

PeopleSoft HRSA V8

Self-Service for Faculty: Entering Final Grades in PeopleSoft

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-Service2

Lesson 1: Entering final grades



Steps to entering final grades in PeopleSoft

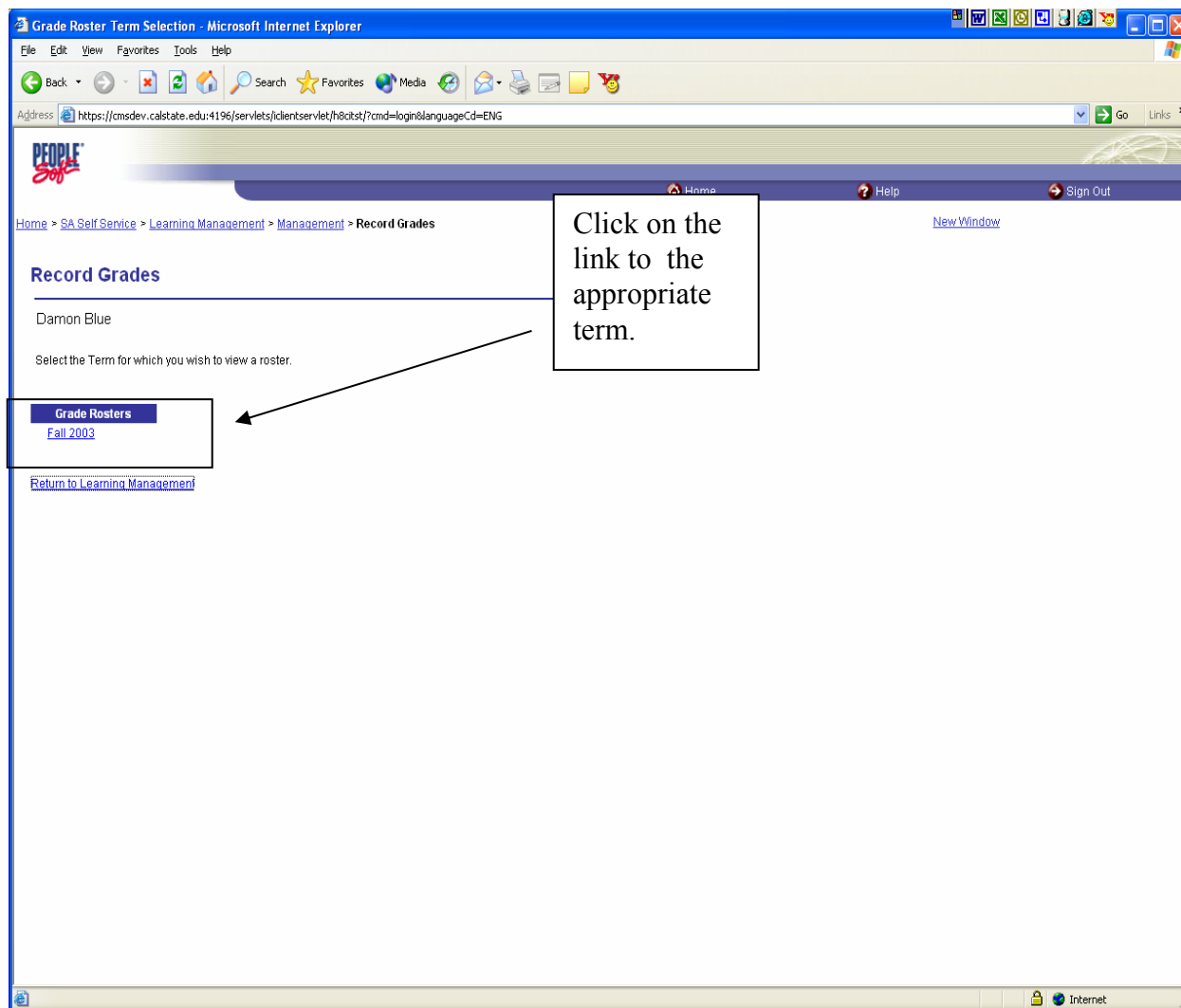
Go to WWW.CSUCI.edu

Click on MyCSUCI

Log in

Navigation: Home > SA Self Service > Learning Management > Management
> Record Grades

Item	Action
1	Navigate to the Record Grades web page.
2	Click on the link for the appropriate term:



Item	Action
3	A list of all the classes you are teaching that semester appears.
4	Click on the class you for wish to record grades:

Self-Service Grade Roster - Microsoft Internet Explorer

Address: <https://cmsdev.calstate.edu:4196/servlets/clientServlet/h8citst/?cmd=login&languageCd=ENG>

Home Help Sign Out

Home > SA Self Service > Learning Management > Management > Record Grades

Select Grade Roster

Damon Blue Fall 2003

Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog Nbr	Section	Class Nbr	Institution
FINANCIAL ACCOUNTING	ACCT 210	001	1048	Channel Islands
HIST OF SO CAL CHICANO ART	ART 333	001	1138	Channel Islands
HIST OF SO CAL CHICANO ART	HIST 333	001	1197	Channel Islands

[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:

Self Service Grade Roster - Microsoft Internet Explorer

Address: <https://cmsdev.calstate.edu:4196/servlets/clientServlet/h8stst/?cmd=login&languageCd=ENG>

Home > SA Self Service > Learning Management > Management > Record Grades

Grade Roster

HIST 333 Section: 001 Channel Islands
 HIST OF SO CAL CHICANA/O ART Undergraduate Fall 2003
 Class Nbr: 1197 Lecture Regular Academic Session

Select Desired Roster First 1 of 1 Last

Roster Type: Final Grade Final Grade ☐ Display Ungraded Students Only

Approval Status: Not Reviewed

ID	Name	Grade Input	Official Grade	Grading Basis	Short Description
	Betancourt, Juan Francisco	<input type="text"/>		Graded	Undergrad Detail Note
	Bridegam, Shawn Patrick	<input type="text"/>		Graded	Undergrad Detail Note
	Delgado, Eloisa N/A	<input type="text"/>		Graded	Undergrad Detail Note
	Hilde, Ludovic Roger	<input type="text"/>		Graded	Undergrad Detail Note
	Martinez, Sandra D	<input type="text"/>		Graded	Undergrad Detail Note
	Ortega, Angelina Secundina	<input type="text"/>		Graded	Undergrad Detail Note
	Reyes, Jaime David	<input type="text"/>		Graded	Undergrad Detail Note
	Robinson, Lacey Ramona	<input type="text"/>		Graded	Undergrad Detail Note
	Ruiz, Danielle May	<input type="text"/>		Graded	Undergrad Detail Note
	Smith, Timothy Colin	<input type="text"/>		Graded	Undergrad Detail Note
	Sorrenti Jr, Dante Roberto	<input type="text"/>		Graded	Undergrad Detail Note
	Vazquez, Fernando Cano	<input type="text"/>		Graded	Undergrad Detail Note
	Vogeley, Maria Eileen	<input type="text"/>		Graded	Undergrad Detail Note
	Wallace, Mitchell Leroy	<input type="text"/>		Graded	Undergrad Detail Note

[Select a Different Class](#)

Done Internet

Item	Action
7	If you need to stop entering grades part-way through the process, click the yellow "Save" button at the lower left:

Self Service Grade Roster - Microsoft Internet Explorer

Address: https://cmsdev.calstate.edu:4196/servlets/clientervlet/h8cstst?cmd=login&languageCd=ENG

Home > SA Self Service > Learning Management > Management > Record Grades

Grade Roster

HIST 333 Section: 001 Channel Islands
HIST OF SO CAL CHICANO ART Undergraduate Fall 2003
Class Nbr: 1197 Lecture Regular Academic Session


Select Desired Roster First 1 of 1 Last

Roster Type: Final Grade ☐ Display Ungraded Students Only

Not Reviewed

	Grade Input	Official Grade	Grading Basis	Short Description	
urt, Juan Francisco	A	A	Graded	Undergrad	Detail Note
m, Shawn Patrick	C	C	Graded	Undergrad	Detail Note
, Eloisa N/A	B+	B+	Graded	Undergrad	Detail Note
idovic Roger			Graded	Undergrad	Detail Note
: Sandra D			Graded	Undergrad	Detail Note
angelina Secundina			Graded	Undergrad	Detail Note
aimo David			Graded	Undergrad	Detail Note
on, Lacey Ramona			Graded	Undergrad	Detail Note
nielle May			Graded	Undergrad	Detail Note
mothy Colin			Graded	Undergrad	Detail Note
Jr, Dante Roberto			Graded	Undergrad	Detail Note
: Fernando Cano			Graded	Undergrad	Detail Note
Marie Eileen			Graded	Undergrad	Detail Note
Mitchell Leroy			Graded	Undergrad	Detail Note

[Select a Different Class](#)

 Save

Item	Action
8	Once you have completed entering all grades, select "Approved" and click "Save" :

Self Service Grade Roster - Microsoft Internet Explorer

Address: https://cmsdev.calstate.edu:4196/servlets/clientservlet/h8ictst?cmd=login&languageCd=ENG

Home > SA Self Service > Learning Management > Management > Record Grades

Grade Roster

HIST 333 Section: 001 Channel Islands
HIST OF SO CAL CHICANA/O ART Undergraduate Fall 2003
Class Nbr: 1197 Lecture Regular Academic Session

Select Desired Roster First 1 of 1 Last

Roster Type: Final Grade Final Grade ☐ Display Ungraded Students Only

Approval Status: Approved

Student Name	Grade Input	Official Grade	Grading Basis	Short Description	Detail	Note
encourt, Juan Francisco	A	A	Graded	Undergrad	Detail	Note
egam, Shawn Patrick	C	C	Graded	Undergrad	Detail	Note
ado, Eloisa N/A	B+	B+	Graded	Undergrad	Detail	Note
e, Ludovic Roger	D	D	Graded	Undergrad	Detail	Note
inez, Sandra D	B-	B-	Graded	Undergrad	Detail	Note
ga, Angelina Secundina	A-	A-	Graded	Undergrad	Detail	Note
es, Jaime David	C+	C+	Graded	Undergrad	Detail	Note
inson, Lacey Ramona	D+	D+	Graded	Undergrad	Detail	Note
Danielle May	A	A	Graded	Undergrad	Detail	Note
h, Timothy Collin	A	A	Graded	Undergrad	Detail	Note
enti Jr, Dante Roberto	B-	B-	Graded	Undergrad	Detail	Note
uez, Fernando Cano	B+	B+	Graded	Undergrad	Detail	Note
ley, Maria Eileen	A-	A-	Graded	Undergrad	Detail	Note
ace, Mitchell Leroy	C	C	Graded	Undergrad	Detail	Note

Save Class

Item	Action
9	Note that the grade entry boxes disappear.
10	Click "Select a Different Class" to go on to another class, or click "Sign Out" to log out of PeopleSoft.
11	If you need to change a grade at this point in the process, you must contact the University Registrar.