Login to the Cal Poly Portal:

Launch your preferred internet browser (Chrome, Internet Explorer, or Firefox for PC users, or Safari for Mac users). For full access pop-up blockers must be disabled.

Enter my.calpoly.edu in the address line and select Enter. Enter your Cal Poly User Name and Password and select Login.

This brings you to the Home page or tab. Select the Academics tab, and you should see the Printable Course Info and Faculty Course Info channels.

Note: All Faculty, Staff and Students have access to this tab. The content within the tab (channel) varies depending on an individual’s role within the University community (e.g., faculty, staff, new student, continuing student, etc.)
The **Faculty Course Info** Channel includes a link to the **Faculty Center**, which takes you directly into PeopleSoft and to **My Schedule**.

**Faculty Course Info**

**Faculty Center**
- View My Class Schedule
- View My Weekly Schedule
- Class Roster **(Note):** a blank page may appear while processing
- Grade Roster (to record grades and view grades for past class sections)
- Student Data (Drop in Advisee on Advisement tab)

**Academic Catalog**
View degree programs, course descriptions, and academic requirements.

**Class Search**
Search for classes by subject area, course, session, day, time or GE area.

**Academic Calendar**
Current Final Exam Schedule

Select **Show All Classes** to view your courses:
• For future terms: the Grade Roster icon will not be presented.
• For the current term: the Grade Roster icon is present when grading begins. Each quarter, an email is sent from the Registrar notifying you that grading is available.
• For previous terms, the Grade Roster icon is present and you have access to graded classes in prior terms.

Select the Grade Roster icon to open a roster. This is where you will grade, verify and approve your class grades. The icon legend is located in the upper, left-hand corner directly above the My Teaching Schedule heading.

To begin entering your grades, select one course. Enter grades using the drop-down menu in the Roster Grade column. This presents you with the possible grades available for the class based on the Grading Basis for the course. Classes with a Grading Basis of Credit / No Credit will only include CR and NC grades.
Importing grades from Canvas Gradebook:

Click the **Import Canvas Grades** button found at the bottom of the grade roster.

The following Acknowledgment pop up appears:

Click the **Import Grades** button to import the Canvas grades to the PeopleSoft Grade Roster.

The following message will appear reminding you to set the Approval Status field to Approved in order to be submitted to the Office of the Registrar.
Click **OK** to clear the message and continue with normal grading process.

**Reminder**, Administrative grades such as I, RP, or WU must be manually entered on the grade roster.

There may be additional messages that pop up. If there are already grades in PeopleSoft that are different than the Canvas grade about to be imported, the following message will appear to notify you that grade(s) are about to be changed. If there are grades in PeopleSoft that are the same as the Canvas grades, there will be a notification that a grade already exists for the student(s) and no change will occur.
Additionally, if there are any students with a grade in Canvas Gradebook but are not listed on the PeopleSoft Grade Roster, the following message will appear indicating which student ID numbers are not found. This could be if both a regular class section and an Open University class section are combined in Canvas. Each roster needs to be graded independently in the Faculty Center.

You can choose to continue by clicking Load, which will replace the PeopleSoft grade(s) with the Canvas grades. Or, you can choose Cancel for further evaluation.

**Note:** You must Save your entries before exiting the PeopleSoft Grade Roster. If not, your entries will not be saved and will need to be re-entered when returning to the Grade Roster. When closing out of your session in the Faculty Center, please do not use the X in the upper, right-hand corner as this does not save your data; instead use the Sign out button.

If there are no grades in Canvas to import, then the PeopleSoft Grade Roster will populate all grades with F.
There are also links for additional help within Canvas:

In all cases when closing out of your sessions in the Faculty Center and the Portal, please do not close the browser window before you **Sign Out** from your active page.

Close the window by clicking on **Sign Out** in the upper, right-hand corner.

To exit the Faculty Center, select **Logout**, in the top, right-hand corner.

To leave the Portal, select **Logout**, in the top, right-hand corner.

If you have questions or need additional assistance, please contact the Office of the Registrar, by telephone (805) 756-2532 or via email at records@calpoly.edu.

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