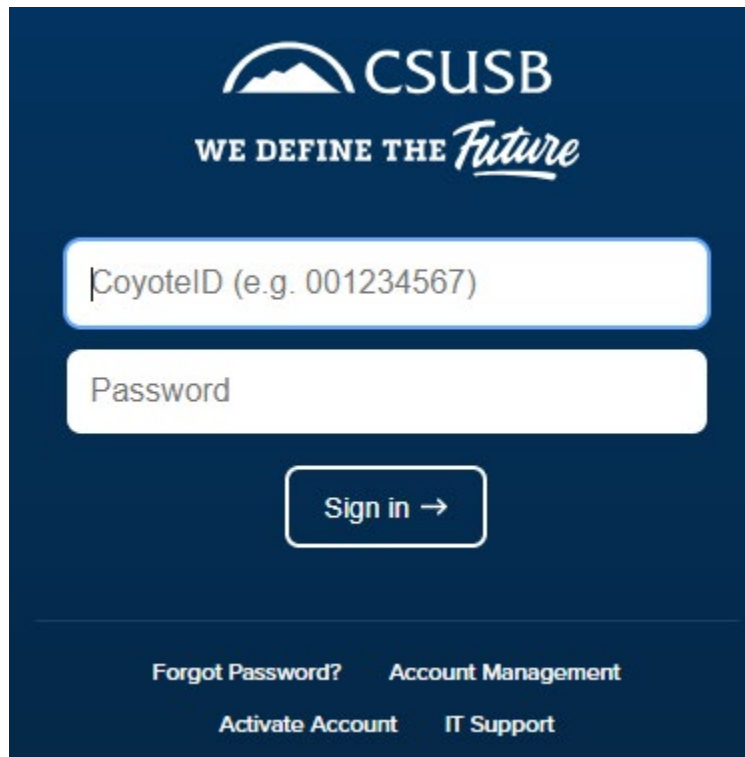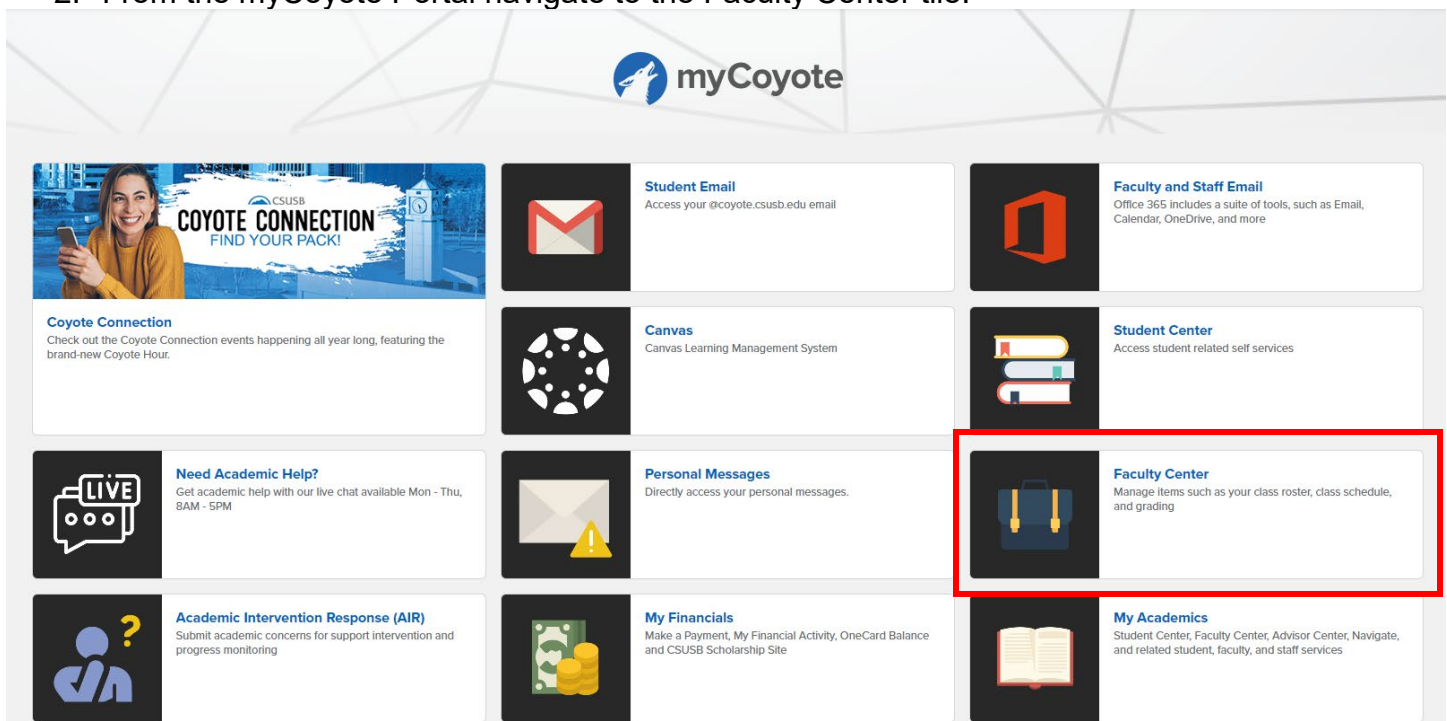# Faculty Center Grading Quick Guide

1. Login to myCoyote.

2. From the myCoyote Portal navigate to the Faculty Center tile.

3. If the current term is not displayed, select the change term button and proceed to Step 4. If the current term is displayed, proceed to Step 5.

Spring 2023 | CSU San Bernardino

| Change Term |

My Exam Schedule

Select display option

◉ Show All Classes   ○ Show Enrolled Classes Only

| Icon Legend | 🏃 Class Roster | 📝 Grade Roster | 📖 Learning Management | 🧩 Class Permissions |

My Teaching Schedule > Spring 2023 > CSU San Bernardino

Personalize | View All | 🔼 | 🏭   First ◀ 1-5 of 5 ▶ Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
🏃	📝	ACCT 2110-06 (43625)	INTRO ACCT I (Lecture)	50	MoWe 9:00AM - 10:15AM	Jack Brown Hall 109	Jan 21, 2023- May 12, 2023
🏃	📝	ACCT 2110-63 (43629)	INTRO ACCT I (Lecture)	57	TBA	ONLINE	Jan 21, 2023- May 12, 2023
🏃	📝	ACCT 2120-08 (43631)	INTRO ACCOUNTING II (Lecture)	55	MoWe 1:00PM - 2:15PM	Jack Brown Hall 140	Jan 21, 2023- May 12, 2023
🏃	📝	ACCT 3470-01 (40865)	MGMT ACCT ETHICS IN BUSINESS (Lecture)	29	MoWe 10:30AM - 11:45AM	Jack Brown Hall 144	Jan 21, 2023- May 12, 2023
🏃	📝	ACCT 3470-70 (45149)	MGMT ACCT ETHICS IN BUSINESS (Lecture)	13	TBA	TBA	Feb 27, 2023- Mar 30, 2023

4. Select the radio button to the left of the current term and select Continue.

| **Faculty Center** | Advisor Center | Search |

My Schedule | Class Roster | Grade Roster

My Schedule

🖥 View FERPA Statement

| Continue |

Select a term then select Continue.

	Term	
○	Spring 2024	CSU San Bernardino
○	Fall 2023	CSU San Bernardino
◉	Summer 2023	CSU San Bernardino
○	Spring 2023	CSU San Bernardino

5. Select the Grade Roster icon to the left of the course to be graded. If you do not see the Grade Roster icon, contact Melissa McCammack in the Records Office at (909) 537-3311 or by email at melissa.mccammack@csusb.edu.

| Icon Legend | 👥 Class Roster | 📑 Grade Roster | 🖥 Learning Management | 🧩 Class Permissions |

My Teaching Schedule > Summer 2023 > CSU San Bernardino

Personalize | View All | 🗗 | 🏢   First ◀ 1 of 1 ▶ Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
👥 📑	ACCT 3470-60 (60032)	MGMT ACCT ETHICS IN BUSINESS (Lecture)	28	TBA	ONLINE	Jul 10, 2023- Aug 15, 2023

6. Grades can be entered a few different ways.
    a. By selecting the grade from the drop-down menu under the Roster Grade column.
    b. By typing in the grade.
    c. Using the Grade Roster Upload process.

Note: It is recommended that you save often when entering grades in case you are logged out.

7. Once all grades have been entered, review the roster grades and select Save at the bottom of the page.
    • A message will display stating that the grade roster is not complete until the status has been changed from Not Reviewed to Approved. Select OK and proceed to Step 8.

☐	26		Sukhjinder	A- ⌄	Undergraduate
☐	27		Jinxuan	B ⌄	Undergraduate
☐	28		Ebonique	A ⌄	Undergraduate

View All | 🗗 | 🏢   First ◀ Rows 1 - 28 of 28 ▶ Last

| Select All | Clear All | Printer Friendly Version |

| ⌄ | <- Add this grade to selected students |

| Notify Selected Students | Notify All Students |

| Save |

8. Change the Approval Status from **Not Reviewed** to **Approved**.

Grade Roster Action

*Approval Status [Not Reviewed ⌄]   [Save]

Import Grades from File

9. Select Save.

Grade Roster Action

*Approval Status [Approved ▾]   [Save]

Import Grades from File

10. A congratulatory message stating grades have been successfully posted will display. The final grade posting process will be completed in the Office of the Registrar.

Message

Congratulations! You have successfully completed grading this class. (30500,1)

The grades for this class have been submitted to the Office of the Registrar and will be posted within 24 business hours. Once grades are posted, all changes require a Change of Grade Request. Please contact the Office of the Registrar at 909-537-5200, option 2, with any questions.

[OK]

Note: Grade Rosters are posted daily by the Records Office. Once grades are posted, the Roster Grade will be reflected in the Official Grade column. At that point, students will also be able to see their grades through their myCoyote Student Center. All grade changes must be online through the Grade Roster via the Faculty Center. Please contact the Office of the Registrar at (909) 537-5200, option 2 with any questions.