1. View the **My Schedule** section of the page.

   *Note: If you are a faculty member at more than one institution click on the green “Change Term” button to select another institution/term.*

2. Click the **Grade Roster** icon on one of the rows where the class is not already graded.
3. The Grade Roster Type should be set to **Final Grade** and the Approval Status should be set to **Save but not Submit** to begin entering grades.

![Grade Roster](image)

4. For each student on the roster, select the grade from the **Roster Grade** dropdown.

![Grade Roster](image)

5. Once any data is entered in the Roster Grade column, you will receive the message shown above. Click the **enable tabs & links** to clear any data entered that was not previously saved.

6. Once you have entered grades for all the students and are ready to submit, you must change the Approval Status to **Submit Grades to Registrar**. A **Post** button will appear at the bottom right hand side of the page. Clicking the **Post** button will fill the Official Grades column and grades will be made immediately available to students.

**Note:** Once you have clicked **Post**, you will not be able to change grades online.
Alternative Approach: Adding grades to multiple students

1. Faculty can select multiple students from their roster by clicking on the check boxes next to their name and then selecting a grade from the **add this grade to selected students** dropdown at the end of the roster.

2. Once you have entered all the grades, you can then change the Approval Status to **Submit Grades to Registrar**. A **Post** button will appear at the bottom right hand side of the page. Clicking the **Post** button will fill the Official Grades column and grades will be made immediately available to students.

   **Note:** Once you have clicked **Post**, you will not be able to change grades online.