

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**.

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**.

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.

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.

Scenario #1 – Trying to Save an Incomplete Roster

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. Please refer to the training guide on the Office of the Registrar website, specifically designed to address this functionality.

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

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

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.

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.

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 an 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.

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

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

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



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.