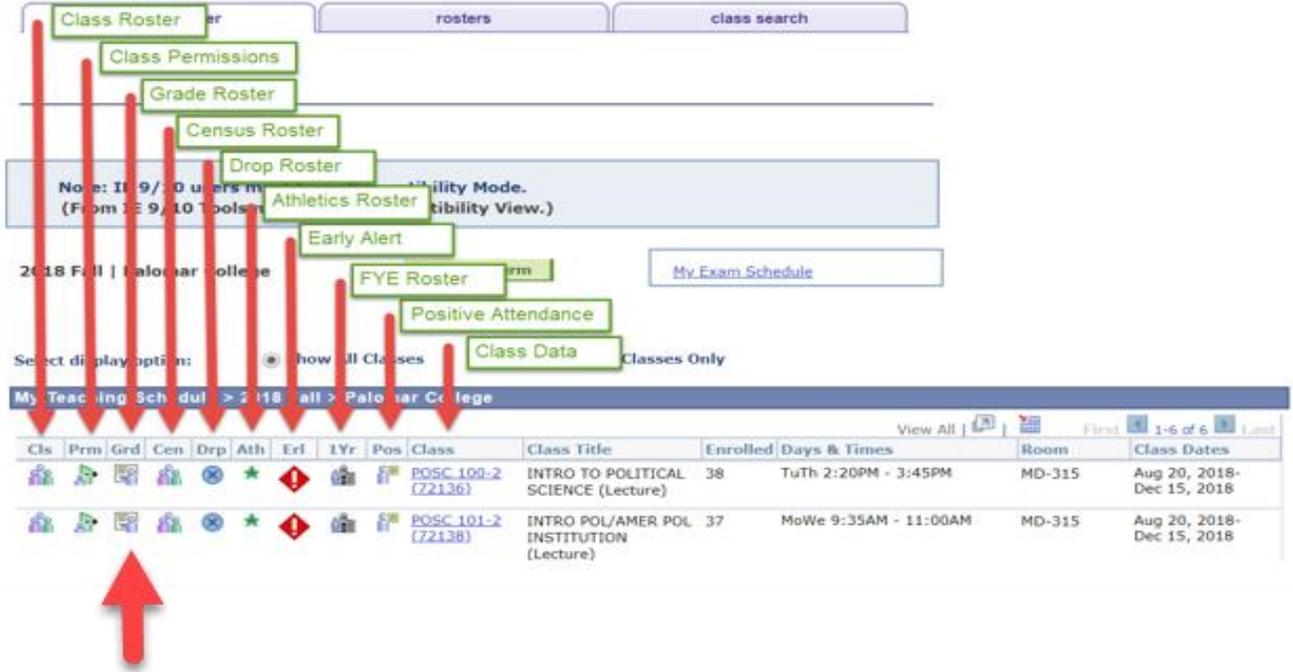
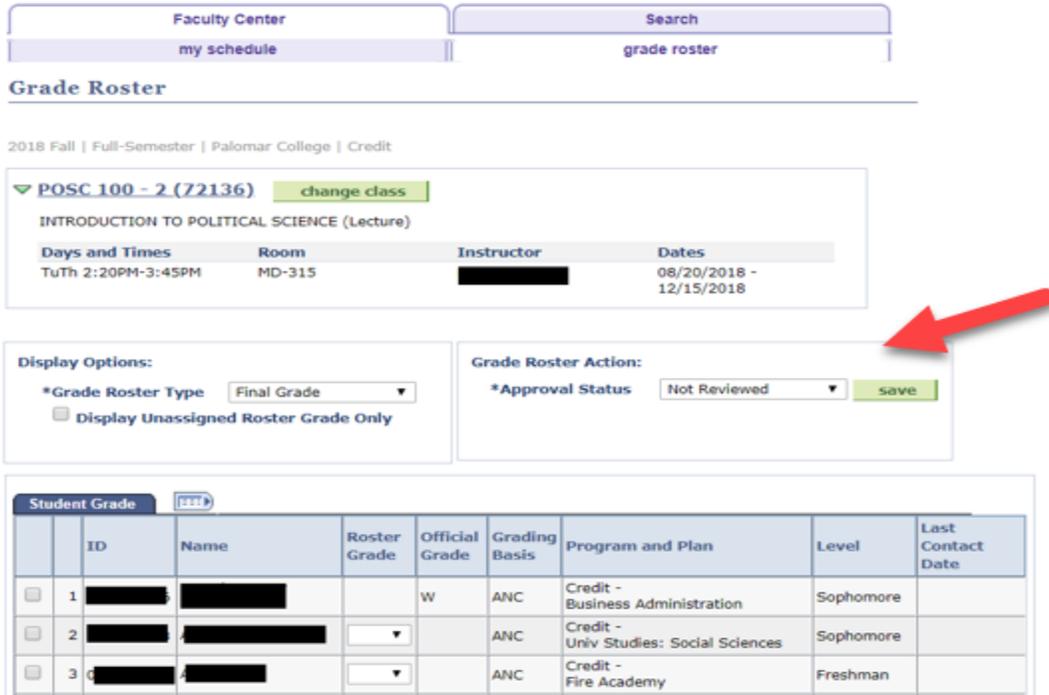


## Grade Post Directions

1. Use Firefox or Chrome as your internet browser
2. You are not to use the grade roster link. Use the grade roster icon as shown below:



3. Under “Grade Roster Action”, make sure your Approval status is set to “Not Reviewed” and enter your grades. Once you have entered your grades, hit “SAVE”



4. You will receive a pop-up message to change the approval status to "Approved"

The screenshot shows a web application interface for entering student grades. At the top, there is a navigation bar with 'Personalize | Find | View All | First | 1-10 of 10 | Last'. Below this is a table with columns: ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, Level, and Last Contact Date. The table contains 10 rows of student data. A pop-up message box is overlaid on the right side of the table. The message text reads: 'All Grades are entered. If you are satisfied, please set the \*Approval Status to 'Approved' (20100,4) This will allow the grades to be posted in the next batch run.' Below the text is an 'OK' button. At the bottom of the interface, there are buttons for 'Select All', 'Clear All', 'Printer Friendly Version', 'Add this grade to selected students', 'Notify Selected Students', 'Notify All Students', and 'Save'.

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Last Contact Date
1		W	W	ANC	Credit - Information Technology AS	Sophomore	
2		A		ANC	Credit - Admin of Justice AS-T	Sophomore	
3		W	W	ANC	Credit - Gen Studies: Soc/Behav AA	Freshman	
4		A		ANC	Credit - Univ Studies: Sci Stud AS CSU	Freshman	
5		A		ANC	Credit - Fire Tech: General AS	Freshman	
6		A		ANC	Credit - General Business AS	Freshman	
7		A		ANC	Credit - Gen Studies: Soc/Behav AA	Freshman	
8		A		ANC	Credit - Gen Studies: Sci & Math AS	Freshman	
9		W	W	ANC	Credit - Biol. Preprofessional AS	Freshman	
10		W	W	ANC	Credit - Law/Pub Policy/Soc/ty AA-T CSU	Freshman	

Example below of message:

This is a close-up of the pop-up message box. It has a title bar that says 'Message'. The main text inside the box reads: 'All Grades are entered. If you are satisfied, please set the \*Approval Status to 'Approved' (20100,4) This will allow the grades to be posted in the next batch run.' At the bottom of the box is a yellow button with the text 'OK'.

5. Once you switch the approval status to “Approved”, you will then see the “SAVE” AND “POST” icon at the bottom of the roster

2025 Spring | 1st 8 Weeks | Palomar College | Credit

SPCH 100 - 50 (32863)  
ORAL COMMUNICATION (Lecture)

Days and Times	Room	Instructor	Dates
Mo 6:00PM-9:20PM	LIVE WEB		01/27/2025 - 03/19/2025
We 6:00PM-9:20PM	Bldg 520523 (SOI-CIS)		01/27/2025 - 03/19/2025

**Display Options**

\*Grade Roster Type:

Display Unassigned Roster Grade Only

**Grade Roster Action**

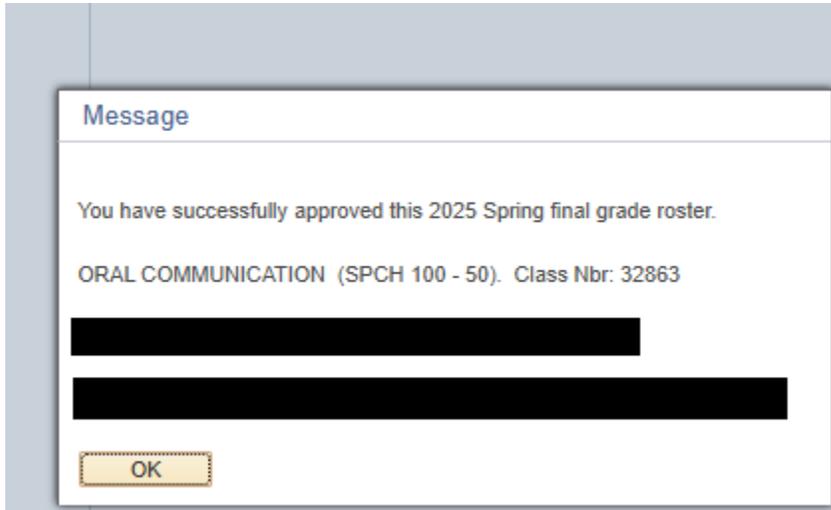
\*Approval Status:

Personalize | Find | View All | First 1-10 of 10 Last

<input type="checkbox"/>	10		W	W	ANC	Credit - Law/Pub Policy/Socety AA-T CSU	Freshman
--------------------------	----	--	---	---	-----	--	----------

[Printer Friendly Version](#)

- Once you click on "POST", you will receive a pop-up message reading you have successfully approved the final roster.



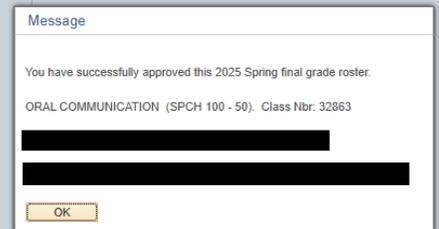
Display Options: \*Grade Roster Type **Final Grade**  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status **Approved**

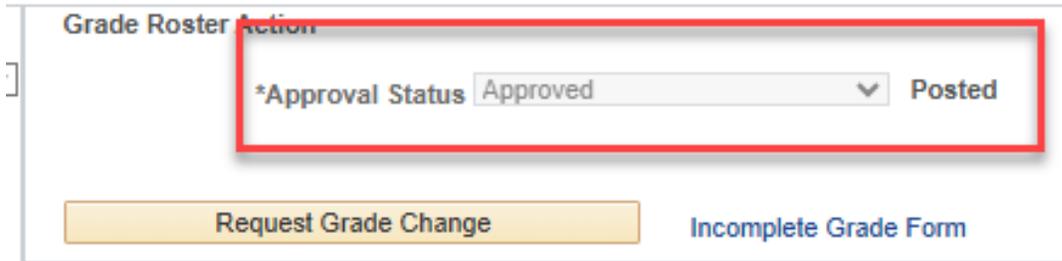
Personalize | Find | View All | 1-10 of 10 | First | Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Last Contact Date
<input type="checkbox"/>	1		W	W	ANC	Credit - Information Technology AS	Sophomore	
<input type="checkbox"/>	2		A		ANC	Credit - Admin of Justice AS-T	Sophomore	
<input type="checkbox"/>	3		W	W	ANC	Credit - Gen Studies: Soc/Behav AA	Freshman	
<input type="checkbox"/>	4		A		ANC	Credit - Univ Studies: Sci Stud AS CSU	Freshman	
<input type="checkbox"/>	5		A		ANC	Credit - Fire Tech: General AS	Freshman	
<input type="checkbox"/>	6		A		ANC	Credit - General Business AS	Freshman	
<input type="checkbox"/>	7		A		ANC	Credit - Gen Studies: Soc/Behav AA	Freshman	
<input type="checkbox"/>	8		A		ANC	Credit - Gen Studies: Sci & Math AS	Freshman	
<input type="checkbox"/>	9		W	W	ANC	Credit - Biol: Preprofessional AS	Freshman	
<input type="checkbox"/>	10		W	W	ANC	Credit - Law/Pub Policy/Socly AA-T CSU	Freshman	

Printer Friendly Version



- Once grades have been posted, under grade roster action, the approval status will be grayed out and to the right it will read "POSTED"



- You will also be able to view the "Request Grade Change" icon and "Incomplete Grade Form"

Display Options

\*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status Approved Posted

Request Grade Change Incomplete Grade Form

Student Grade									
ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Last Contact Date		
<input type="checkbox"/> 1				ANC	Credit - Computer Science AS	Freshman		Inserted	
<input type="checkbox"/> 2				ANC	Credit - Information Technology AS	Sophomore		Posted	
<input type="checkbox"/> 3				ANC	Credit - Admin of Justice AS-T	Sophomore		Posted	
<input type="checkbox"/> 4				ANC	Credit - Gen Studies: Soc/Behav AA	Freshman		Posted	
<input type="checkbox"/> 5				ANC	Credit - Univ Studies: Sci Stud AS CSU	Freshman		Posted	
<input type="checkbox"/> 6				ANC	Credit - Fire Tech: General AS	Freshman		Posted	
<input type="checkbox"/> 7				ANC	Credit - Nursing AS	Freshman		Graded	
<input type="checkbox"/> 8				ANC	Credit - General Business AS	Freshman		Posted	
<input type="checkbox"/> 9				ANC	Credit - Gen Studies: Soc/Behav AA	Freshman		Posted	
<input type="checkbox"/> 10				ANC	Credit - Gen Studies: Sci & Math AS	Freshman		Posted	
<input type="checkbox"/> 11				ANC	Credit - Biol: Preprofessional AS	Freshman		Posted	
<input type="checkbox"/> 12				ANC	Credit - Law/Pub Policy/Soc/ty AA-T CSU	Freshman		Posted	

Personalize | Find | View All | First 1-12 of 12 Last

Select All Clear All Printer Friendly Version

Notify Selected Students Notify All Students

9. After you have posted grades, you will receive an email confirmation

**Subject:** Approved Final **Grade** Roster for: MATHEMATICAL LITERACY (N MATH 915 - 11) Term: 2024 Fall

This is an automated **email** to confirm that you have successfully approved your Final **Grade** Roster for:

MATHEMATICAL LITERACY (N MATH 915 - 11) in the 2024 Fall term. Class Nbr: 70008

The **grades** will be posted to the students' account overnight.

Please save this **email** for your records.

\*\*\*\*\*

DO NOT REPLY to this message.

\*\*\*\*\*

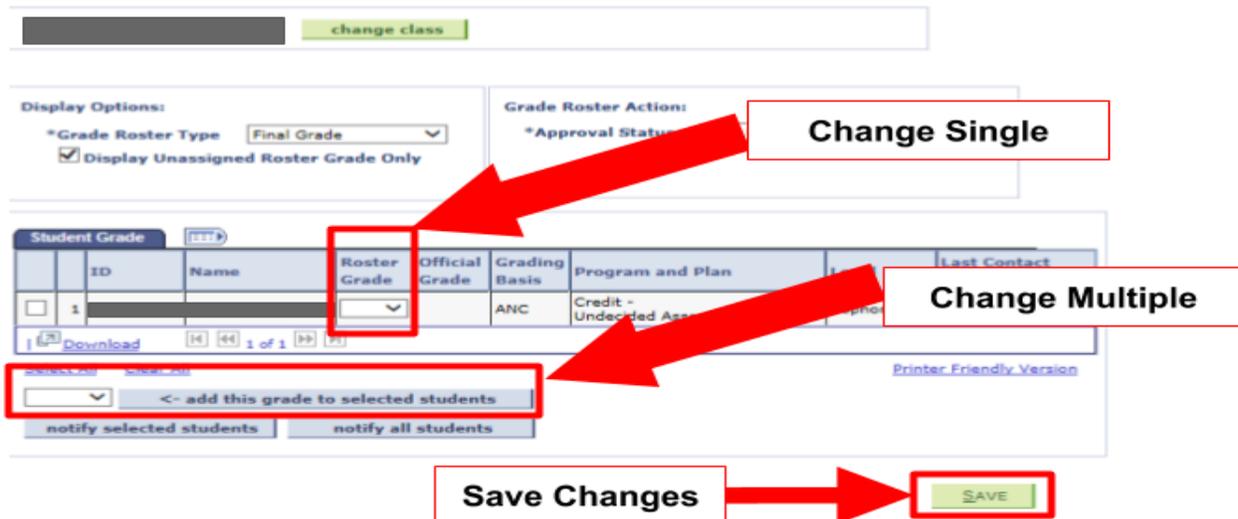
### Additional items regarding Grade Roster:

#### 1. Change Single/Multiple Grades

Enter a student's grade using the drop-down menu under 'Student Grade'

**Notice:** You can assign grades to multiple students at once by checking the box in the first column for each student and then using the drop-down menu at the bottom of the page and "add this grade to selected students" button.

**Notice:** After an edit the page will disable the navigation links at the top and bottom of this page until you save your changes.



Personalize | Find | View All | | First 1-12 of 12 Last

Student Grade

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Last Contact Date
<input type="checkbox"/>	1				ANC	Credit - Computer Science AS	Freshman	
<input type="checkbox"/>	2			W	ANC	Credit - Information Technology AS	Sophomore	
<input checked="" type="checkbox"/>	3			A	ANC	Credit - Admin of Justice AS-T	Sophomore	
<input type="checkbox"/>	4			W	ANC	Credit - Gen Studies: Soc/Behav AA	Freshman	
<input type="checkbox"/>	5			A	ANC	Credit - Univ Studies: Sci Stud AS CSU	Freshman	
<input checked="" type="checkbox"/>	6			A	ANC	Credit - Fire Tech: General AS	Freshman	
<input type="checkbox"/>	7			W	ANC	Credit - Nursing AS	Freshman	
<input type="checkbox"/>	8			A	ANC	Credit - General Business AS	Freshman	
<input checked="" type="checkbox"/>	9			A	ANC	Credit - Gen Studies: Soc/Behav AA	Freshman	
<input type="checkbox"/>	10			A	ANC	Credit - Gen Studies: Sci & Math AS	Freshman	
<input type="checkbox"/>	11			W	ANC	Credit - Biol: Preprofessional AS	Freshman	
<input type="checkbox"/>	12			W	ANC	Credit - Law/Pub Policy/Soc/ty AA-T CSU	Freshman	

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

**B** <- Add this grade to selected students

Notify Selected Students Notify All Students

Save

[My Educational Plan](#)

## 2. Entering EW's and Incomplete's

**A.Important!** When you enter an **FW** grade, you must enter a 'Last Contact Date'. This date must be between the second and last day of class.

**B.Important!** When you enter an **I** (Incomplete) grade, you must submit an Incomplete Grade Form with the student's consent to the Records Office. Please review our job aid on how to submit an Incomplete Grade Form.

Student Grade		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Last Contact Date
<input type="checkbox"/>	1			FW		ANC	Credit - Mechanical Engineering	Freshman

[Download](#) | 1 of 1

Save your changes by clicking the 'Save' button at the bottom of the page.