

# Faculty Recording Final Grades and Change of Grades in PeopleSoft

Faculty receives an email notification from the Registrar or designee when grade rosters become available, typically **one week before the session end date**.

Final grades must be entered in the **Faculty Grade Roster** in [PeopleSoft Campus Solutions](#).

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## Accessing PeopleSoft

1. Go to the FCC Faculty and Staff website: <https://www.frederick.edu/faculty-staff.aspx>.
2. Select **Faculty & Staff**, then click the [Student Records \(PeopleSoft\)](#) icon.
3. Log in using your network username and password (same as email).
  - o For access issues, contact the [IT Service Desk](#).
  - o Do not wait until the last minute to check your PeopleSoft Campus Solutions access.

frederick.edu/faculty-staff.aspx

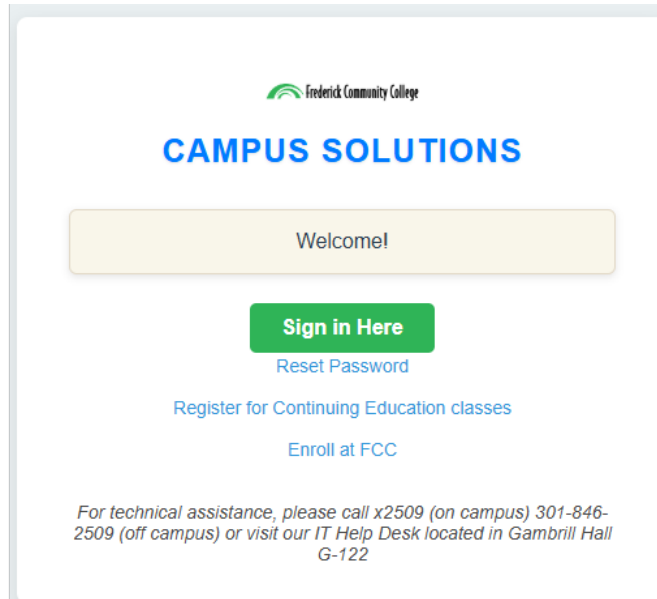
Faculty & Staff Essentials

Welcome!

Faculty Credit Guide Course Formats LinkedIn Learning

Blackboard Office 365 HR & Payroll **Student Records** Planning & Self-Study Grant Funding Navigate360

Navigate360 Faculty Guide  
Navigate360 Training & Resources  
Student Page  
IT Navigate360 Support



## Entering Final Grades

### Faculty Center

This tile connects you to the Faculty Center screen with all its functions. You can access your schedule, class roster, grade roster, and attendance roster.



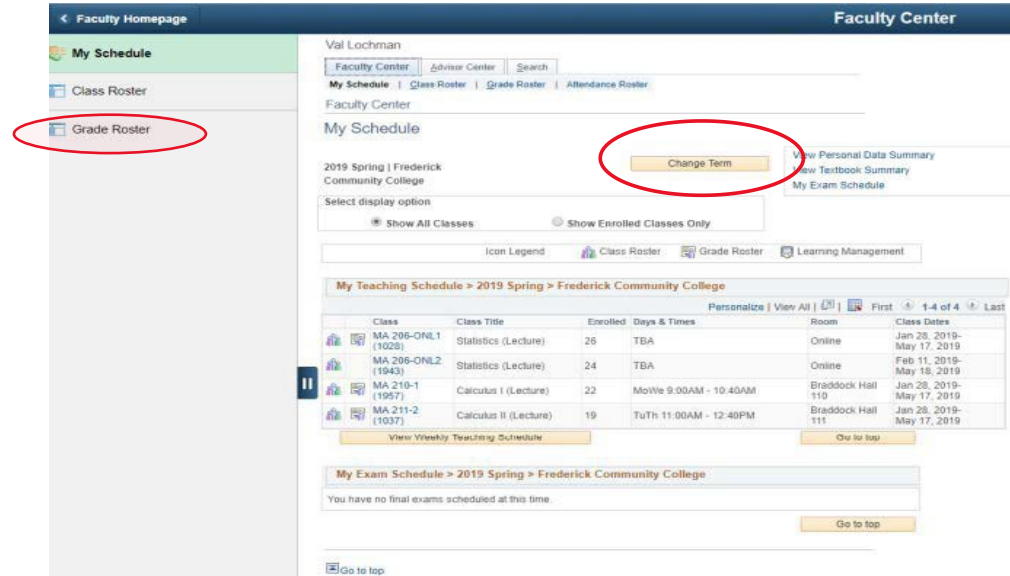
Class	Class Title	Credits	Days & Times	Room	Class Dates
MAT 208-CH1 (700)	Statistics (Lecture)	3	TBA	Online	Jan 25, 2019 - May 17, 2019
MAT 208-CH2 (700)	Statistics (Lecture)	3	TBA	Online	Feb 11, 2019 - May 18, 2019
MAT 219-1 (700)	Calculus I (Lecture)	3	Monda 9:00AM - 10:00AM	Braddock Hall 118	Jan 25, 2019 - May 17, 2019
MAT 219-2 (700)	Calculus I (Lecture)	3	TuTh 11:00AM - 12:00PM	Braddock Hall 117	Jan 25, 2019 - May 17, 2019

In **FCC Faculty Center**, select the appropriate **term**.

2263 = Spring 2026

2265 = Summer 2026

Click the **Grade Roster** icon next to the course.



Faculty Center

Val Lochman

Faculty Center | My Schedule | Class Roster | **Grade Roster** | Attendance Roster

My Schedule

2019 Spring | Frederick Community College

Select display option

Show All Classes | Show Enrolled Classes Only

Change Term

View Personal Data Summary | View Textbook Summary | My Exam Schedule

Class Roster | **Grade Roster** | Learning Management

My Teaching Schedule > 2019 Spring > Frederick Community College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MA 206-ONL1 (1028)	Statistics (Lecture)	26	TBA	Online	Jan 28, 2019 - May 17, 2019
MA 206-ONL2 (1943)	Statistics (Lecture)	24	TBA	Online	Feb 11, 2019 - May 18, 2019
MA 210-1 (1957)	Calculus I (Lecture)	22	MoWe 9:00AM - 10:40AM	Braddock Hall 110	Jan 28, 2019 - May 17, 2019
MA 211-2 (1037)	Calculus II (Lecture)	19	TuTh 11:00AM - 12:40PM	Braddock Hall 111	Jan 28, 2019 - May 17, 2019

View Weekly Teaching Schedule | Go to top

My Exam Schedule > 2019 Spring > Frederick Community College

You have no final exams scheduled at this time.

Go to top

My Teaching Schedule > 2016 Fall > Frederick Community College

View All | [?] | [ ] | First | 1-5 c

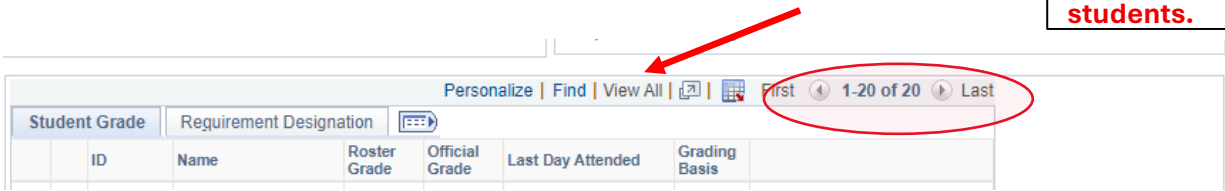
Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 <a href="#">ACCT 101-2 (1936)</a>	Principles of Accounting I (Lecture)	12	MoWe 12:30PM - 1:45PM	Student Center 202	Aug 22, 2016 - Dec 9, 2016
 <a href="#">ACCT 102-2 (1947)</a>	Principles of Accounting II (Lecture)	10	TuTh 12:30PM - 1:45PM	Sweadner Hall	Aug 22, 2016 - Dec 9, 2016
 <a href="#">ACCT 102-3 (1948)</a>	Principles of Accounting II (Lecture)	3	We 5:00PM - 7:35PM	Sweadner Hall	Aug 22, 2016 - Dec 9, 2016
 <a href="#">ACCT 201-HYB1 (1953)</a>	Intermediate Accounting I (Lecture)	3	Mo 5:00PM - 7:05PM	Sweadner Hall	Aug 22, 2016 - Dec 9, 2016
 <a href="#">BU 103-HYB2 (1967)</a>	Introduction to Business (Lecture)	2	Tu 6:00PM - 8:35PM	Braddock Hall 112	Oct 18, 2016 - Dec 10, 2016

View Weekly Teaching Schedule | Go to top

Select Grade Roster Icon next to desired course. This icon will appear after the grade roster has been created.

1. The Grade Roster icon appears approximately one week before the session end date.
2. Verify all students are visible.
  - o If not, select **View All** to display the full roster.

**If you do not see all your students on your grade roster, check the number on display, i.e., is the roster showing 20 students of 20. If not, select the View All to expand the view to show all students.**



3. Select the appropriate **final grade** for **each** student.

	Roster Grade	Official Grade	Last Day Attended	Grading Basis
	A			GRD
	B			GRD
	A B C D F I			GRD
				GRD
				GRD
				GRD

Roster Grade	Official Grade	Last Day Attended	Grading Basis
AU		12/07/2016	AUD
F		10/01/2016	GRD
D			GRD
B			GRD

**If assigning an “F” or “AU” or “I” grade, the last day attended must be reported.**

**Please see information below regarding Last Day Attended (LDA).**

## Last Day Attended (LDA) Requirements

A **Last Day Attended (LDA)** is required when assigning the following grades:

- **F**
- **AU**
- **I**

LDA Guidelines:

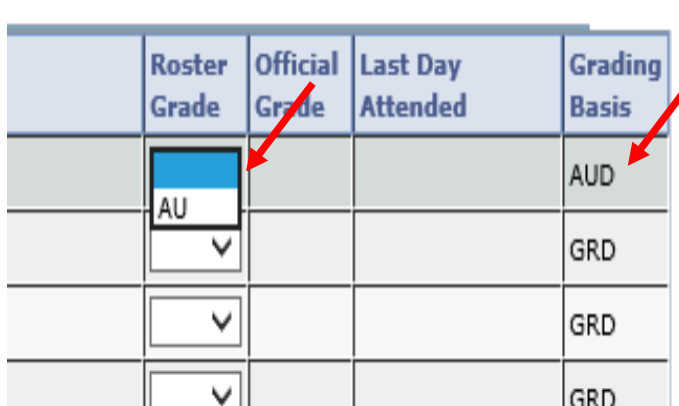
- The LDA must reflect the student's **last date of academic activity**, not just a login.
- The LDA **may not occur during a college break or holiday**.
- If the student attends through the end of the course, use the **last date of the session**.
- If the student **never attended**, enter **one day before** the session start date.

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## Audit (AU) Grades

- The grading basis will be **AUD**. Faculty **must** enter the **AU** roster grade.
- **AU** should be the only grade option.
- An **LDA is required**.
- If the student never attended, record the LDA as **one day before** the session start date.
- If the student attended through the end, use the **session end date**.

	Roster Grade	Official Grade	Last Day Attended	Grading Basis
	AU			AUD
	▼			GRD
	▼			GRD
	▼			GRD

A screenshot of a grade entry form. The table has five columns: Roster Grade, Official Grade, Last Day Attended, and Grading Basis. The first row shows 'AU' in the Roster Grade column and 'AUD' in the Grading Basis column. Red arrows point to these two cells. Below the first row, there are three more rows, each with a dropdown arrow in the Roster Grade column and 'GRD' in the Grading Basis column.


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## Submitting Grades


1. When **all** grades and required LDAs have been entered, set the **Approval Status** to **Approved**.
2. Select **Save**.
  - The roster may be saved at any time prior to approval.
3. If an error occurs:
  - Change the status back to **Not Reviewed**.
  - Verify all grades and LDAs are entered.
  - Reapprove and save.
4. A copy of the roster may be printed using **Printer Friendly Version**.

**Grade Roster Action:**

\*Approval Status



	Roster Grade	Official Grade	Last Day Attended	Grading Basis
	AU		12/07/2016	AUD
	F		10/01/2016	GRD
	D			GRD
	B			GRD
	F		11192016	GRD
	B			GRD
	A			GRD
	B			GRD
	C			GRD
	D			GRD
	B			GRD
	AU		12072016	AUD



[Printer Friendly Version](#)

- To return to Faculty Center and class list, select Faculty Center tab or Change Class button.

The screenshot shows a web interface with a navigation bar at the top. The 'Faculty Center' tab is circled in red. Below the navigation bar, there are links for 'My Schedule', 'Class Roster', 'Grade Roster', and 'Attendance Roster'. The 'Grade Roster' link is selected. Below this, the text 'Grade Roster' is displayed. Further down, there is a section header '2020 Spring | 15-week Regular Session | Frederick Community College | Undergraduate'. Below this header, there is a table with one row visible. The row contains a green downward arrow, the text 'BSCI 223 - TB1 (4437)' and 'Microbiology for Allied Health (Lecture)', and a yellow button labeled 'Change Class'. A red arrow points to the 'Change Class' button.

### Updating Grades After Submission

- **Before grades are posted by the Registrar:**
  1. Change the Approval Status to **Not Reviewed**.
  2. Update the grade.
  3. Set the status back to **Approved** and **Save**.
- **After grades have been posted by the Registrar:**
  - Submit the [Change of Grade Form](#) using the link.
  - A Change of Grade form must be submitted for each individual student.

### **Additional Notes**

- Faculty cannot assign **W** grades.
- Decisions related to incomplete grades must follow the [Academic Standards Policy](#).
- Students may view their grades once the Registrar posts them and the roster status shows **Posted**.