PEOPLESOF Online Services

USING THE FACULTY CENTER: The Grade Roster

Entering Grades

If you post grades in your Blackboard site, this does not mean your grades are officially posted. Grades must be posted via your account in Online Services.

In your Faculty Center – in My Schedule – select the tab for Grade Roster. If the correct term is not showing Click “change term.” If the correct class is not showing Click “change class.”

Grade Rosters are created a week or two before Final Exams begin. The Registrar’s Office will send a reminder to departments. You have 72 hours after the last Final Exam to post grades.

If your class ends before the regular term ends and you need your Grade Roster created in advance, please contact the Registrar’s Office at 410-704-2097.

Click this icon to access your Grade Roster.

The icon will be activated only after Grade Rosters have been officially generated.
To input grades:

Type the grade in the Grade Input column, or use the lookup glass to see grades that are valid for the course. For example:

<table>
<thead>
<tr>
<th>Grade Input</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>SUPERIOR</td>
</tr>
<tr>
<td>A-</td>
<td>SUPERIOR</td>
</tr>
<tr>
<td>B+</td>
<td>ABOVE AVERAGE</td>
</tr>
<tr>
<td>B</td>
<td>ABOVE AVERAGE</td>
</tr>
<tr>
<td>B-</td>
<td>ABOVE AVERAGE</td>
</tr>
<tr>
<td>C+</td>
<td>AVERAGE</td>
</tr>
<tr>
<td>C</td>
<td>AVERAGE</td>
</tr>
<tr>
<td>D+</td>
<td>BELOW AVERAGE</td>
</tr>
<tr>
<td>D</td>
<td>BELOW AVERAGE</td>
</tr>
<tr>
<td>F</td>
<td>FAILURE</td>
</tr>
<tr>
<td>I</td>
<td>INCOMPLETE.</td>
</tr>
</tbody>
</table>

Incompletes are not encouraged but can be issued for verifiable medical reasons or documented circumstances beyond the student’s control. Use a Change of Grade form to give the student an “I.” After 180 days, the I grade will change to an F. Let the student know he does not need to register for the class again. If the student needs an extension, use a Change of Grade form to change the grade again to “I.” This form gets signed by the department chair.
FX FAILURE due to NON-ATTENDANCE
If a student stops attending late in the term, say December for a Fall term, and has earned an F, then the student should be given an F. The FX grade is for the student who drops out and stops attending halfway through the term. The Grade Roster will force you to add a date; please put the last date of attendance (this can be approximate).
Other types

Mainly for graduate classes:
- S  SATISFACTORY
- U  UNSATISFACTORY
- IP  INPROGRESS

Grading Used for Developmental Courses:
- SX  SATISFACTORY
  [units do not count towards degree and are not calculated into the GPA]
- UX  UNSATISFACTORY
  [not calculated into the GPA]

Withdrawal:
- W  This grade is issued when a student drops after Change of Schedule.
  It will display on your Class Roster with the “Withdrawn” Status -

Audit Option (AUD)
- The audit option must be approved by instructor before the end of the Withdrawal period.
- Students must get the Course Schedule Change form from department or Registrar's office.
  Next instructors sign, then students bring back to Registrar's office to process
- If student successfully completes the audit, AU grade is posted.
- If the student does not successfully complete the audit, AUX grade is posted by the Registrar’s Office.
- Description of auditing process is located at https://www.towson.edu/registrar/registration/grading.html
- Course Schedule Change form is located through department or Registrar’s office and online as well at https://www.towson.edu/registrar/documents/changeofscheduleform.pdf

Pass Grading Option (P/NP)
- You must assign an actual grade. The PeopleSoft system will change the grade you assigned on the student’s record.
- If the student earns “C” or above a PS will show on their record and it will not be calculated into their GPA.
- If the student earns “D+” or below, the actual earned grade will be on the transcript and will be calculated in their GPA.

Information about Grades:
For questions about grades, we recommend that you visit this site:
https://www.towson.edu/registrar/grades/policies.html.

There’s a good overview of all the grades there, including Pass, IP, I, FX, W, S/U and descriptions with timelines for “I” grades, plus there are links to the catalog to reference grading policies and academic terminology so you can get more information
When the grades are completed on the Grade Roster:
Click “Save” at the bottom of the screen.
Click the Dropdown menu for Approval Status. Change to Approved.
Click “Post.” [The Post box will appear after the Grade Roster is Approved.]
To print the Grade Roster page, select File > Print from your browser menu.

You can download the Grade Roster using the tiny “download” icon.

When you are finished, click “Sign Out” in the top right corner and close the browser window.
Reminder:

Final grades are due within 72 hours after the last Final Exam. The Registrar’s Office monitors the completion of grades. We send reminders first to the instructor, then to the department chair.

The instructor also can change a grade for an individual student until the end of this 72 hours.

Once your grades are posted, you can see the button named “Request Grade Change” pop up.

Click **REQUEST GRADE CHANGE**.
Change grade and click “Submit.”

When you change a grade after it has been posted, the new grade will show in the Official Grade column. The original grade will remain on the Grade Roster in the Grade Input column.

After the grading period, a Change of Grade form must be submitted to the Records & Registration Office [call 410-704-2701].

The form is kept in the Department Chair’s office and must be signed by the Chair and the instructor.

It must be sent by office mail. Please do not email grade changes.

Questions?

If you have any questions about your Grade Roster, please contact the Registrar’s Office at 410-704-2097. Or you can call Sheena Lyons, Associate Director for Records and Registration, at 410-704-5074.

If you are having trouble accessing your Grade Roster, and you are a former student that is now an instructor, you should contact your academic department so that OTS can be notified to make the correct update to your role [to faculty].