

STUDENT RECORDS

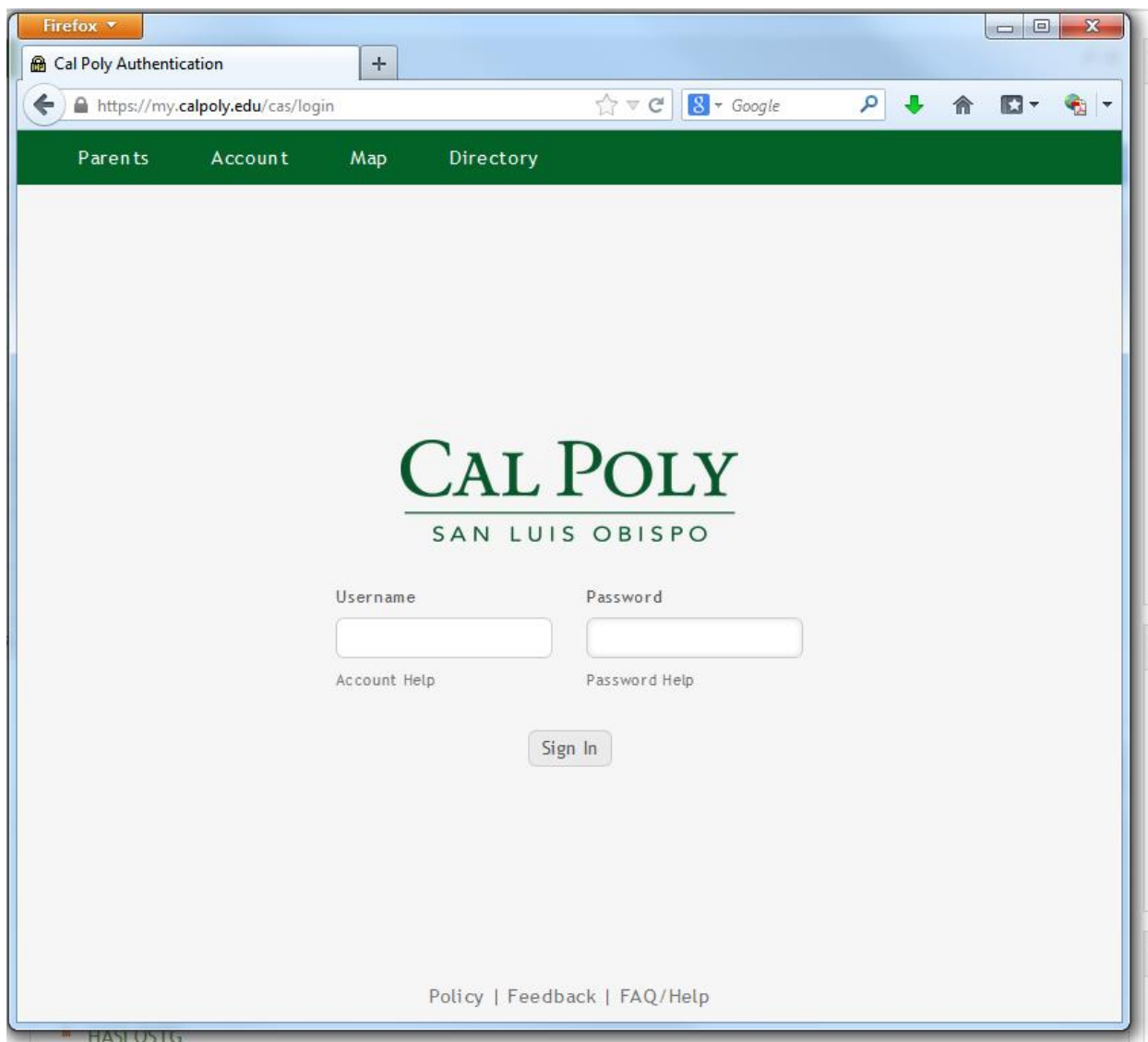
FACULTY ON-LINE GRADING INSTRUCTIONS

Login to the Cal Poly Portal:

Launch Internet Explorer (IE) or Mozilla 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**.



The image shows a screenshot of a web browser window displaying the Cal Poly Authentication login page. The browser's address bar shows the URL <https://my.calpoly.edu/cas/login>. The page features a green navigation bar with links for [Parents](#), [Account](#), [Map](#), and [Directory](#). The main content area displays the Cal Poly logo, which reads "CAL POLY" in a large, green, serif font, with "SAN LUIS OBISPO" in a smaller, green, sans-serif font below it. Underneath the logo, there are two input fields: "Username" and "Password". Below the "Username" field is a link for "Account Help", and below the "Password" field is a link for "Password Help". A "Sign In" button is positioned below these fields. At the bottom of the page, there are links for "Policy | Feedback | FAQ/Help". The browser window title is "Cal Poly Authentication".

This brings you to the **Home** page or tab.

Select the **Academics** tab.

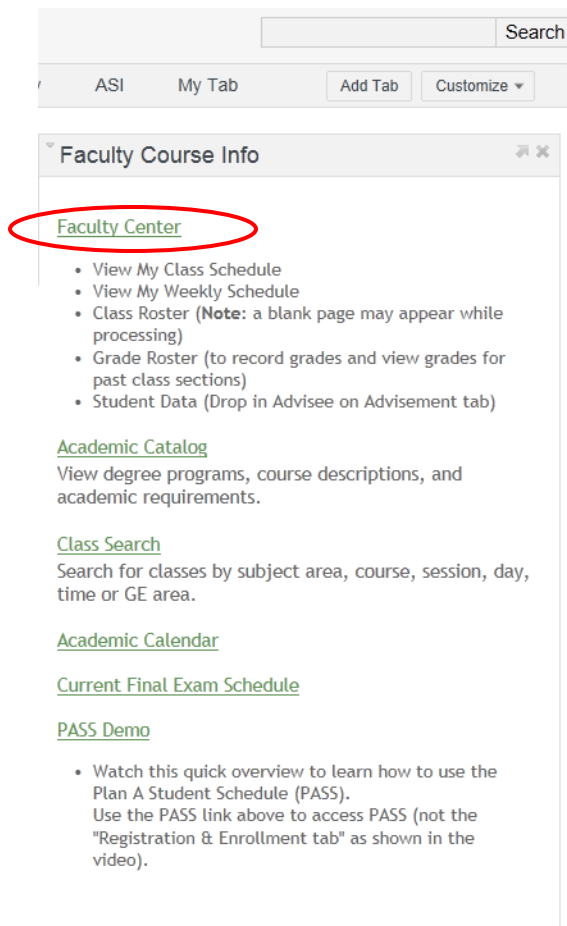
Note: All Faculty, Staff and Students have access to this tab. The content within the tab (channel) varies depending on an individual's role within the University community (e.g., faculty, staff, new student, continuing student, etc.)

The screenshot displays the 'My Cal Poly Portal' interface. At the top left is the 'CAL POLY SAN LUIS OBISPO' logo. The main header area includes the text 'My Cal Poly Portal', a user profile section with '0' and 'Welcome', and a 'Sign Out' link. Below this is a search bar. A horizontal navigation bar contains several tabs: 'Home', 'Academics' (which is circled in red), 'Money Matters', 'Personal Info', 'Housing', 'Library', 'ASI', and 'My Tab'. To the right of these tabs are 'Add Tab' and 'Customize' buttons. On the left side, there is a 'Single Click Links' sidebar with icons and text for: 'PASS (Plan A Student Schedule)', 'Student Center', 'Email & Calendar', 'Student & HR Administration', 'PolyData Dashboards', 'MustangJOBS: Job Listings for Students', 'Electronic Workflow', 'Technical Service Request', 'Facilities Requests', and 'PolyCard Services'. The main content area is divided into several sections: 'My Classes' (Summer Quarter 2013, with a message 'You have no classes this term.'), 'Weather' (for San Luis Obispo, CA and Paso Robles, CA), 'Campus Announcements' (including 'PolyData (Data Warehouse) Finance Will Not Be Refreshed 8/17/2013' and 'Zimbra Email/Calendar Unavailable Sat 8/17 5pm - 11pm'), 'Campuswide' (with a 'Survey for New Students' announcement), and 'Directory Information'. At the bottom, there is a 'CMS PeopleSoft Alternate Login' section.

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

The screenshot displays the My Cal Poly Portal interface. At the top left is the Cal Poly San Luis Obispo logo. The main header area includes the text "My Cal Poly Portal" and a user profile section with a dropdown menu showing "0", the text "Welcome", and a "Sign Out" link. A search bar is located on the right side of the header. Below the header is a navigation bar with tabs for "Home", "Academics", "Money Matters", "Personal Info", "Housing", "Library", "ASI", and "My Tab". There are also "Add Tab" and "Customize" buttons. On the left side, there is a "Single Click Links" sidebar with various service links such as "PASS (Plan A Student Schedule)", "Student Center", "Email & Calendar", "Student & HR Administration", "PolyData Dashboards", "MustangJOBS: Job Listings for Students", "Electronic Workflow", "Technical Service Request", "Facilities Requests", and "PolyCard Services". The main content area features two tabs: "Printable Course Info" and "Faculty Course Info", both of which are circled in red. The "Printable Course Info" tab contains a "Username:" input field and "Change Identity" and "View My Info" buttons. The "Faculty Course Info" tab contains several sections: "Faculty Center" with a list of links including "View My Class Schedule", "View My Weekly Schedule", "Class Roster" (with a note about blank pages), "Grade Roster", and "Student Data"; "Academic Catalog" with a description of degree programs; "Class Search" with a description of search criteria; "Academic Calendar"; "Current Final Exam Schedule"; and "PASS Demo" with a list of instructions for using the PASS system.

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**.

Note: You must **Save** your entries before exiting the **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.

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.

Faculty Center	Advisor Center	Search for Classes
my schedule	class roster	grade roster



Faculty Center

My Schedule



Spring Quarter 2017 | Cal Poly




[change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  **Grade Roster**  Learning Management  Class Permissions

My Teaching Schedule > Spring Quarter 2017 > Cal Poly

View All |   First 1-3 of 3 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 PHIL 230-04 (2421)	Phil Classic: Knowlg & Reality (Lecture)	115	MoWe 8:10AM - 10:00AM	AG Engineering 123	Apr 3, 2017- Jun 9, 2017
 PHIL 400-04 (4086)	Special Problems for Adv Ugrds (Independent Study)	0	TBA	TBA	Apr 3, 2017- Jun 9, 2017
 PHIL 421-02 (6879)	Philosophy: Space, Time & Matt (Lecture)	13	MoWe 10:10AM - 12:00PM	Constr Innovations Center C303	Apr 3, 2017- Jun 9, 2017

[View Weekly Teaching Schedule](#)

[Go to top](#)

[Faculty Center](#) [Advisor Center](#) [Search For Classes](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

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.

Note: If a student has advised you that they have selected CR/NC grading, you will still need to enter a letter grade to submit your **Grade Roster**. The system will automatically convert it to CR or NC on the individual student's record.

Scenario #1 – Trying to Save an Incomplete Roster

Grade Roster

Spring Quarter 2017 | Regular Academic Session | Cal Poly | Undergraduate

▼ PHIL 421 - 02 (6879) [change class](#)

Philosophy of Space, Time and Matter (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 10:10AM-12:00PM	Constr Innovations Center C303	Francisco Hernandez	04/03/2017 - 06/09/2017

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed ▼ [save](#)

Student Grade		ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/>	1	1001234567	Angela Marie Williams	A ▼		Undergraduate
<input type="checkbox"/>	2	1001234567	Brandon Jeffrey Smith	A ▼		Undergraduate
<input type="checkbox"/>	3	1001234567	Camryn Marie Jones	▼		Postbaccalaureate
<input type="checkbox"/>	4	1001234567	Connor James Richard	A ▼		Undergraduate
<input type="checkbox"/>	5	1001234567	Christopher David	A ▼		Undergraduate
<input type="checkbox"/>	6	1001234567	Daniel Lee	A ▼		Undergraduate
<input type="checkbox"/>	7	1001234567	Emma Marie Garcia	A ▼		Undergraduate
<input type="checkbox"/>	8	1001234567	Esteban Rodriguez	▼		Postbaccalaureate
<input type="checkbox"/>	9	1001234567	Felix Luis King	A ▼		Undergraduate
<input type="checkbox"/>	10	1001234567	Frederick Thomas Brown	A ▼		Undergraduate
<input type="checkbox"/>	11	1001234567	George Michael Adams	A ▼		Undergraduate
<input type="checkbox"/>	12	1001234567	Hannah Ruth Wilson	A ▼		Undergraduate
<input type="checkbox"/>	13	1001234567	Isabella Marie Clark	▼		Undergraduate

View All | [Download](#) | Rows 1 - 13 of 13

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

▼ [-< add this grade to selected students](#)

[SAVE](#)

In the example above, the grade is missing for students #3, #8, and #13. When trying to save a roster with missing data, a warning message will display indicating that the roster is not complete.

Click **OK** to clear the message and **Save**.

You may continue or save the roster and complete it at another time. The grades already entered will be saved.

There is a check box above the roster: **Display Unassigned Roster Grade Only**. When checked, this displays only the students without grades. For longer rosters and for checking that all grades have been entered before approval, this is helpful.

There is a box below the roster: **<- add this grade to all students**. For some classes this may be useful. The same grade will be entered for all students and if a few students earned a different grade, those grades can be changed individually using the drop down menu on the roster for those students.

There is an **IMPORT GRADES** button that imports grades from PolyLearn's Gradebook tool. There is a training guide on the Office of the Registrar website specifically to address this functionality.

Scenario #2 – Trying to Save a Completed Roster that has not been Approved

The screenshot displays the 'Grade Roster' interface for the class PHIL 421 - 02 (6879). The interface includes a table of student grades, a 'Display Options' section, and a 'Grade Roster Action' section. A warning message is displayed over the table, indicating that the roster is not complete and that the Approval Status field should be set to Approved for submission to the Registrar's Office. The 'Display Options' section shows the 'Grade Roster type' set to 'Final Grade' and the 'Display Unassigned Roster Grade Only' checkbox checked. The 'Grade Roster Action' section shows the 'Approval Status' set to 'Not Reviewed' and a 'save' button. The table below shows 13 students with their respective IDs, names, and grades. The 'Roster Grade' column has a dropdown menu for each student, and the 'Undergraduate' column has a dropdown menu for each student. A 'SAVE' button is located at the bottom of the interface.

ID	Name	Roster Grade	Undergraduate
1	Regina Ann Cantelmo	A	Undergraduate
2	Ardena Jeffrey Smith	A	Undergraduate
3	Caroline Grace Jones	B	Undergraduate
4	Caroline Grace Richard	A	Undergraduate
5	Marjorie Grady	A	Undergraduate
6	Julia Ellen	A	Undergraduate
7	Cheryl Ann Doran	A	Undergraduate
8	Madeline Elizabeth Lusk	C	Postbaccalaureate
9	Paula Lillian Ray	A	Undergraduate
10	Yvonne Marie O'Brien	A	Undergraduate
11	Thomas Michael Walker	A	Undergraduate
12	Caroline Ann Doran	A	Undergraduate
13	William George Smith	A-	Undergraduate

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.

Click on the **Approval Status** menu and select **Approved** and **Save** to complete the roster.

Scenario #3 – Trying to Approve an Incomplete Roster

Faculty Center | Advisor Center | Search for Classes

my schedule | class roster | grade roster

Grade Roster

Spring Quarter 2017 | Regular Academic Session | Cal Poly | Undergraduate

▼ PHIL 421 - 02 (6879) [change class](#)

Philosophy of Space, Time and Matter (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 10:10AM-12:00PM	Constr Innovations Center C303	Professor Phillips	04/03/2017 - 06/09/2017

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

Grade Roster Actions: *Approval Status: **Approved**

Student Grade	ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/>	1	...	A		Undergraduate
<input type="checkbox"/>	2	...	A		Undergraduate
<input type="checkbox"/>	3	...	B		Postbaccalaureate
<input type="checkbox"/>	4	...	A		Undergraduate
<input type="checkbox"/>	5	...	A		Undergraduate
<input type="checkbox"/>	6	...			Undergraduate
<input type="checkbox"/>	7	...	A		Undergraduate
<input type="checkbox"/>	8	...	C		Postbaccalaureate
<input type="checkbox"/>	9	...	A		Undergraduate
<input type="checkbox"/>	10	...	A		Undergraduate
<input type="checkbox"/>	11	...	A		Undergraduate
<input type="checkbox"/>	12	...	A		Undergraduate
<input type="checkbox"/>	13	...	A-		Undergraduate

View All | Download | Rows 1 - 13 of 13

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

<- add this grade to selected students

Message

All students in the Grade Roster must be graded. (14670,6)

All students in the Grade Roster must be graded before it can be approved.

The message states:

All students in the Grade Roster must be graded.

All students in the Grade Roster must be graded before it can be approved.

Click **OK** to clear the message.

Change the **Approval Status** to **Not Reviewed** and complete entering grades.

Click on the **Approval Status** menu and select **Approved** and **Save** to complete the roster.

Scenario #4 – Trying to Save a Grade Roster with an Incomplete Contract

Executive Order 1037 mandates that an Incomplete Contract be created when the “I” grading symbol is assigned.

Grade Roster

Spring Quarter 2017 | Regular Academic Session | Cal Poly | Undergraduate

▼ PHIL 421 - 02 (6879) [change class](#)

Philosophy of Space, Time and Matter (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 10:10AM-12:00PM	Constr Innovations Center C303	Francisco Hernandez	04/03/2017 - 06/09/2017

Display Options:

*Grade Roster Type: Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed ▼ [save](#)

Student Grade		ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Contract
<input type="checkbox"/>	1	000000001	John Doe	A ▼		Undergraduate	
<input type="checkbox"/>	2	000000002	Jane Smith	A ▼		Undergraduate	
<input type="checkbox"/>	3	000000003	Robert Brown	B ▼		Postbaccalaureate	
<input type="checkbox"/>	4	000000004	Emily White	A ▼		Undergraduate	
<input type="checkbox"/>	5	000000005	Michael Green	A ▼		Undergraduate	
<input type="checkbox"/>	6	000000006	Sarah Black	I ▼		Undergraduate	Add
<input type="checkbox"/>	7	000000007	David Gray	A ▼		Undergraduate	
<input type="checkbox"/>	8	000000008	Christina Blue	C ▼		Postbaccalaureate	

When an "I" grade is entered on the grade roster the system will automatically insert a new "Incomplete Contract" column. Click on the hyperlink **Add** and a contract will come up that can then be completed

Incomplete Contract

Empl ID: [REDACTED] [REDACTED]
Career: UGRD Undergraduate
Institution: SLCMP Cal Poly
Term: 2174 Spring Quarter 2017
Class Nbr: 6879 PHIL 421, Section 02 (4 Units)
Instructor(s): Francisco Fernflores

Incomplete Contract Data

*Reason Code: ←

Grade Without Further Work: ←

*Deadline For Completion: [31]

Work Required for Removal of 'I' Grade

*Description	Completed	Date Completed		
<input type="text" value="Turn in final project"/>	<input type="checkbox"/>	<input type="text" value=""/>	[31]	[+] [-]

Created By: [REDACTED] 06/06/2017 Last Updated:

According to CSU policy, the "I" symbol indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated by the instructor will be submitted as a grade change by the instructor to the Office of the Registrar. If no grade is indicated, the "I" will be converted to an "F." A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student's graduation date.

Select a **Reason Code** from the drop down menu, as well as the grade the student should receive if the work is not completed as indicated in the contract. The **Deadline for Completion** will populate with a date that is 365 days away, which is the current length of time that a student may have an "I" grade before it will lapse to another grade (F or NC). If you as the instructor want to give the student less than 365 days to complete the work, you can enter another date. Also enter the description of the work that is still required and click **Apply** and **Ok**.

Note: You will be required to turn in a grade change form to assign the grade you have indicated if no further work is done. Failure to do so, will result in an automatic lapse from the "I" grade to a F or NC grade after the initial 365 days.

Faculty will be returned to the grade roster where the Incomplete Contract status now shows **Update**. Faculty can now set the grade roster Approval Status to **Approved** and can **Save** the roster.

<input type="checkbox"/>	4	ASTR 101-02	Intro to the Solar System	A		Undergraduate	
<input type="checkbox"/>	5	LS 214-01	Constitutional Issues Hist	A		Undergraduate	
<input type="checkbox"/>	6	PHIL 421-02	Philosophy: Space, Time & Matt	I		Undergraduate	Update

Students can view and accept the terms and conditions of their incomplete contracts through View My Grades.

Student Center

Academics

[Search for Classes](#)

[Enroll](#)

[My Academics](#)

[Enroll in CSU Fully Online](#)

other academic... ▾

- Class Schedule
- Course History
- Degree Progress
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap**
- Grades**
- Withdrawals/Repeats
- other academic...

This Week's Schedule	
Class	Schedule
ASTR 101-02 LEC (8647)	MoTuWeTh 8:10AM - 9:00AM Science North 0215
LS 214-01 LEC (3009)	MoWe 2:10PM - 4:00PM Cotchett Education 213
PHIL 421-02 LEC (6879)	MoWe 10:10AM - 12:00PM Constr Innovations Center C303
POLS 341-02	TuTh 6:10PM - 8:00PM

View My Grades

Spring Quarter 2017 | Undergraduate | Cal Poly [change term](#)

Class Grades - Spring Quarter 2017

Official Grades						
Class	Description	Units	Grading	Grade	Grade Points	Incomplete Contract
ASTR 101	Intro to the Solar System	4.00	Graded			
LS 214	Constitutional Issues Hist US&CA Ed	4.00	Graded			
PHIL 421	Philosophy: Space, Time & Matt	4.00	Graded			Review Contract

Scenario #5 – Confirmation of Successful Completion of a Grade Roster!

A message confirms that the **Grade Roster** has been successfully submitted.

The screenshot shows the 'Grade Roster' interface for the course PHIL 421 - 02 (6879). The class title is 'Philosophy of Space, Time and Matter (Lecture)'. The schedule is MoWe 10:10AM-12:00PM, room Constr Innovations Center C303, instructor [redacted], and dates 04/03/2017 - 06/09/2017. The 'Display Options' section shows '*Grade Roster Type' set to 'Final Grade' and '*Approval Status' set to 'Approved'. A 'save' button is visible. A 'Student Grade' table is partially visible with columns for ID, Name, Roster Grade, Official Grade, Academic Career, and Incomplete Contract. A red circle highlights a grid icon in the table header. A message box is overlaid on the table, containing the following text:

Message

1

2

3 Congratulations! You have successfully completed grading for this class. (30500,1)

4 The grades for this class have been submitted to the Office of the Registrar and will be posted within the next 24 business hours. Please contact Office of the Registrar at 805-756-2532, if you have any questions.

5

6

7 OK

8



The message states:

Congratulations! You have successfully completed grading for this class.

The grades for this class have been submitted to the Office of the Registrar and will be posted within the next 24 business hours. Please contact the Office of the Registrar at 756-2532, if you have any questions.

The grading for this course is now complete.

There are two grade columns on the roster: **Roster Grade** and **Official Grade**. Although, grades have been entered and approved, they may be changed on the Grade Roster until the **Official Grade** column is populated. Be sure to **Approve** and **Save** the **Grade Roster** once you are finished updating the grades. After the **Official Grade** column is complete, the drop-down menu will no longer be available and you will be unable to change grades on the roster. To make a grade change after Official Grades are posted, see "Faculty On-line Grade Change" training document.

Note: Wherever the "people"  icon appears, a printable PDF can be generated. Also, when the "grid"  icon is present, the data can be downloaded to an Excel file. To use the grid icon in Internet Explorer (IE), you must allow pop-ups. If the Excel file does not appear, your IE browser settings must be changed. Contact the Help Desk at (805) 756-7000 for direction on adjusting your browser settings to enable this action.

Repeat this process for all of the courses with the **Grade Roster** icon.

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.