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

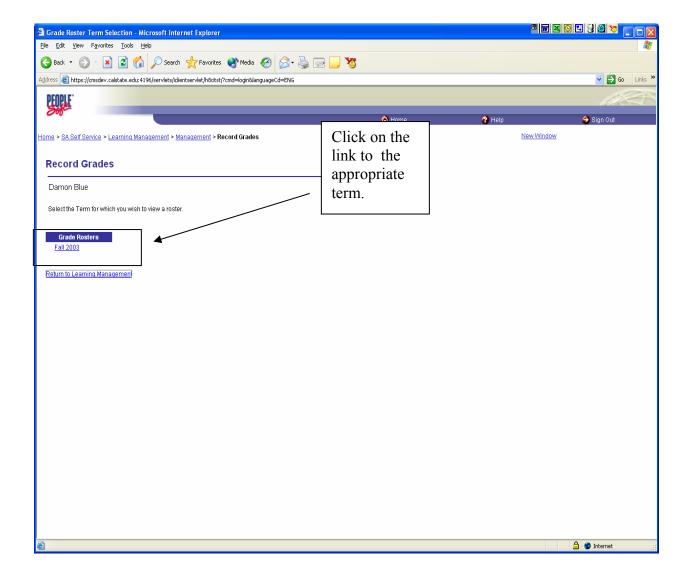## Steps to entering final grades in PeopleSoft

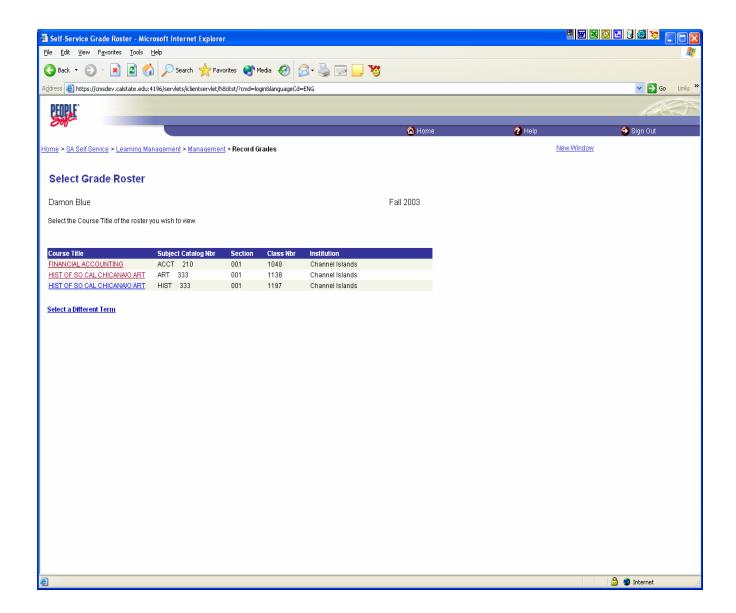> **Go to WWW.CSUCI.edu**
>
> **Click on MyCSUCI**
>
> **Log in**
>
> **Navigation:** Home > SA Self Service > Learning Management > Management > Record Grades
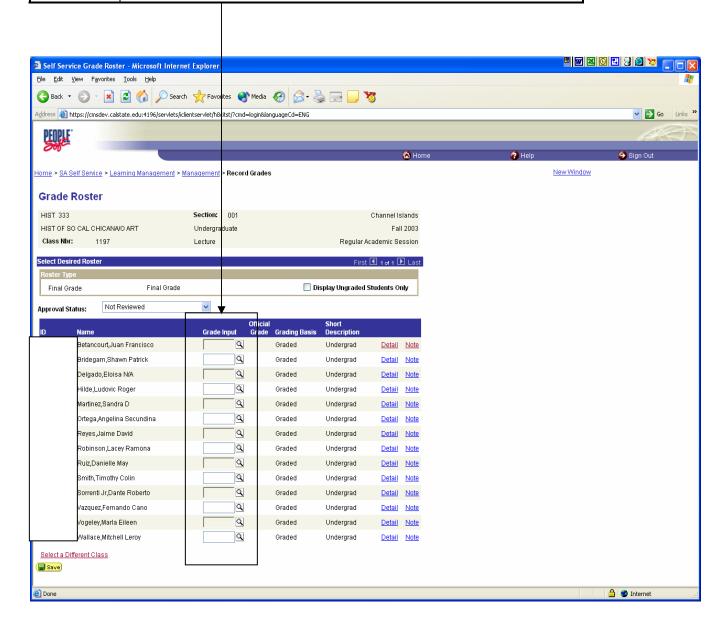
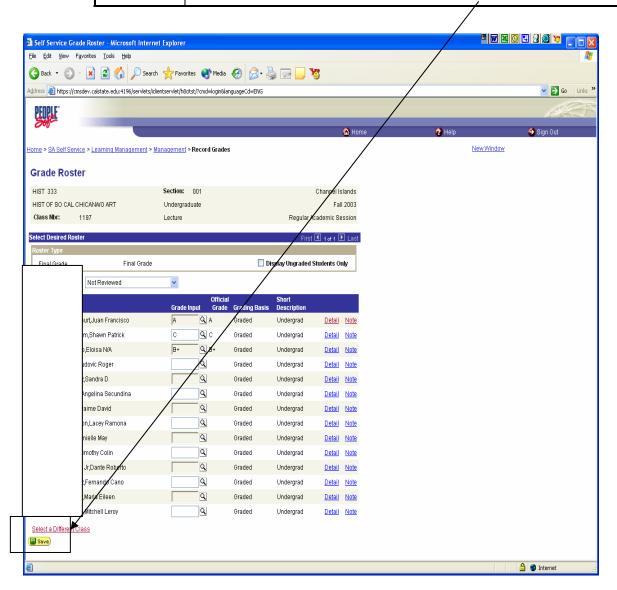| Item	Action
1	Navigate to the Record Grades web page.
2	Click on the link for the appropriate term:

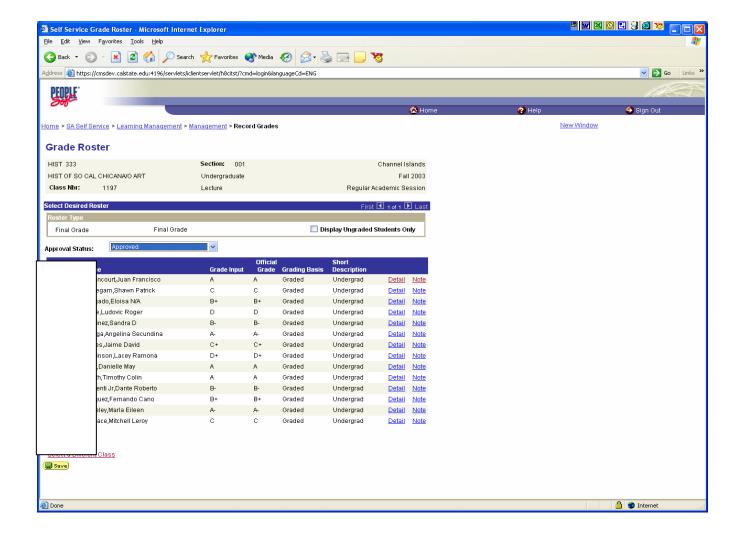| Item	Action
3	A list of all the classes you are teaching that semester appears.
4	Click on the class you for wish to record grades:

Item	Action
5	Move to the Final Grade Roster:
6	On the Final Grade roster page, begin entering grades in the "Grade Input" column:

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

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

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.