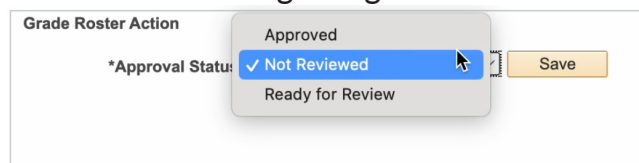
Step 4

Enter your grades in the **Roster Grades** column. *Make sure to check if there are multiple pages.*



Step 5

Once you are finished grading, you **MUST SELECT Approved** from the drop down and click **SAVE**. You are now done with grading



*If you need to take breaks between grading, leave it on **Not Reviewed** and be sure to click **SAVE**. This will save your partial progress until you are ready to approve final grades.

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 grad 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