Instructors can access their grade rosters through your PeopleSoft Faculty Center. Login to PeopleSoft at myBoiseState and select ‘PeopleSoft’ from the left hand navigation.

1. Click on ‘My Schedule’ under Faculty Center.

2. Select the ‘Grade Roster’ icon next to the class to be graded.
3. The grade roster for the selected course opens.

4. → Enter grades in the Grade Input field by using the drop down box.

   → Repeat grade entry for each student. Note: Save periodically to prevent loss of work.

   → Instructors have the option to set a default grade. Enter a default grade and click ‘add this grade to all students’. Note: This will assign your entire class the same grade while still allowing you the ability to change individual grades.

5. After saving you will be prompted to submit your grade roster.
6. Click Submit when grades for all students have been recorded. A Submit Confirmation page will display. Select OK to submit your grades or Cancel to return to the grade roster.
   Note: Clicking OK will make the grades viewable to the students.

7.

8. **F Grades**

   For Financial Aid purposes, you will need to complete additional information on students receiving a grade of ‘F’. If the student completed the course and earned a grade of ‘F’, check “Student Completed Course”. If the student earned an ‘F’ because they never attended class, check “Student Never Attended”. If the student earned an ‘F’ because they stopped attending class part way through the semester, input the date the student last attended.

**Incomplete Contracts**

   If you assigned a student a grade of Incomplete enter the Incomplete Contract information. Note: the contract information is viewable by the student. The student will also receive an email notification that you have assigned them a grade of incomplete.

   Complete F Grades & Incompletes Contract page for all students and click submit. The word Submitted will display when the information has saved.
Grade My Classes

PUBADM 696  
Seminar in Envr Pol & Admin  
Graduate  
Class Nbr: 14515  
Lecture  
Boise State University  
Spring 2015  

F Grades

You have assigned the following students a grade of "F". For purposes of Financial Aid, and in accordance with Federal Regulations, please mark one of three options: 1) the student completed the course, 2) the student never attended, 3) the date if the student completed a portion of the term. If option #3 applies, determine the last date of attendance by using the latter of an officially recorded day of attendance - a submitted homework assignment, test, or on-line activity.

<table>
<thead>
<tr>
<th>Email ID</th>
<th>Name</th>
<th>Grade</th>
<th>Student Completed Course</th>
<th>OR</th>
<th>Student Never Attended</th>
<th>OR</th>
<th>Date Student Last Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Incomplete Contracts

Students may receive an incomplete in a course only in cases where 1) the student’s work has been satisfactory up to the last three weeks of the semester, 2) extenuating circumstances prevent the student from completing the course requirements; and 3) the instructor agrees to allow the student to complete the course after the semester has ended. If the student has not completed the work described below within one year, the grade will automatically be changed to a grade of "F". An Incomplete grade cannot be changed to a grade of "W".

NOTE: You must enter contract terms for any student with a grade of Incomplete or the student's grade will be administratively changed to an "F".

<table>
<thead>
<tr>
<th>Email ID</th>
<th>Name</th>
<th>Grade</th>
<th>Work to be completed (CAUTION: Viewable to the Student)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>I</td>
<td>Student can see the contract conditions written in this field</td>
</tr>
</tbody>
</table>