

Entering Grades in Joe'SS

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Path: Self Service > Faculty Center > My Schedule

The following are step-by-step instructions on how an instructor enters mid-term and final grades for their courses. Note that you can either enter grades directly in Joe'SS or retrieve them from Canvas.

1. Click the Self Service link.

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2. Click the Faculty Center link.

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3. Click the My Schedule link.

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4. Verify the semester currently on your screen is the correct term for which you are entering grades. If not, click Change Term and select the correct term. Select from the list of courses the course you wish to grade by clicking on the symbol next to the Class.

	(-		F	aculty Center			Se	arch				
	ĺ		my sched	ule		class roster		grade roster				
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:	2017 Spring Semester Missouri S&T change term <u>Final Exams</u>											
s	Select display option: Show All Classes Show Enrolled Classes Only 											
[Ico	on Leg	gend: 🏦	Class Roster	Grade F	Roster						
	My	Teac	hing Sched	ule > 2017 S	pring Semes	ter > Missou	iri S&T					
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			Class	Class Title		Enrolled	Days & Times	Room	Class Dates	Status		
	ñ	5	<u>CHEM COOP-</u> <u>6A</u> (70980)	Cooperative V (Independent	Work Program Study)	2	ТВА	Arranged	Jan 17, 2017- May 5, 2017	Not Reviewed		
			<u>CHEM</u> <u>EXCHAN-</u> <u>6ABR</u> (72018)	Student Excha (Independent	ange Program : Study)	0	TBA	Arranged	Jan 17, 2017- May 5, 2017			
	ĥ	ß	<u>CHEM 1100-</u> <u>1A</u> (70190)	Intro/Lab Saf (Lecture)	ety&Haz Mtr	95	MoTuWeThFr 8:00AI 8:50AM	M - Schrenk Hall 000G3	Jan 17, 2017- May 5, 2017	Not Reviewed		
	ก๊ก	3	<u>CHEM 1100-</u> <u>1B</u> (73507)	Intro/Lab Saf (Lecture)	ety&Haz Mtr	2	MoTuWeThFr 8:00AI 8:50AM	M - Schrenk Hall 000G3	Jan 17, 2017- May 5, 2017	Not Reviewed		

- 5. Be sure the Grade Roster Type displays the correct type of roster, i.e. Mid-Term Grade or Final Grade. Enter grades by one of these three methods:
 - a. Enter grades via the drop-down options next to the student's name to enter grades individually.
 - b. Check the box next to multiple student numbers and select the grade from the drop-down

box <- Add this grade to selected students

to assign grades en mass.

c. Select the Get Grades From Canvas

button to pull grade roster from Canvas.

	▼ <u>CH</u> Int	IEM 1100	- 1B (73507)	change cla	ass Materials (L	ecture)			
	Da Mo	a ys and Tim TuWeThFr 8:	es F :00AM-8:50AM S	Room Schrenk Hall 0000	In 53	structor	Dates 01/17/2017 - 05/05/2017		
	Displ *C	lay Options: Grade Roste Display U Implete grad	: r Type Final of Inassigned Pos de agreements	Grade v ter Grade Only	get gra	ade Roster / *Approval S des from ca	Action: tatus Not Reviewed v C] save	
b 📐		ID	Name	Rost	er Offici e Grade	al Grading Basis	Acad Plan	Level	
\mathcal{N}		1			•	GRD	Freshman Engineering-Petr Eng	Freshman	
		2		A		GRD	Biological Sciences BS	Freshman	
- N	View	All 🗖 🗖	ownload %1 Tabl	e to Excel C	Rows	1 - 2 of 2 🕨 🛛	M		
	Selec	c <u>t All</u> <u>Clear</u>	<u>· All</u> <- add this grad	F Ie to select ^I	ents		<u>P</u>	rinter Friendly Versio	<u>n c</u>
	no	tify selecte	d students	notify all st	udents				

6. Change Grade Roster Action to the appropriate Approval Status using the drop-down box and save. Or just click save to finish grade entry at a later time.

Introduction To Laborato	ory Safety & Hazardous Mater	ials (Lecture)		
Days and Times	Room	Instructor	Dates	
MoTuWeThFr 8:00AM-8:	50AM Schrenk Hall 000G3	Philip Whitefield	01/17/2017 - 05/05/2017	
Display Options:		Grade Roster Action	:	
Display Options: *Grade Roster Type	Final Grade ▼	Grade Roster Action *Approval Status	: Not Reviewed	save
Display Options: *Grade Roster Type	Final Grade ▼	Grade Roster Action *Approval Status	: Not Reviewed ▼ Approved	save

incomplete grade agreements

get grades from canvas

Ĺ	Student Grade									
			ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level	
ſ		1			A		GRD	Freshman Engineering-Petr Eng	Freshman	
		2			A T		GRD	Biological Sciences BS	Freshman	