



PeopleSoft 9.0

Entering Mid-Term and Final

Grades

Mid-Term Grades

To enter Mid-Term Grades, navigate to:

Home > Self Service > Faculty Center

Faculty Center - Windows Internet Explorer

https://csweb.bowiestate.edu:8082/psprd/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.SS_FACULTY.GBL?PORTALPARAM_PTCNAV=HC_SS_FACULTY_GBL&EOPI

Faculty Center

Home | Add to Favorites | Sign out

Menu

Search:

Faculty Name

faculty center | class search | browse catalog

Faculty Center

My Exam Schedule
View My Advisees

Fall 2009 | Bowie State University [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

[Class Roster](#) [Gradebook](#) [Grade Roster](#) [Learning Management](#)

My Teaching Schedule > Fall 2009 > Bowie State University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 PEDO 412-101 (1624)	Therapy With Children Adol (Lecture)	25	Tu 4:55PM - 7:25PM	Center for Learning & Tech-134	Aug 31, 2009- Dec 23, 2009

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Fall 2009 > Bowie State University

You have no final exams scheduled at this time.

[Go to top](#)

Faculty Center [Class Search](#) [Browse Catalog](#)

- Click the  icon next to the course you wish to enter Mid-Term Grades for.

Mid-Term Grades (cont'd)

Faculty Center

Grade Roster [View FERPA Statement](#)

PEDO 412 - 101 Therapy With Children Adol

Lecture (1624)
Fall 2009 | 16 Week Regular | Bowie State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tu 4:55PM - 7:25PM	Center for Learning & Tech-134	Instructor Name	08/31/2009 - 12/23/2009

*Grade Roster Type: Display Unassigned Roster Grade Only
*Approval Status:

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Graduation Status	Expected Grad Term	Program and Plan	Level
<input type="checkbox"/>		Clark,Keivonna	<input type="text" value=""/>		GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Deal,Demetrius Lanisa	<input type="text" value=""/>		GRD		Sprg 2012	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Echols,Jessica Elizabeth	<input type="text" value=""/>		GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Edwards,Tanya Amy	<input type="text" value=""/>		GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Embree,Joseph P.	<input type="text" value=""/>		GRD		Sprg 2011	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Ford,Glenden Lawrence	<input type="text" value=""/>		GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior

- The Grade Roster Type should be set to “Mid-Term Grade.”
- Use the Roster Grade drop down menus to enter the appropriate Mid-Term Grade for each student. (To enter the same Mid-Term Grade for all students in the class, select the grade from the above the roster, then click the button.)
- After all Mid-Term Grades have been entered, change the Approval Status to “Ready for Review.”
- Recheck your data entry.
- After all Mid-Term Grades have been reviewed for accuracy, change the Approval Status to “Approved.”
- Click the button to save the Mid-Term Grades. Please remember to save your grades before exiting!

- The button sends an email to the selected students.
- The button sends an email to all students in the class.
- The button opens a printer friendly grade roster.

Final Grades for Graduating Students

To enter Final Grades for Graduating Students, navigate to:

Home > Self Service > Faculty Center

The screenshot shows the Faculty Center interface in Internet Explorer. The browser address bar displays a URL from bowiestate.edu. The page has a navigation menu on the left and a main content area. In the main content area, there is a search box labeled 'Faculty Name' and buttons for 'faculty center', 'class search', and 'browse catalog'. Below this, there are links for 'My Exam Schedule' and 'View My Advisees'. A section for 'Fall 2009 | Bowie State University' includes a 'change term' button and display options for 'Show All Classes' and 'Show Enrolled Classes Only'. A table titled 'My Teaching Schedule > Fall 2009 > Bowie State University' is shown with the following data:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
PSY 412-101 (1624)	Therapy With Children Adol (Lecture)	25	Tu 4:55PM - 7:25PM	Center for Learning & Tech-134	Aug 31, 2009- Dec 23, 2009

Below the table are links for 'View Weekly Teaching Schedule' and 'Go to top'. A section for 'My Exam Schedule > Fall 2009 > Bowie State University' states 'You have no final exams scheduled at this time.' with a 'Go to top' link. At the bottom, there are links for 'Faculty Center', 'Class Search', and 'Browse Catalog'. A list item at the bottom of the page reads: 'Click the  icon next to the course you wish to enter Final grades for.'

Final Grades for Graduating Students (cont'd)

Faculty Center

Grade Roster [View FERPA Statement](#)

PEDO 412 - 101 Therapy With Children Adol

Lecture (1624)
Fall 2009 | 16 Week Regular | Bowie State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tu 4:55PM - 7:25PM	Center for Learning & Tech-134	Instructor Name	08/31/2009 - 12/23/2009

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only
*Approval Status: **Not Reviewed**

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Graduation Status	Expected Grad Term	Program and Plan	Level
<input type="checkbox"/>		Clark,Keayonna			GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Deal,Demetrius Lanisa			GRD		Sprg 2012	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Echols,Jessica Elizabeth			GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Edwards,Tanya Amy			GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Embree,Joseph P.			GRD		Sprg 2011	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Ford,Glenden Lawrence			GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior

- The Grade Roster Type should be set to “Final Grade.”
- Use the Roster Grade drop down menus to enter the appropriate Final Grade for each graduating student.
- Recheck your data entry.
- After Final Grades have been entered for all graduating students and reviewed for accuracy, make sure the Approval Status is set to “Not Reviewed.”
- Click the **SAVE** button to save the Final Grades for graduating students. Please remember to save your grades before exiting!

- The **NOTIFY SELECTED STUDENTS** button sends an email to the selected students.
- The **NOTIFY ALL STUDENTS** button sends an email to all students in the class.
- The **PRINTER FRIENDLY VERSION** button opens a printer friendly grade roster.

Final Grades for Non-Graduating Students

To enter Final Grades for Non-Graduating Students, navigate to:

Home > Self Service > Faculty Center

The screenshot shows the Faculty Center interface in Internet Explorer. The browser address bar displays the URL: https://csweb.bowiestate.edu:8082/psprd/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.SS_FACULTY.GBL?PORTALPARAM_PTCNAV=HC_SS_FACULTY_GBL&EOPI. The page title is "Faculty Center - Windows Internet Explorer".

The navigation bar includes "Home", "Add to Favorites", and "Sign out". A "Faculty Name" search box is present, with "faculty center", "class search", and "browse catalog" buttons below it. The "Faculty Center" menu is open on the left, showing options like "View My Advisees", "Class Search", and "Browse Course Catalog".

The main content area shows "Fall 2009 | Bowie State University" with a "change term" button. Below this, there are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". There are also icons for "Class Roster", "Gradebook", "Grade Roster", and "Learning Management".

The "My Teaching Schedule > Fall 2009 > Bowie State University" section contains a table with the following data:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 PEDO 412-101 (1624)	Therapy With Children Adol (Lecture)	25	Tu 4:55PM - 7:25PM	Center for Learning & Tech-134	Aug 31, 2009- Dec 23, 2009

Below the table are links for "View Weekly Teaching Schedule" and "Go to top".

The "My Exam Schedule > Fall 2009 > Bowie State University" section shows "You have no final exams scheduled at this time." with a "Go to top" link.

At the bottom, there are links for "Faculty Center", "Class Search", and "Browse Catalog".

- Click the  icon next to the course you wish to enter Final grades for.

Final Grades for Non-Graduating Students (cont'd)

Faculty Center

Grade Roster [View FERPA Statement](#)

PEDO 412 - 101 Therapy With Children Adol

Lecture (1624)
Fall 2009 | 16 Week Regular | Bowie State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tu 4:55PM - 7:25PM	Center for Learning & Tech-134	Instructor Name	08/31/2009 - 12/23/2009

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only
*Approval Status: **Not Reviewed**

<- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Graduation Status	Expected Grad Term	Program and Plan	Level
<input type="checkbox"/>		Clark,Keayonna			GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Deal,Demetrius Lanisa			GRD		Sprg 2012	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Echols,Jessica Elizabeth			GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Edwards,Tanya Amy			GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Embree,Joseph P.			GRD		Sprg 2011	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Ford,Glanden Lawrence			GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior

- The Grade Roster Type should be set to “Final Grade.”
- Use the Roster Grade drop down menus to enter the appropriate Final Grade for each student. (To enter the same Final Grade for all students in the class, select the grade from the above the roster, then click the **<- add this grade to all students** button.)
- After all Final Grades have been entered, change the Approval Status to “Ready for Review.”
- Recheck your data entry.
- After all Final Grades have been reviewed for accuracy, change the Approval Status to “Approved.”
- Click the **SAVE** button to save the Final Grades. Please remember to save your grades before exiting!

- The **NOTIFY SELECTED STUDENTS** button sends an email to the selected students.
- The **NOTIFY ALL STUDENTS** button sends an email to all students in the class.
- The **PRINTER FRIENDLY VERSION** button opens a printer friendly grade roster.