Posting Final Grades in MaineStreet

Near the end of a semester, the **ENTER GRADES** button will appear in Faculty Center next to each class you are teaching. The Enter Grades button allows you to enter, approve, and post your class grades. This button will only display when the grade rosters are made available by the Registrar's Office.

In the *My Teaching Schedule* section, locate the class for which you want to assign grades and click the green **ENTER GRADES** button. This action launches the class roster which lists all students officially enrolled in the class. Entering grades is a three-step process.

1. Enter all student grades.
2. Approve all student grades.
3. **Post** student grades.

To begin, verify that the correct *Term* displays, that the **Roster Type** appears as *Final Grade* and the **Approval Status** is *Not Reviewed*.

Step #1: To assign a grade to a student, click on the drop-down arrow [▾] in the *Roster Grade* column. Select the appropriate grade. Continue entering grades for the remainder of the roster.

Step #2: When all grades have been entered, scroll to the top of the Grade Roster and in the *Grade Roster Action section > *Approval Status box >select Approved.

Step #3: In the Grade Roster Action box, select the green **POST** button. It is only when grades have been "posted" that students will be able to see final grades in the Student Services Center.

> Notice that after posting the grades, the **Approval Status** field is grayed-out and the **Request Grade Change** button appears on the page

Save the roster and return to Faculty Center > My Schedule.