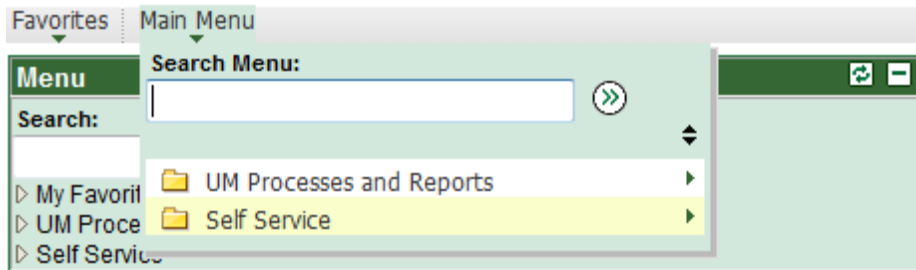


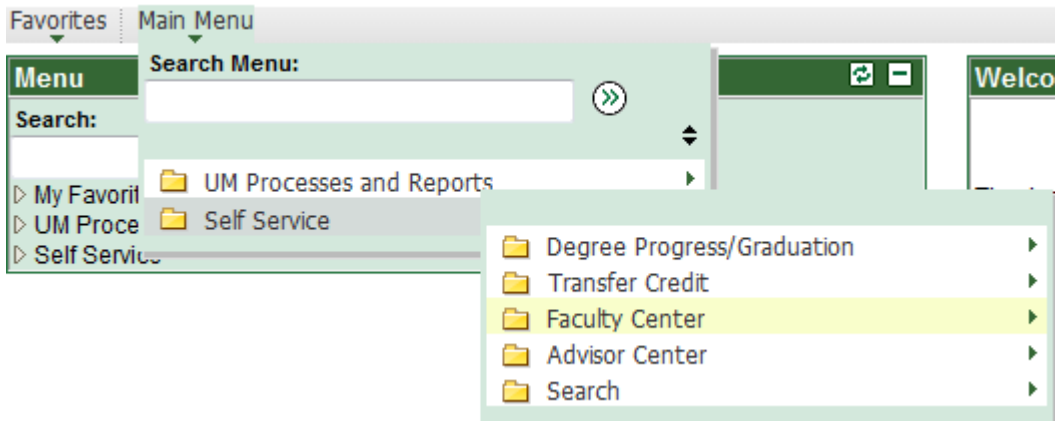
Path: Self Service > Faculty Center > My Schedule

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 Blackboard.

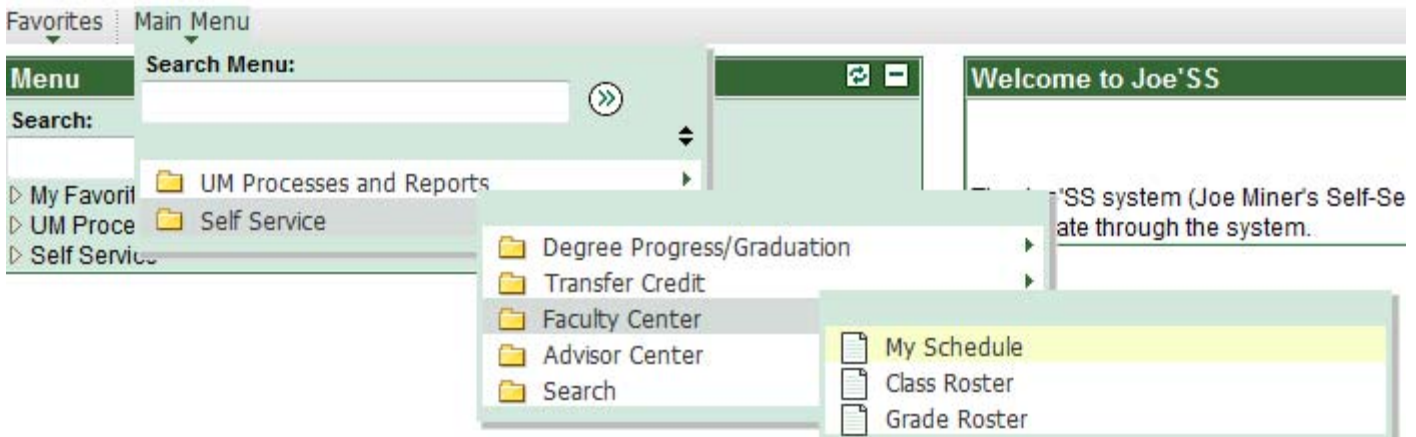
1. Click the Self Service link.




2. Click the Faculty Center link.



3. Click the My Schedule link.



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.

avorites | **Main Menu** > Self Service > Faculty Center > My Schedule

Deanne Jackson

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Faculty Center

My Schedule

2012 Fall Semester | Missouri S&T


change term 


Final Exams

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster

My Teaching Schedule > 2012 Fall Semester > Missouri S&T

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BUS 300-6A (72814)	Special Problems (Independent Study)	0	TBA	Arranged	Aug 20, 2012- Dec 7, 2012
 BUS 301-1C (73299)	Special Topics (Lecture)	2	TBA	Arranged	Aug 20, 2012- Dec 7, 2012
BUS 306-1A (71954)	Mgt and Bus Law Essentials (Lecture)	0	TBA	Arranged	Aug 20, 2012- Dec 7, 2012



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.

2012 Fall Semester | Regular Academic Session | Missouri S&T | Undergraduate

▼ **BUS 301 - 1C (73299)** change class

Special Topics - Ethical Problems in Int'l Bus (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Arranged	Deanne Jackson	08/20/2012 - 12/07/2012

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed ▼ save

Approved

Not Reviewed

Ready for Review

incomplete grade agreements

retrieve grades from blackboard

Select Grade From: BUS 301-1C LEC 73299 ▼

Student Grade		ID	Name	Roster Grade	Official Grade	Grade Basis	Acad Plan	Level
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	A		GRD	Business Administration MBA	Graduate
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	B		GRD	Business Administration MBA	Graduate

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