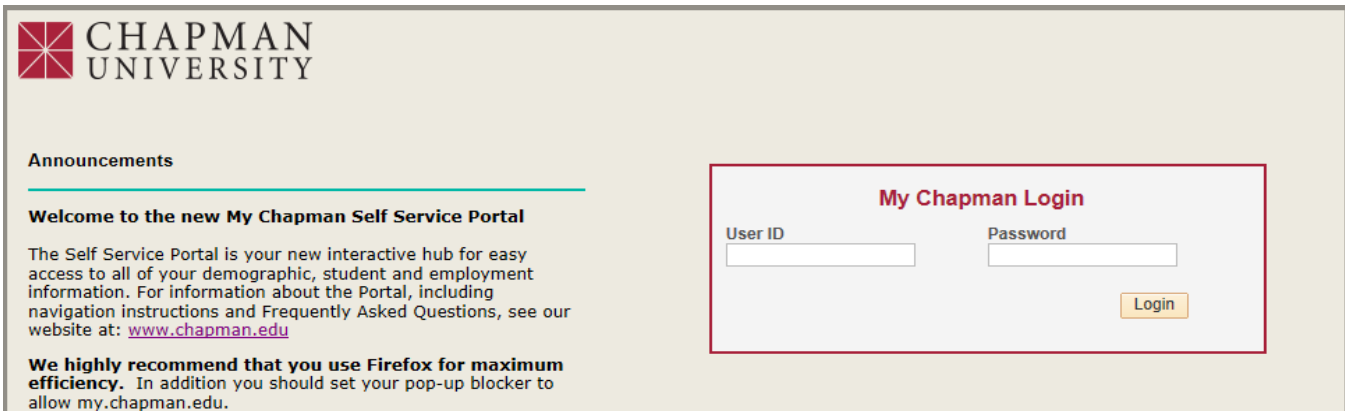


REFERENCE GUIDE - FINAL GRADING FACULTY CENTER - MY.CHAPMAN.EDU

Access to the Faculty Center is provided through the Faculty Self Service link at my.chapman.edu. Enter your regular Chapman User ID and Password. Click Login.



CHAPMAN UNIVERSITY

Announcements

Welcome to the new My Chapman Self Service Portal

The Self Service Portal is your new interactive hub for easy access to all of your demographic, student and employment information. For information about the Portal, including navigation instructions and Frequently Asked Questions, see our website at: www.chapman.edu

We highly recommend that you use Firefox for maximum efficiency. In addition you should set your pop-up blocker to allow my.chapman.edu.

My Chapman Login

User ID Password

Login

1. Click on the Faculty Self Service link.



CHAPMAN UNIVERSITY Home | Logout

[My Self Service](#) [Faculty Self Service](#)

2. Click on the Faculty Center link.

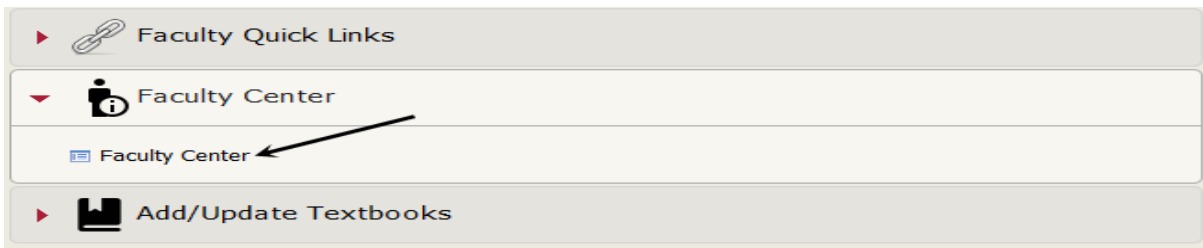


 Faculty Quick Links

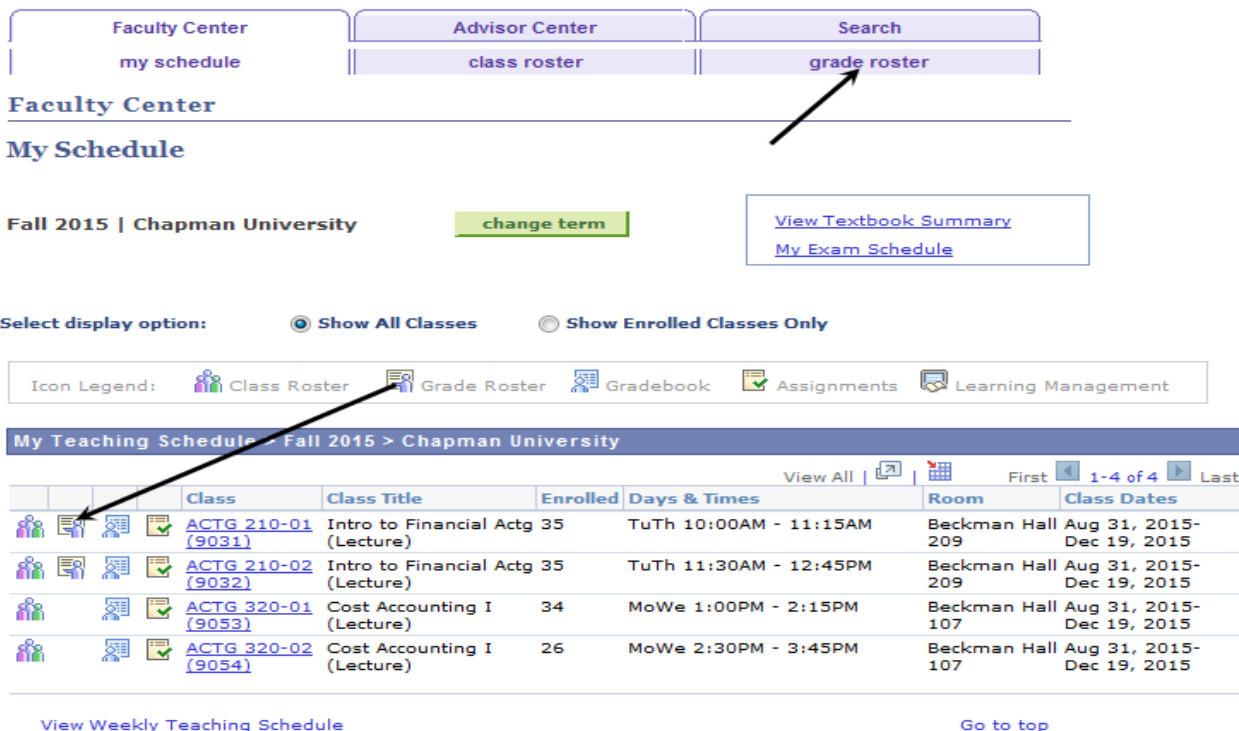
 Faculty Center

 Add/Update Textbooks

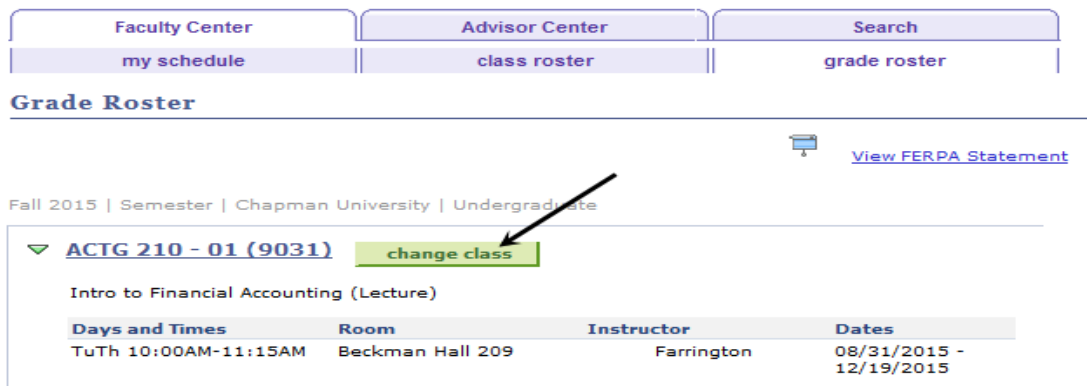
3. Click the newly displayed Faculty Center link.



4. The Faculty Center opens to the **My Schedule** tab. A new tab has been added – **grade roster**. There will also be a Grade Roster icon next to each class that is ready for grading.



5. If you click the **grade roster**, the first class in your schedule will appear. You can change classes by clicking on the **change class** button.



6. Clicking on the **Grade Roster** icon next to a class in your schedule will open that grade roster.

My Teaching Schedule > Fall 2015 > Chapman University

View All | [?] | [grid] First 1-4 of 4 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ACTG 210-01 (9031)	Intro to Financial Actg (Lecture)	35	TuTh 10:00AM - 11:15AM	Beckman Hall 209	Aug 31, 2015- Dec 19, 2015
	ACTG 210-02 (9032)	Intro to Financial Actg (Lecture)	35	TuTh 11:30AM - 12:45PM	Beckman Hall 209	Aug 31, 2015- Dec 19, 2015
	ACTG 320-01 (9053)	Cost Accounting I (Lecture)	34	MoWe 1:00PM - 2:15PM	Beckman Hall 107	Aug 31, 2015- Dec 19, 2015
	ACTG 320-02 (9054)	Cost Accounting I (Lecture)	26	MoWe 2:30PM - 3:45PM	Beckman Hall 107	Aug 31, 2015- Dec 19, 2015

[View Weekly Teaching Schedule](#)

[Go to top](#)

7. You will see the [View FERPA Statement](#) link at the top of the roster. Click the link to review the Department of Education guidelines regarding release of information.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Grade Roster

[View FERPA Statement](#)

8. The **Final Grade** option appears in the **Grade Roster Type** menu. If you previously assigned grades to some students and only want the roster to display students that still need to be graded, check the box next to **Display Unassigned Roster Grade Only**.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Grade Roster

[View FERPA Statement](#)

Fall 2015 | Semester | Chapman University | Undergraduate

▼ [ACTG 210 - 01 \(9031\)](#) change class

Intro to Financial Accounting (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 10:00AM-11:15AM	Beckman Hall 209		08/31/2015 - 12/19/2015

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed save

Student Grade	Transcript Note						
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 729	James	▼		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	2 580	Jessica	▼		GRD	Undergraduate Degree - Biochemistry Molecular Bio maj/University Honors Program	Sophomore
<input type="checkbox"/>	3 :615	Michael	▼		GRD	Undergraduate Degree - Business Administration mai	Sophomore

9. This is a view of the roster and location of the **Roster Grade** menu.

Fall 2015 | Semester | Chapman University | Undergraduate

▼ **ACTG 210 - 01 (9031)** change class

Intro to Financial Accounting (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 10:00AM-11:15AM	Beckman Hall 209		08/31/2015 - 12/19/2015

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed ▼ save

Student Grade		Transcript Note						
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1 729	James	▼		GRD	Undergraduate Degree - Business Administration maj	Sophomore	
<input type="checkbox"/>	2 580	Jessica	▼		GRD	Undergraduate Degree - Biochemistry Molecular Bio maj/University Honors Program	Sophomore	
<input type="checkbox"/>	3 615	Michael	▼		GRD	Undergraduate Degree - Business Administration mai	Sophomore	

10. There are several links and buttons for assigning grades at the bottom of the screen. Also your roster may have more than one page. You can click the arrows to view other pages or click the **View All** link to see the entire roster on the screen.

<input type="checkbox"/>	20 196	Judie	▼		GRD	Undergraduate Degree - Screenwriting maj/Business Administration min	Sophomore
--------------------------	--------	-------	---	--	-----	--	-----------

[View All](#) | [Download](#) | Rows 1 - 20 of 35 ▶▶ ▶

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

▼ <- add this grade to selected students

notify selected students notify all students

11. If there are multiple students receiving the same letter grade you can assign grades in a group. Click the box next the student ID number. Select the grade from the drop down menu and click the <-add this grade to selected students button.

<input type="checkbox"/>	16	170	Antonio			GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input checked="" type="checkbox"/>	17	574	Melina			GRD	Undergraduate Degree - Business Administration maj/Public Relations min	Sophomore
<input type="checkbox"/>	18	481	Peter			GRD	Undergraduate Degree - Economics maj/Philosophy maj	Junior
<input checked="" type="checkbox"/>	19	159	Ryan			GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	20	090	Joseph			GRD	Undergraduate Degree - Business Administration maj	Sophomore

View All | Download | Rows 1 - 20 of 35

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

B+ <- add this grade to selected students

notify selected students notify all students

In this example the students were assigned a B+.

<input type="checkbox"/>	16	170	Antonio			GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input checked="" type="checkbox"/>	17	574	Melina	B+		GRD	Undergraduate Degree - Business Administration maj/Public Relations min	Sophomore
<input type="checkbox"/>	18	481	Peter			GRD	Undergraduate Degree - Economics maj/Philosophy maj	Junior
<input checked="" type="checkbox"/>	19	159	Ryan	B+		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	20	090	Joseph			GRD	Undergraduate Degree - Business Administration maj	Sophomore

View All | Download | Rows 1 - 20 of 35

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

<- add this grade to selected students

notify selected students notify all students

12. You can also individually assign grades to a student. Click the arrow in Roster Grade field and select the correct grade.

<input type="checkbox"/>	3	615	Michael	A		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	4	652	Amanda	C		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	5	970	Sara			GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	6	703	Tanner	B-		GRD	Undergraduate Degree - Kinesiology maj	Freshman

13. When assigning an Incomplete (I) grade it will be necessary to enter the grade that will be assigned once the deadline passes to complete the course. After assigning the “I” grade, click the **Transcript Note** tab.

Student Grade		Transcript Note		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	729	Quidasol	I		GRD			Undergraduate Degree - Business Administration maj	Sophomore

Click the Note link to open the window to enter the lapsed grade.

Student Grade		Transcript Note		ID	Name	Roster Grade	Official Grade	
<input type="checkbox"/>	1	729	James	I				Note

Click the **Incomplete Detail** button.

My Grade Rosters

Transcript Note

Name James ID 729

Class Section Information			
Term	Fall 2015		
Subject	ACTG	Catalog Nbr	210
Class Nbr	9031	Section	01
Description	Intro to Financial Actg		

Note ID

INCOMPLETE DETAIL

Transcript Note	
Sequence Number	<input type="text" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>
Transcript Note	

OK Cancel

The system will default a **Lapse Deadline** that is approximately 8 months from the end of the term. Institutional policy requires coursework to be completed no later than one year from the start date of the term. If you and the student have agreed upon an **earlier** deadline update this field.

Enter the grade that should be assigned to the student if they fail to complete the missing assignments. This grade will be posted automatically on the lapse date.





Transcript Note

Student Incomplete

James

Class Section Information			
Term	Fall 2015	Catalog Nbr	210
Subject	ACTG	Section	01
Class Nbr	9031	Description	Intro to Financial Actg

Grade In/Official	
Grade In/Official	I / I

Lapse Status	
Incomplete	
Lapse Deadline	09/02/2016  
Lapse To Grade	F  
Comment	<input type="text"/>

OK



Click the **OK** button to return to the **Transcript Note** screen. Click the **OK** button in the **Transcript Note** screen to return to the **Grade Roster**.

My Grade Rosters

Transcript Note

Name	James	ID	729
Class Section Information			
Term	Fall 2015	Catalog Nbr	210
Subject	ACTG	Section	01
Class Nbr	9031	Description	Intro to Financial Actg

Note ID

Transcript Note	
Sequence Number	<input type="text" value="1"/>  
Transcript Note	<input type="text"/>


OK

14. As soon as **any** grades are assigned, the following message appears at the top of the roster. This alerts you to the need to save your entries. If you click the **enable tabs & links** button you will **delete** any grades that were assigned and **not** saved.

faculty center	advisor center	search
my schedule	class roster	grade roster

Grade Roster

 [View FERPA Statement](#)

 **You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.**

[enable tabs & links](#)

15. Once you are ready to submit the assigned grades, there are two **save** buttons. You can use either one to save the grades. There is a **save** button at the top of the roster.

▼ [ACTG 210 - 01 \(9031\)](#) [change class](#)

Intro to Financial Accounting (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 10:00AM-11:15AM	Beckman Hall 209		08/31/2015 - 12/19/2015

<p>Display Options:</p> <p>*Grade Roster Type <input type="text" value="Final Grade"/></p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p>Grade Roster Action:</p> <p>*Approval Status <input type="text" value="Not Reviewed"/> save</p>
--	---

Student Grade		Transcript Note						
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1 729	James			GRD	Undergraduate Degree - Business Administration maj	Sophomore	
<input type="checkbox"/>	2 580	Jessica			GRD	Undergraduate Degree - Biochemistry Molecular Bio maj/University Honors Program	Sophomore	
<input type="checkbox"/>	3 615	Michael	A		GRD	Undergraduate Degree - Business Administration maj	Sophomore	
<input type="checkbox"/>	4 652	Amanda	C		GRD	Undergraduate Degree - Business Administration maj	Sophomore	

A second **save** button is at the bottom of the roster.

<input type="checkbox"/>	18	481	Peter			GRD	Undergraduate Degree - Economics maj/Philosophy maj	Junior
<input type="checkbox"/>	19	159	Ryan	B+		GRD	Undergraduate Degree - Business Administration maj	Sophomore
<input type="checkbox"/>	20	1090	Joseph			GRD	Undergraduate Degree - Business Administration maj	Sophomore

[View All](#) | [Download](#) | Rows 1 - 20 of 35

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

<- add this grade to selected students



After you save the assigned grades the grade menu will remain, and you can make changes, **until** the overnight grade posting process runs. Once grades are posted, you will not be able to update any grades using the Faculty Center grade roster. This is the same process that was in place with the prior system.