



PROCESS DOCUMENT Entering and Posting Final Grades via Grade Roster May 6, 2016

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.

My Schedule

[Make this my Faculty Center home page](#)

2015 Fall | University Maine Presque Isle [change term and/or institution](#)

Show All Classes Only Show Classes with Enrollment View Weekly Schedule

My Teaching Schedule > 2015 Fall > University Maine Presque Isle

| | | Class | Class Title | Gradebook | Enrolled | Days & Times | Room | Class Dates |
|------------------------------|------------------------------|--------------------------------------|----------------------|-----------|----------|--------------------------|---------------------|----------------------------|
| class roster | enter grades | MAT 131-MSSM (54975) | Calculus I (Lecture) | | 1 | MoTuThFr 1:30PM - 2:30PM | UMPI Arranged Space | Aug 31, 2015- Dec 17, 2015 |

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**.

2016 Spring | Regular Academic Session | University Maine Presque Isle | Undergraduate

▼ [MAT 132 - RU39 \(72963\)](#) [change class](#)

Calculus II (Lecture)

| Days and Times | Room | Instructor | Dates | Topic |
|----------------|---------------------|---------------|-------------------------|----------------------|
| TBA | UMPI Arranged Space | Kathy K Davis | 01/19/2016 - 05/12/2016 | RUS39:AP Calculus AB |

Display Options:

*Grade Roster Type: [Final Grade](#) ▼


Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: [Not Reviewed](#) ▼ [save](#)



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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.

▼ [MAT 131 - MSSM \(54975\)](#) [change class](#)

Calculus I (Lecture)

| Days and Times | Room | Instructor | Dates | Topic |
|------------------------|---------------------|---------------|-------------------------|-------------------------|
| MoTuThFr 1:30PM-2:30PM | UMPI Arranged Space | Kathy K Davis | 08/31/2015 - 12/17/2015 | MSSM:AP Calculus B/C |

Display Options:

*Grade Roster Type ▼

Display Unassigned Roster Grade Only

Grade Roster Action: **STEP #2**

*Approval Status ▼ [save](#) [post](#) **STEP #3**

Enrolled Students Find | | Download First of 1 Last

[Student Grade](#) [Requirement Designation](#) [...](#)

| | ID | Name | Roster Grade | Official Grade | Units Enrolled | Grade Basis | Program and Plan | Level | Incomplete Contract |
|--------------------------|------|---------|--------------|----------------|----------------|-------------|-------------------------------------|------------|-------------------------------------|
| <input type="checkbox"/> | 1 99 | Student | I | | 4.00 | GRD | Associate Degrees - Liberal Studies | First Year | Incomplete Contract |

[Select All](#) [Clear All](#) **STEP #1** [Printer Friendly Version](#)

[notify selected students](#) [notify all students](#)

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.