

Recording Final Grades in PeopleSoft

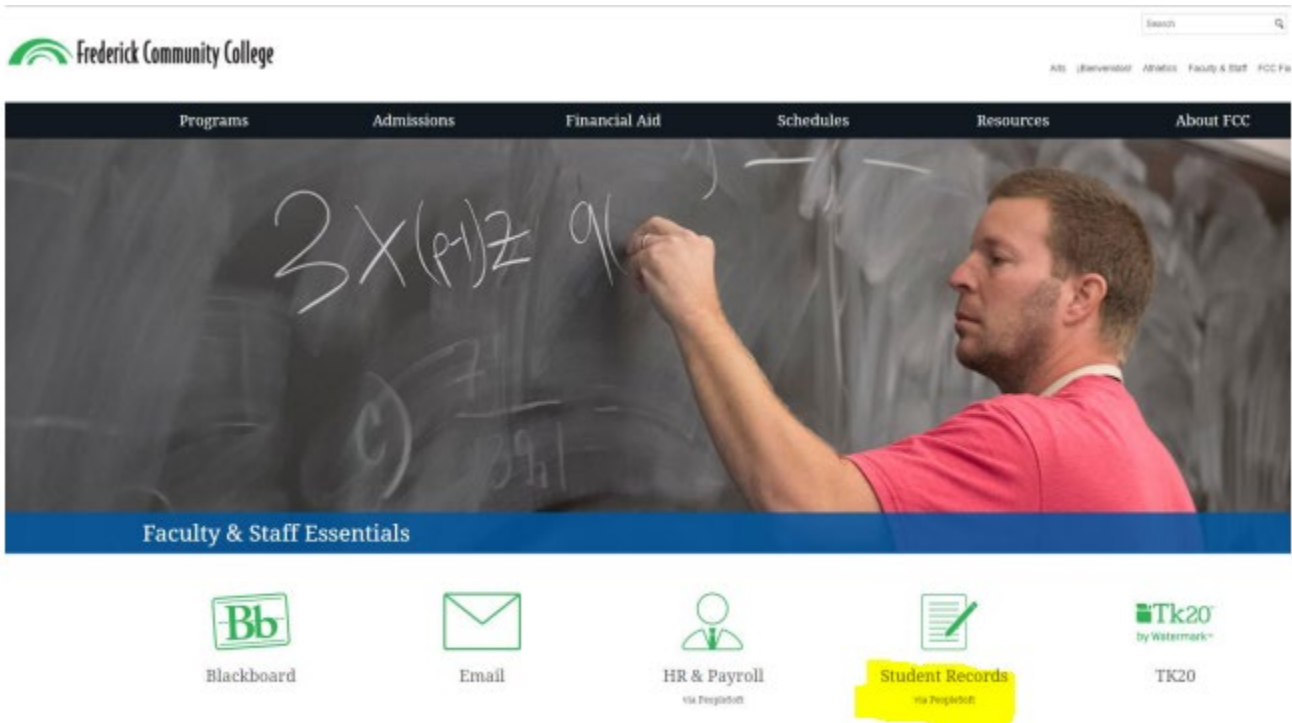
Faculty receive email notification when grade rosters become available approximately 1 week before session end date. Grades are entered into the Faculty Grade Roster in your PeopleSoft~Campus Solutions account.

PeopleSoft~Campus Solutions 9.2 for Faculty

Logging In – Towards the upper right-hand corner of the FCC website, click on Faculty & Staff or use

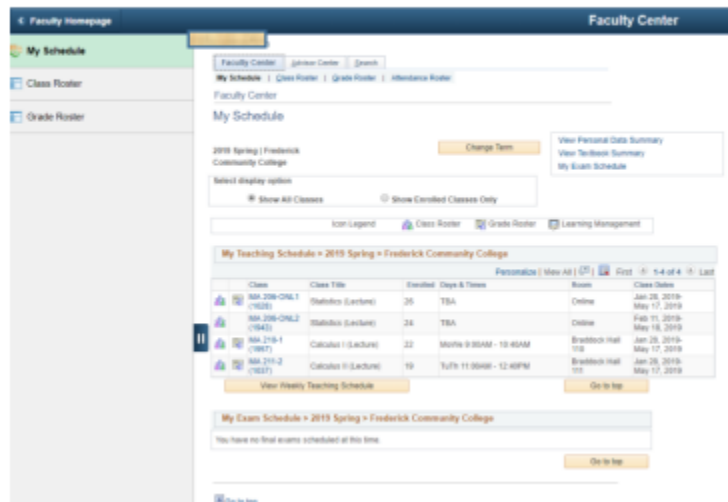
<https://www.frederick.edu/facultystaff.aspx>

Click on **Student Records** icon (via PeopleSoft) and log in using your current Username and Password



Faculty Center

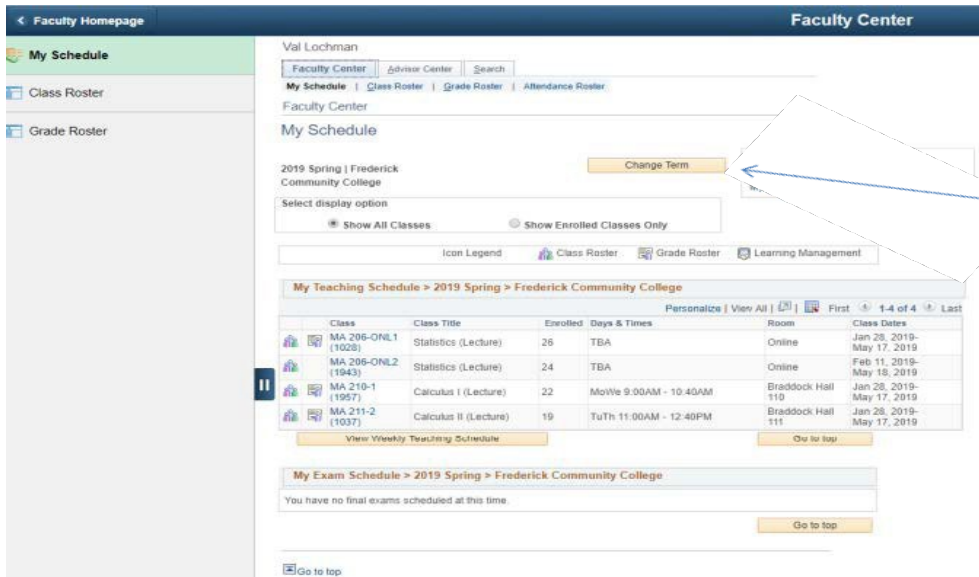
This tile connects you to the Faculty Center screen with all its functions. You can access your schedule, class roster, grade roster, and attendance roster.



Log into the [FCC Faculty Center by Student Records Icon](#) via PeopleSoft:






Use the same login information as the network account, Blackboard, and email login.

For assistance on access to your account please contact [IT Service Desk](#)



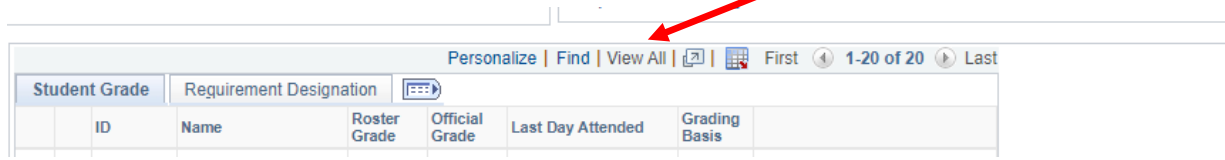
In FCC Faculty Center, select appropriate term.

My Teaching Schedule > 2016 Fall > Frederick Community College

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

Select Grade Roster icon next to desired course. This icon will appear approximately 1 week before session end date when grade rosters have been created.

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.



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

For each student, select final grade from the drop-down menu.

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 "FNA" or "AU" or "I" grade, the last date of attended must be reported. Please see information in red below.

The LDA date should be based on the student's last date of academic activity according to the student's course records and cannot be a date during a College break or Holiday, when no courses were in session.

If a student attended through the end of the course, then the LDA should be the last date of the session (as listed in the course schedule).

If a student has "never attended"/did not perform any academic activity, the LDA should be listed as one day prior to the start of the course session, which will denote "never attended".

Audit Grades = A grade of "AU" must be entered with Last Date Attended.

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

The Grading Basis will be AUD.
 The only grade option will be AU.
 Last Day Attended date is required.
 NOTE: If student has audited but never attended the Last Day Attended should be entered as one day before the start of the session.
 If a student attended through the end of the course, then the LDA should be **the last date of the session** (as listed in the course schedule).

Grade Roster Action:

*Approval Status

Approved
Not Reviewed

save

	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](#)

When all grades are entered, set the Approval Status to Approved

Save

The grade roster may be saved at any time.

If you receive an error message: Change the status back to **Not Reviewed**, ensure all grades and attendance dates are completed, then **Approve** and **Save**.

A copy of the grade roster may be printed by selecting Printer Friendly Version.

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

Faculty Center

Search

My Schedule | Class Roster | Grade Roster | Attendance Roster

Grade Roster

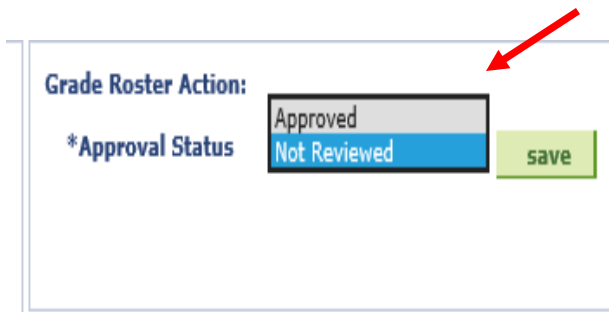
2020 Spring | 15-week Regular Session | Frederick Community College | Undergraduate

BSCI 223 - TB1 (4437)
Microbiology for Allied Health (Lecture)

Change Class

Need to Update a Student Grade after I saved/submitted my grade roster:

If the final grade roster has not been posted by the Registrar, then you can go back into your grade roster and select the Approval Status to Not Reviewed and change the grade the student grade. You will have to then change the Approval Status back to Approve and hit Save.



Grade Roster Action:

*Approval Status

Approved

Not Reviewed

save

1. Select Approval Status back to Not Reviewed.
2. Change Grade
3. Select Approval Status Back to Approved
4. Save

If the grade roster has been processed by the Registrar, then you would need to submit the Change of Grade Form. **Change of grade may be submitted by the instructor using the online**

[Change of Grade Perfect Form.](#)

Grade Entry FAQs

Off-site Grade Entry:

Some users have reported that they cannot access the FCC web site from their place of business. People working for Frederick County cannot get through the fire wall set up by their employer. The error message they see is: Page Can Not Be Displayed. If you get this message, you will need to try from another location. In addition, some faculty have issues with their use of browser so you may need to try a different browser to access your PeopleSoft account.

When should I assign Incomplete Grades?

Incomplete grades may be issued in the case of extenuating circumstances only to a student **whose work has been satisfactory** but due to circumstances beyond the student's control, full requirements of the course remain unfulfilled at time of grading. Full details on incomplete grade deadlines and procedures may be found in the [Academic Standards Policy and Procedures](#) for incomplete grades.

Grade Changes: The Change of Grade form may be accessed by clicking the [Request Grade Change](#) link in any final/posted grade roster. This link becomes available when the final grades have been posted by the Registration & Records Office. In addition, the Change of Grade Form may also be found on the FCC Intranet on Communication Central. Under Forms ~ Most Requested Forms ~ [Change of Grade](#):

- Students and faculty members are notified via their **FCC email account** when a grade change is completed.
- Grade Change Forms or questions can be directed to Tina Berry, Associate Registrar, at TBerry@frederick.edu.

The screenshot shows two control panels at the top of a grade roster. The left panel, titled 'Display Options', contains a dropdown menu for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The right panel, titled 'Grade Roster Action', contains a dropdown menu for '*Approval Status' set to 'Approved' and a checkbox for 'Posted'. A red arrow points to a blue link labeled 'Request Grade Change' located below the 'Approved' dropdown. Below these panels is a table header for 'Student Grade' with columns: ID, Name, Roster Grade, Official Grade, Last Day Attended, Grading Basis, and Status.

What if a student is auditing a class?

- A grade of "AU" must be entered with Last Date Attended.

This is a close-up of the 'Roster Grade' column in the table. The dropdown menu is open, showing 'AU' as the selected option. A red arrow points to the 'AU' option, and another red arrow points to the 'AUD' value in the 'Grading Basis' column of the same row.

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

The Grading Basis will be AUD.
The only grade option will be AU.
Last Day Attended date is required.
NOTE: If student has audited but never attended the Last Day Attended should be entered as **one day before** the start of the session.
If a student attended through the end of the course, then the LDA should be **the last date of the session** (as listed in the course schedule).

What is the FNA grade?

FNA - The FNA grade will be given to a student whose failure to pass a class is a result of insufficient attendance and/or participation, as defined by individual faculty members. The grade would be calculated into the GPA as an F and will appear as an F on the student transcript; however, it will only be used internally to document failures due to insufficient attendance and/or participation.

What if a student has stopped attending but has not withdrawn?

1. Please assign the earned grade (usually an F/FNA) and accurately indicate the last date of academic activity under

Last Day Attended.

- Academically-related activities include but are not limited to: physically attending class, submitting an academic assignment, taking an exam, completing an interactive tutorial, participating in computer- assisted instruction, attending study group assigned by the College, participating in online discussion about academic matters, initiating contact with faculty to ask a question about the academic subject studied in the course.
- Faculty cannot assign a “W” grade.

What if a student never attended your class?

1. The student should have been reported as “never attending” through [Attendance Roster](#).
2. Please assign the earned “FNA” grade.
3. Please indicate the last date of attendance as **one day before** the [start of the session](#).
4. If an online student has logged into an online course but never submitted any Academic Activity, the student should have been reported as “never attending” through [Attendance Roster](#). If an error was made on [Attendance Roster](#), please indicate the last date of attendance as **one day before** the [start of the session](#). Faculty cannot assign a “W” grade.
 - Academically-related activities include but are not limited to: physically attending class, submitting an academic assignment, taking an exam, completing an interactive tutorial, participating in computer- assisted instruction, attending study group assigned by the College, participating in online discussion about academic matters, initiating contact with faculty to ask a question about the academic subject studied in the course.

What if the student attended through the end of the course, but a Last Date Attended grade is recorded?

1. If a student attended through the end of the course, then the LDA should be the **last date of the session** (as listed in the course schedule).

When will students see their grades in their PeopleSoft Student Center?

Following the Faculty Approval step in grade submission, the Registration & Records office posts grades for student viewing. When grades are posted and viewable by students, the **Official Grade** column on the grade roster is populated and the Grade Roster Action shows **Posted**.

Grade Roster Action:

*Approval Status Approved **Posted**

[Request Grade Change](#)

	Roster Grade	Official Grade	Last Day Attended	Grading Basis	Status
	AU	AU	12/07/2016	AUD	Posted
	F	F	10/01/2016 <input type="text" value="31"/>	GRD	Posted
	D	D		GRD	Posted
	B	B		GRD	Posted
	F	F	11/01/2016 <input type="text" value="31"/>	GRD	Posted
	B	B		GRD	Posted

I've entered my grades, but students report they can't see them.

Please ensure you've completed the final grade submission step of setting the grade roster status to **Approved**.

Grade Roster Action:

*Approval Status Approved **Not Reviewed**

When all grades are entered, set the Approval Status to **Approved**

Save