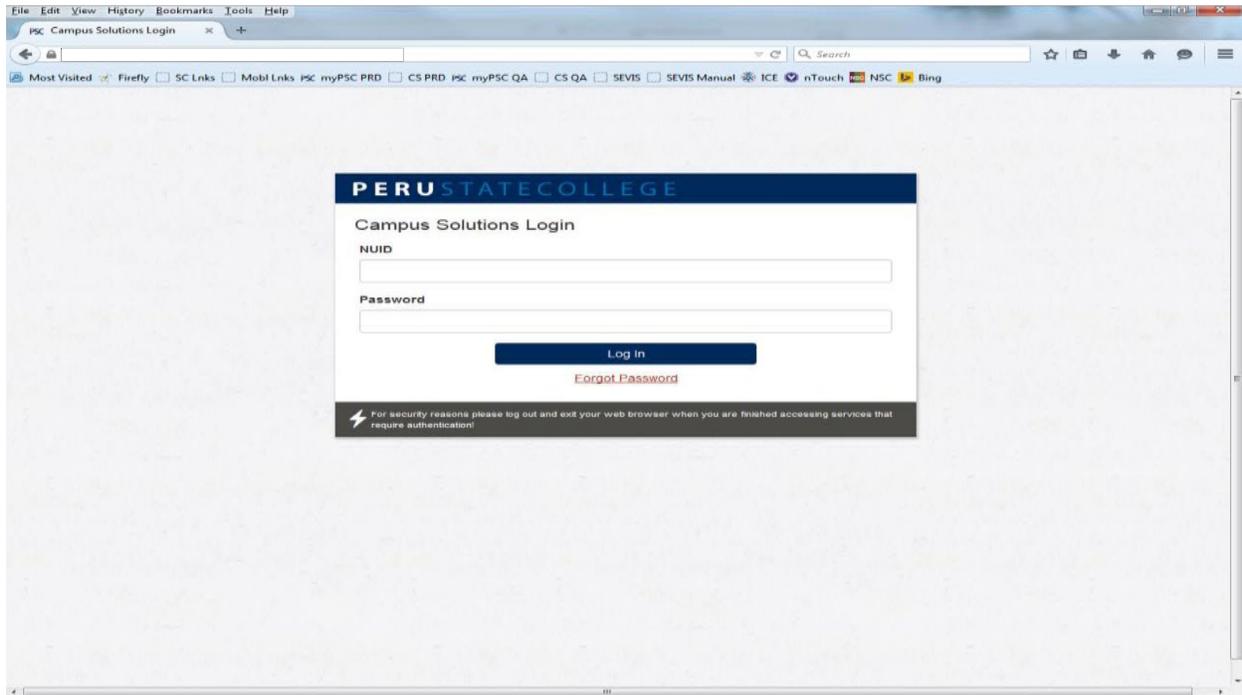
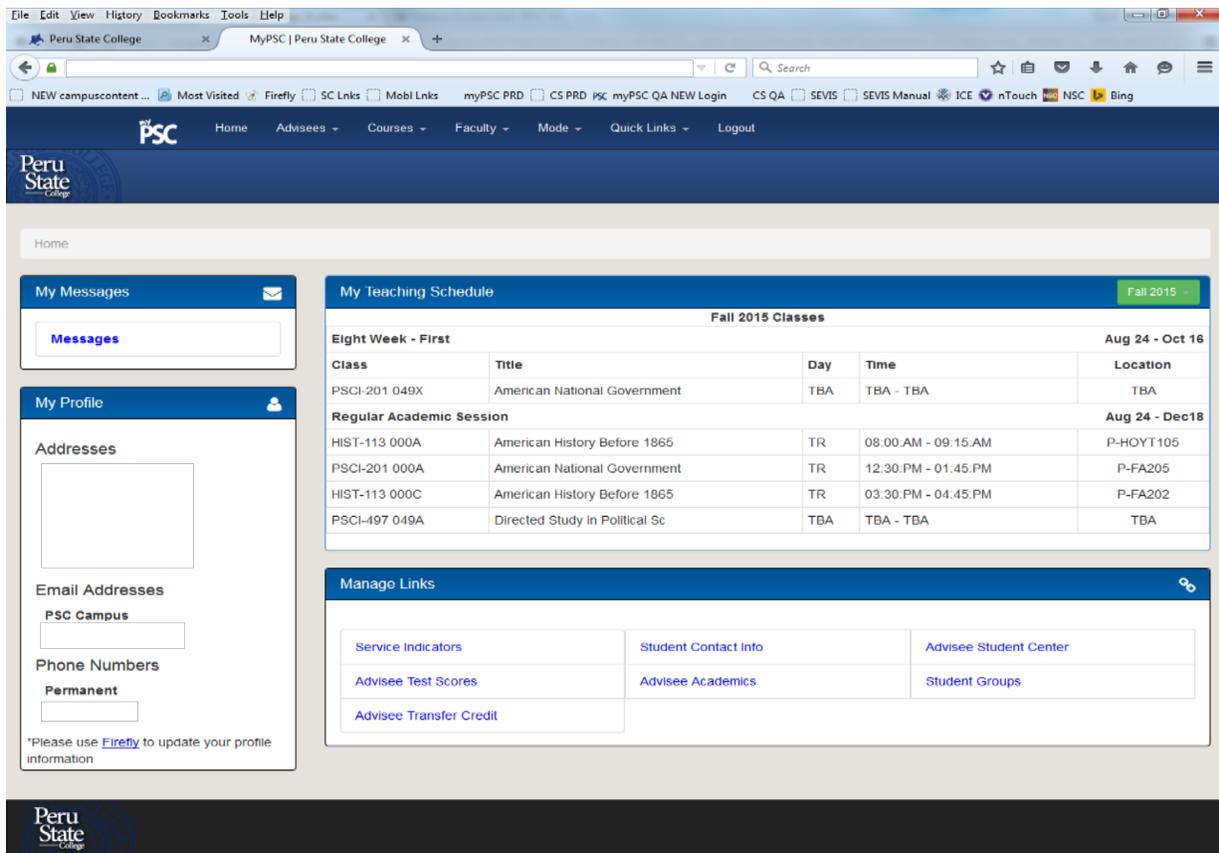


# How to grade your courses in myPSC

Log into myPSC at [www.peru.edu](http://www.peru.edu) by clicking on “myPSC” under the Faculty & Staff tab



This will bring you to your home page that looks similar to this:



Click on “Faculty” in the top menu bar and then click on “Rosters”.

The screenshot shows the MyPSC interface for a faculty member. The top navigation bar includes 'Home', 'Advisees', 'Courses', 'Faculty', 'Mode', 'Quick Links', and 'Logout'. The 'Faculty' menu is open, showing 'My Schedule', 'Class Rosters', and 'Rosters'. The main content area is titled 'My Teaching Schedule' for 'Fall 2015'. It displays two tables of classes: 'Eight Week - First' (Aug 24 - Oct 16) and 'Regular Academic Session' (Aug 24 - Dec 18). A 'Manage Links' section is also visible.

Fall 2015 Classes				
Eight Week - First				
Class	Title	Day	Time	Location
PSCI-201 049X	American National Government	TBA	TBA - TBA	TBA
Regular Academic Session				
Class	Title	Day	Time	Location
HIST-113 000A	American History Before 1865	TR	08:00:AM - 09:15:AM	P-HOYT105
PSCI-201 000A	American National Government	TR	12:30:PM - 01:45:PM	P-FA205
HIST-113 000C	American History Before 1865	TR	03:30:PM - 04:45:PM	P-FA202
PSCI-497 049A	Directed Study in Political Sc	TBA	TBA - TBA	TBA

This will bring you to a list of all of the courses you are teaching that need grades entered. Click on “Grade Input Allowed” in the Final Grade column for the course that you want to grade.

The screenshot shows the 'Rosters' page in the MyPSC interface. The breadcrumb trail is 'Home / Faculty / Rosters'. The page title is 'Rosters' for 'Fall 2015'. It displays a table with columns for 'Class', 'Description', and 'Final Grade'.

Fall 2015		
Class	Description	Final Grade
HIST 113 - 000A	American History Before 1865	<a href="#">Grade Input Allowed</a>
PSCI 201 - 049X	American National Government	<a href="#">Approved</a>

This will bring you to the area in which you enter the grades per the instructions below:

Fall 2015 | Regular Academic Session | Peru State College | Undergraduate

**HIST 113 - 000A (12321)** [change class](#)

American History Before 1865 (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 8:00AM-9:15AM	Hoyt Science Hall 105	Sara B Crook	08/24/2015 - 12/18/2015

**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	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1				GRD	Professional Studies - Crim Justice - Law and Society	Freshman
<input type="checkbox"/>	2				GRD	Education - Elementary Education/Business Admin/Psychology	Freshman
<input type="checkbox"/>	3				GRD	Arts & Sciences - History Teaching	Freshman
<input type="checkbox"/>	4				GRD	Education - Early Childhood Educ Incl B-3	Freshman
<input type="checkbox"/>	5				GRD	Education - Elementary Education	Freshman
<input type="checkbox"/>	6				GRD	Professional Studies - Psychology/Criminal Justice	Sophomore
<input type="checkbox"/>	7				GRD	Arts & Sciences - History Teaching	Freshman
<input type="checkbox"/>	8				GRD	Education - Elementary Education/Early Childhood Education PK-3	Freshman
<input type="checkbox"/>	9			W	GRD	Education - Health and Physical Educ K-12	Freshman
<input type="checkbox"/>	10				GRD	Education - Elementary Education	Freshman

**Be sure the Grade Roster Type is set to Final Grade as shown above.** Disregard the Display Unassigned Roster Grade Only checkbox.

The Grade Roster Action remains in the Approval Status of Not Reviewed until you have entered all the grades.

**Assigning Grades:** The drop-down “Roster Grade” box includes all appropriate grades used in the final grading process for your course. Select each grade from the “Roster Grade” drop down box beside each student’s name. **Click Save** often during the grading process. Click Approved when finished and Save (see below).

**Withdrawals:** As you can see in the example above, if a student has officially Withdrawn from the course, the “W” grade (or “F” if past the withdrawal date) will already be posted in the “Official Grade” column of the grade roster and cannot be changed. Withdrawal grades appear on the grade roster when they are entered on the student’s record through a separate withdrawal process. We know there may be students with a pending status in the ‘withdrawal from school’ process. If the “W” (or “F”) is not already marked in the system but you think the student will have an official withdrawal you should still give the student the appropriate grade they’ve earned up to this point in case the student fails to follow through to finalize the withdrawal process.



**Incomplete Grades:** Incomplete grades should only be assigned when serious illness, hardship, death in the immediate family, or military service during the semester prevents a student from completing course requirements. The student must have substantially completed most of the course’s major requirements. Additionally, incomplete grades should NOT be assigned to students who have applied for graduation in the current semester. If an “I” is granted, the student must complete remaining course requirements by the agreed upon date per the incomplete grade completion contract or the end of the subsequent semester or it will be changed to an “F” by Student Records.

**Additional Features:** There are some additional features at the bottom of the grade roster page as shown below. You may want to click View All to see your entire roster on one continuous page or make sure you navigate to each page until you reach the last page. You have the option to select specific students by clicking the box in the first column in front of their NUID or you have the option to select all students at the bottom of the page. “Add this grade to selected students” is an efficient way to record the same grade for a select group of students or for an entire class. You also have the option to notify selected students or notify all students to send an email communication.

The screenshot shows a control panel for the grade roster. At the top, there are links for 'View All' and 'Download', followed by 'Rows 1 - 20 of 40'. Below this are 'Select All' and 'Clear All' buttons. A 'Printer Friendly Version' link is on the right. In the center, there is a dropdown menu with a downward arrow, followed by a button labeled '<- add this grade to selected students'. Below that are two buttons: 'notify selected students' and 'notify all students'. At the bottom right of the panel is a green 'SAVE' button.

**Approve & Save:** When all grades are entered and you do not anticipate any will need to be changed, **click Approved in the Approval Status drop-down at the top of the grade roster page and Save (see below)**. This locks the grades in and the roster is ready to be posted by the Student Records Office. If you find a need to make a grade change after the roster has been approved and posted you would follow the same process that we have always used to submit a grade change form. You can either contact your Dean’s Office or the Student Records Office for additional information on the grade change process.

The 'Display Options' section contains a label '\*Grade Roster Type' next to a dropdown menu currently set to 'Final Grade'. Below this is a checkbox labeled 'Display Unassigned Roster Grade Only' which is currently unchecked.

The 'Grade Roster Action' section contains a label '\*Approval Status' next to a dropdown menu currently set to 'Approved'. To the right of the dropdown is a green 'Save' button.

**You must select Approved and click Save to finish the grading process for each class.** Otherwise, the roster cannot be posted and the grades will not be entered on the students' records. Posting of the grades is a batch process done by the Student Records Office, so grades will not be visible to the students immediately. Once the grades have been posted, students will be able to view their grades using myPSC. Feel free to contact the Student Records Office, if you have any questions regarding your final grade roster or the process to enter final grades.

## **Questions?**

### **Contact:**

registrar@peru.edu or call 402-872-2356