

PEOPLESOFT ONLINE SERVICES

USING THE FACULTY CENTER: The Grade Roster

Navigating to Grade Roster

- + 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. 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 recordsandregistration@towson.edu or 410-704-2701.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

2020 | Towson University Change Term

My Exam Schedule

Display option: Show All Classes Show Enrolled Classes Only

Class Roster Grade Roster

My Teaching Schedule > Fall 2020 > Towson University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		26	TuTh 2:00PM - 3:15PM		Aug 24, 2020- Dec 14, 2020
		22	TuTh 9:30AM - 10:45AM		Aug 24, 2020- Dec 14, 2020
		2	TBA		Aug 24, 2020- Dec 14, 2020
		18	TuTh 11:00AM - 12:15PM		Aug 24, 2020- Dec 14, 2020
		16	TuTh 3:30PM - 4:45PM		Aug 24, 2020- Dec 14, 2020

View Weekly Teaching Schedule Go to top

+ From this screen click this icon  to access your grade roster.

+ The icon will be activated only after Grade Rosters have been officially generated.

Your screen will look like this:

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster View FERPA Statement

Fall 2020 | Regular Academic Session | Towson University | Undergraduate

Change Class

(Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	TBA	[Redacted]	08/24/2020 - 12/14/2020

You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

Starting in Summer 2020, faculty will be required to enter a note for students receiving an FX or W grade in their course. For FX and W grades you will need to enter either "Never Attended" or "Attended Once or More." If a student has a grade of FX and you select "Attended Once or More," you will also be required to enter a last date of attendance.

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action Save

*Approval Status Not Approved

Personalize | Find | | First 1-23 of 23 Last

Student Grade	Notify ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1	<input type="checkbox"/>	[Redacted]	▼		GRD	Bachelor of Science - Philosophy	Junior

Inputting Grades

+ Before you enter any grades, **review your grade roster to find any students who have W grades**, which indicate the student withdrew from your class. If there are W grades, you **must** complete the next step to post your roster.

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action Save

*Approval Status Not Approved

Personalize | Find | | First 1-23 of 23 Last

Student Grade	Notify ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1	<input type="checkbox"/>	[Redacted]	▼		GRD	Bachelor of Science - Philosophy	Junior
2	<input type="checkbox"/>	[Redacted]	▼		GRD	Bachelor of Science - Law & American Civilization	Junior
3	<input type="checkbox"/>	[Redacted]	▼		GRD	Bachelor of Science - Philosophy	Senior
4	<input type="checkbox"/>	[Redacted]	▼	W	LAW	Bachelor of Science - History/Philosophy	Senior FX/W Attendance Status
5	<input type="checkbox"/>	[Redacted]	▼		GRD	Bachelor of Science - Philosophy	Senior
6	<input type="checkbox"/>	[Redacted]	▼		GRD	Bachelor of Science - Mass Communication/International Studies/Spanish	Senior
7	<input type="checkbox"/>	[Redacted]	▼	W	LAW	Bachelor of Science - Pre-Nursing/Psychology/African & African-Amer Studies	Junior FX/W Attendance Status

+ If any of your students have **W grades**, you must select the **FX/W Attendance Status** hyperlink for each of those students and make a selection that the student **Never Attended** your class or **Attended Once or More** and then select **OK**. Repeat this step for all students in your class who have W grades.

Class Section Information

Term: Fall 2020 Course ID: [redacted]
 Subject: [redacted] Catalog Nbr: [redacted]
 Class Nbr: [redacted] Section: [redacted]
 Description: [redacted]
 Grd Scheme: [redacted]

Enrollment/Attendance

Never Attended Attended Once or More

OK Cancel

+ After you have reviewed your grade roster for W grades **and** confirmed all attendance statuses are entered, you can begin entering the letter grades for each student in the Roster Grade column.

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

Grade Roster Action: *Approval Status: Not Approved Save

Notify	ID	Name	Roster Grade	Program and Plan	Level
<input type="checkbox"/>	[redacted]	[redacted]	GRD	Bachelor of Science - Philosophy	Junior
<input type="checkbox"/>	[redacted]	[redacted]	GRD	Bachelor of Science - Law & American Civilization	Junior
<input type="checkbox"/>	[redacted]	[redacted]	GRD	Bachelor of Science - Philosophy	Senior
<input type="checkbox"/>	[redacted]	[redacted]	W	Bachelor of Science - History/Philosophy	Senior

FX/W Attendance Status

+ Use the dropdown menu to see the grades that are valid for the course. For Example:

Roster Grade Description

- A SUPERIOR
- A- SUPERIOR
- B+ ABOVE AVERAGE
- B ABOVE AVERAGE
- B- ABOVE AVERAGE
- C+ AVERAGE
- C AVERAGE
- D+ BELOW AVERAGE
- D BELOW AVERAGE
- F FAILURE
- I INCOMPLETE **See description below*
- FX FAILURE NON-ATTENDANCE **See description below*

+ ***Incomplete grades** are not encouraged, but can be issued for verifiable medical reasons or documented circumstances beyond the student’s control. Instructors should set a reasonable deadline for the student to complete any remaining work from 1 day up to 180 days after the class ends. After 180 days, the I grade will convert to an F grade. Let the students know they do not need to register for the class again.

+ *The **grade of FX** is calculated in students' GPAs. A grade of FX is given to students who **never attend class or who stop attending during the term without officially withdrawing**. A grade of FX is given to students who **stop attending before they have completed more than half of the course work**. Students who attend most classes but miss the final examination without a legitimate excuse, will receive a zero or F grade for the final examination and have that value or grade calculated with other grades earned during the term to determine the final grade. FX grades **should not be used when an F grade is more appropriate**. If the student attended your class and earned an F grade, you should award the F grade.

+ If you select a **FX grade** for a student, you will be prompted to make a selection that the student **Never Attended** your class or **Attended Once or More**. If you elect that the student has **Attended Once or More**, you must also enter the **Last Date of Attendance** and then select **OK**. Repeat this step for all students in your class who you award FX grades. You **must** complete this step in order to submit your grade roster.

The screenshot shows a software window with two main sections. The top section, titled 'Class Section Information', contains fields for Term (Fall 2020), Course ID, Subject, Catalog Nbr, Class Nbr, Section, Description, and Grd Scheme. The bottom section, titled 'Enrollment/Attendance', has two radio buttons: 'Never Attended' (unselected) and 'Attended Once or More' (selected). A yellow arrow points from the right towards the 'Attended Once or More' radio button. Below the radio buttons is a text field for 'Last Date of Attendance' with a calendar icon. At the bottom of the window are 'OK' and 'Cancel' buttons.

These grading options are mainly for used for graduate classes / internships:

- S** SATISFACTORY
- U** UNSATISFACTORY
- IP** INPROGRESS

These grading options are 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]

- W** This grade would have been issued when a student dropped after Change of Schedule.

Audit Option (AUD)

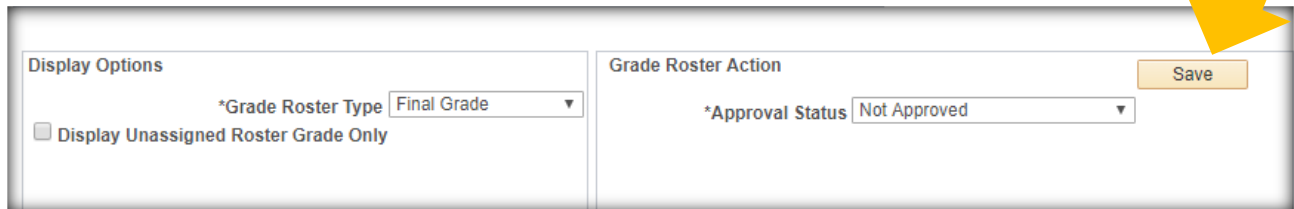
- The audit option must be approved by instructor before the end of the Withdrawal period.
- If student successfully completes the audit, AU grade is posted.
- If the student does not successfully complete the audit, AUX grade posted.

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 the student's GPA.
- If the student earns "D+" or below, the actual earned grade will be on the transcript and will be calculated in the student's GPA.

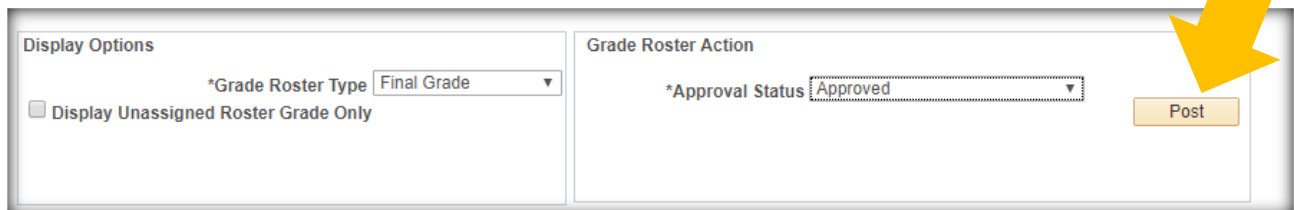
How to Save/Post Grades

+ When the grades are completed on the grade roster, click **Save**.



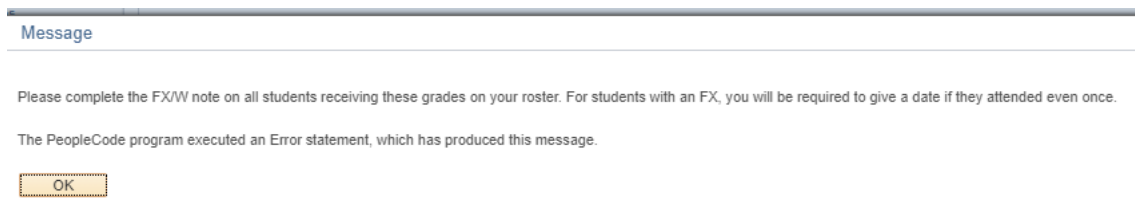
The screenshot shows the 'Grade Roster Action' section of a software interface. It includes a 'Display Options' panel on the left with a checkbox for 'Display Unassigned Roster Grade Only' and a dropdown for '*Grade Roster Type' set to 'Final Grade'. The 'Grade Roster Action' panel on the right has a dropdown for '*Approval Status' set to 'Not Approved' and a 'Save' button. A large yellow arrow points to the 'Save' button.

+ Click the Dropdown menu for **Approval Status** and change to **Approved**. Then select **Post**. [The Post box will appear after the grade roster is set to **Approved**.]



The screenshot shows the 'Grade Roster Action' section after the approval status has been changed. The '*Approval Status' dropdown is now set to 'Approved', and a 'Post' button has appeared. A large yellow arrow points to the 'Post' button.

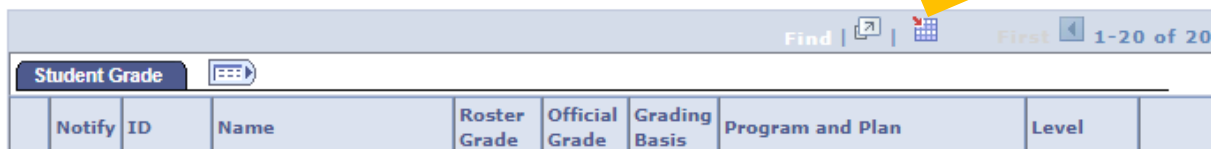
+ **IMPORTANT:** If you receive the error message below, it means you missed making an attendance note selection for at least one of your students who have a W or FX grade. If you select **OK** in this error message and are unable to select the **FX/W Attendance Status** hyperlink to make a selection, use the **How to Print Grade Roster instructions** below to **download** all of your grades because you must start the process of grading your roster over again in a new browser. As you begin, be sure to follow all the steps in this guide to enter grades beginning on page 2 under **Inputting Grades**.



The screenshot shows an error message dialog box. The message text reads: 'Please complete the FX/W note on all students receiving these grades on your roster. For students with an FX, you will be required to give a date if they attended even once. The PeopleCode program executed an Error statement, which has produced this message.' There is an 'OK' button at the bottom.

How to Print Grade Rosters

- + To print the **Grade Roster** page, select **File > Print** from your browser menu.
- + You can download the Grade Roster using the tiny **download** icon.



The screenshot shows a table with columns: Notify, ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, and Level. At the top right of the table area, there is a 'Find' button, a download icon (a small grid with a red arrow), and a 'First' button. A large yellow arrow points to the download icon.

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
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How to Change Grades

+ Final grades are due within 72 hours after the last Final Exam. The instructor can change a grade for an individual student until the end of the 72 hours.

+ Once you post grades, the **Request Grade Change** button will appear. Click **Request Grade Change** to change a student's grade.

Display Options *Grade Roster Type <input type="text" value="Final Grade"/> <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action *Approval Status <input type="text" value="Approved"/> Posted Request Grade Change
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+ Change grade and click **Submit**.

<input type="text" value="A"/>	<input type="button" value="Submit"/>
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+ If you need to change a grade after it has been posted, the new grade will show in the Official Grade column. You will see "Success." The original grade will remain on the grade roster in the Roster Grade column.

Official Grade	
<input type="text" value="A-"/>	Success
<input type="text" value="A"/>	

+ After the 72-hour grading period, a **Change of Grade** form must be submitted to the Records & Registration Office in order to change a student's grade. **You must request a Change of Grade DocuSign Form from your department Administrative Assistant.** Please be sure to provide your department's Administrative Assistant with the **student's first and last name, TU ID, and email address.**

+ The **Change of Grade DocuSign Form** can only be initiated by your academic department's **Administrative Assistant** and must be signed by the Chair and the instructor.

Questions?

+ For questions about your **grade roster**, contact the **Administrative Assistant** from your Academic Department.

+ For questions about your Towson University **account, logging in, or re-setting** your password contact the Office of Technology Services [OTS] Help Center at 410-704-5151. OR you can submit an **online request** at the Faculty Staff Help Center web page to the **TechHelp Client Portal** - <https://techhelp.towson.edu/helpdesk/WebObjects/Helpdesk.woa>

+For any questions regarding **university academic policies**, please consult your faculty handbook: <https://www.towson.edu/provost/academicresources/handbook.html>

+For questions about grading and grading policies, visit <https://www.towson.edu/registrar/grades/policies.html>

