


## Assign and approve grades

As an instructor of record, you can use the Faculty Center to submit grades for the classes that you teach. Grade rosters **must** be in Approved status, and the page saved in order for grades to officially be submitted to the Office of the University Registrar.

### Procedure:

1. Log in to My.IllinoisState.edu.
2. Under the Academics Tab in the Teaching Section, click Faculty Center.
3. Select the Grade Roster icon  next to the class you wish to grade.
4. You can save in progress work in your grade roster by clicking either *Save* button at any time.
5. Assign grades to students in the following ways:
  - a. If you wish to import the grades from ReggieNet, click the *Import Grades* button. Be sure to review imported grades for accuracy.
  - b. If you wish to assign grades one student at a time, or change a grade, click the *Roster Grade* drop-down menu next to a student and select the grade that the student earned.
  - c. If you wish to assign the same grade to multiple students:
    - i. Put a check mark next to the students you wish to assign the grades to. You can click the *Select All* link to select all of the students.
    - ii. At the bottom of the page, click the drop-down menu below the full list of students and select the grade that the students earned.
    - iii. Click the <- *add this grade to selected students* button.
    - iv. Click the *Save* button.
6. The system will not allow grade rosters to be approved with blank grades. Use the M (Missing) grade value for those students you cannot accurately assign a grade to. Grade change forms will need to be submitted for any M grades which are not corrected by the grade submission deadline.
7. Click the *Approval Status* drop-down menu and select a value.
  - a. Select Ready for Review if you have finished entering grades and need the instructor of record to review the grades and approve them.
  - b. Select Approved if you are ready to approve the grades. This option is only available to instructors of record.
8. Click the *Save* button.
  - a. You will receive a message once your changes are successfully saved.

**NOTE:** If you are inactive in the Faculty Center for 20 minutes, you will receive a pop up message asking if you want to continue your session. After 30 minutes of inactivity, the Faculty Center will log you out. Be especially careful about remaining inactive while entering grades.

**Questions?** Contact the Office of the University Registrar at (309) 438-2188, or email Registrar@IllinoisState.edu. Office hours are Monday – Friday 8 a.m. to 4:30 p.m.