Module Objective
This module explains:

- The steps involved in enter final grades in PeopleSoft

Module Contents
This module contains the following lesson:

Lesson 1: Entering final grades in the PeopleSoft through SA Self-Service 

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Lesson 1:
Entering final grades

Steps to entering final grades in PeopleSoft

Go to WWW.CSUCI.edu
Click on MyCSUCI
Log in

Navigation: Home > SA Self Service > Learning Management > Management > Record Grades
<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigate to the Record Grades web page.</td>
</tr>
<tr>
<td>2</td>
<td>Click on the link for the appropriate term:</td>
</tr>
</tbody>
</table>
### Item | Action
--- | ---
3 | A list of all the classes you are teaching that semester appears.
4 | Click on the class you wish to record grades:

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**Select Grade Roster**

Damon Blue Fall 2003

Select the course title of the roster you wish to view.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Section</th>
<th>Class Nbr</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINANCIAL ACCOUNTING</td>
<td>ACCT</td>
<td>210</td>
<td>001</td>
<td>1048</td>
<td>Channel Islands</td>
</tr>
<tr>
<td>HIS OF SO CAL CHICANO ART</td>
<td>ART</td>
<td>333</td>
<td>001</td>
<td>1138</td>
<td>Channel Islands</td>
</tr>
<tr>
<td>HIS OF SO CAL CHICANO ART</td>
<td>HIST</td>
<td>333</td>
<td>001</td>
<td>1197</td>
<td>Channel Islands</td>
</tr>
</tbody>
</table>

**Select a Different Term**
**Item** | **Action**
--- | ---
5 | Move to the Final Grade Roster:
6 | On the Final Grade roster page, begin entering grades in the "Grade Input" column:
<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>If you need to stop entering grades part-way through the process, click the yellow &quot;Save&quot; button at the lower left:</td>
</tr>
<tr>
<td>Item</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>8</td>
<td>Once you have completed entering all grades, select “Approved” and click “Save”:</td>
</tr>
<tr>
<td>9</td>
<td>Note that the grade entry boxes disappear.</td>
</tr>
<tr>
<td>10</td>
<td>Click “Select a Different Class” to go on to another class, or click “Sign Out” to log out of PeopleSoft.</td>
</tr>
<tr>
<td>11</td>
<td>If you need to change a grade at this point in the process, you must contact the University Registrar.</td>
</tr>
</tbody>
</table>