


## Assign and Approve Grades

As an instructor of record, use the Faculty Center for grade submission. Grade rosters **must** be in “Approved” status, and the page saved for grades to officially be submitted to the Office of the University Registrar.

\*If any grade rosters are incomplete, you will see a message upon logging into the Faculty Center. The message indicates all grades have not been entered into the roster. Once all grades have been entered, you will see a green check mark next to your course.

You can make grade changes even after they have been submitted and approved up until the deadline for grade submission, please see steps below.

### How to Submit Grades:

1. Log into My.IllinoisState.edu. Select the *Academics* tab in the *Teaching* section, click on *Faculty Center*
2. Select the Grade Roster icon  next to the course you wish to grade. You can save in progress work in your grade roster by clicking the *Save* button at any time.
3. Assign grades to students in the following ways:
  - a. To import grades from Reggienet, click the *Import Grades* button. Review imported grades for accuracy.
  - b. 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. To assign the same grade to multiple students:
    - i. Put a checkmark next to the students you wish to assign the grade to. You can click the *Select All* link to select all 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.
4. If you submitted a grade, but need to make a change during the Grade Submission window:
  - a. Click the Approval Status drop-down menu and select *Not Reviewed*. Find the student and make the appropriate grade change and select *Save*. Go back to the Approval Status drop-down menu and select *Approved*. Hit the *Save* button.
  - b. Online grade change request for the current term will not be accepted/processed until after official grades release.
5. 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.
6. Grade change forms will need to be submitted for any M grades which are not corrected by the grade submission deadline.
7. To submit an I (Incomplete) grade, follow the same steps as you would for a letter grade. Additionally, the instructor is required to submit the Incomplete Grade Agreement Form, selecting a default grade and deadline date. If the Incomplete Grade Agreement Form or a Grade Change Request Form is not submitted, the I grade will lapse to an F.
  - a. Incomplete Grade Form: Incomplete Grade Agreement Form
  - b. To change an I grade to a letter grade, follow the: Grade Change Navigational Instructions
8. Click the *Approval Status* drop-down menu and select a value.
  - a. Select Ready for Review if you have finished entering grade 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.
9. Click the *Save* button. 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.