

## STUDENT RECORDS

### FACULTY ON-LINE GRADING INSTRUCTIONS Importing Grades from PolyLearn

#### Login to the Cal Poly Portal:

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.

***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.)*

These channels are available: **Printable Course Info** and **Faculty Course Info**.

The **Faculty Course Info** Channel includes a link to the **Faculty Center**:

The **Faculty Center** link takes you directly into PeopleSoft and to **My Teaching Schedule**.

Select **Show all classes** to view your courses:

- For future terms: the **Grade Roster** icon is not 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. This presents you with the possible grades available to you. The class in the example uses regular grading. If this class had a Credit/No Credit grading type the selection would include CR and NC.

## Importing grades from PolyLearn Gradebook

Click the **IMPORT GRADES** button found at the bottom of the grade roster.  
The following Acknowledgment page appears:

Click the **Import Grades** button to continue to Grade Roster.

The message states:

*This grade Roster is not complete.*

*When all grades have been assigned please remember to set the Approval Status field to Approved for your grades to be submitted to the Registrar's Office.*

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.

## Messages that may be appear and what they mean

If a student has a grade in PolyLearn Gradebook but is not on the Grade Roster a message will appear that states:

*Student ID not Found in Grade Roster: <student id>*

This could be if both a regular class section and an Open University class section are combined in PolyLearn Gradebook. Each roster needs to be graded independently in the Faculty Center.

Click **Load** to continue to the grade roster.  
Verify that all grades imported and continue with normal grading process.

If a rosters grades had already been imported and the Import Grades button was selected again. A message will indicate if any grades had been changed and if so, for which students.

Click **Load** to load new or changing rows into the grade roster.  
Click **Cancel** to not load grades into the grade roster.

## Additional Messages and what they mean:

### **Error: No grades in PolyLearn for this Class Section.**

There are no grades in the PolyLearn Gradebook for this class.

Click **Cancel** to return to the grade roster and manually enter your grades.

**Invalid Grade for Student: <student id>**

A grade was trying to be imported that doesn't match the grades available on the grade roster. Either change the grade in the PolyLearn Gradebook and try importing again, or manually enter the student's valid grade on the grade roster. Continue on with normal grading process.

**Student Grade not available on Grade Roster: <student id>**

The student has withdrawn from the course or term and a 'W' grade is on the grade roster. Continue on with normal grading process.

**If any of the following messages appear, contact the Office of the Registrar for assistance:**

**Error: Bad Parse.**

**Error: Can not connect to PolyLearn Server.**

In all cases when closing out of your sessions in the Faculty Center and the Portal, please do not use the **X** in the upper, right-hand corner, instead use the **Sign out** or **Logout** functions.

Close this 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](mailto:records@calpoly.edu).

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