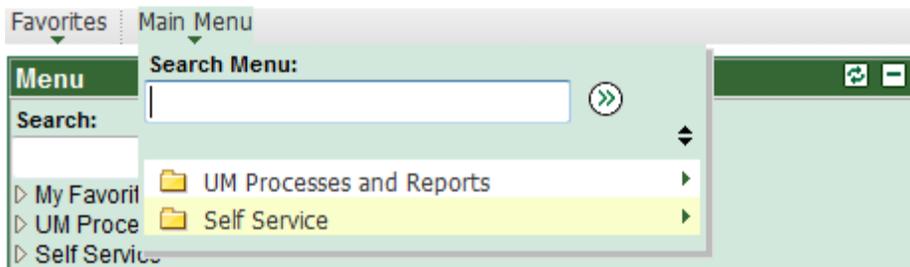


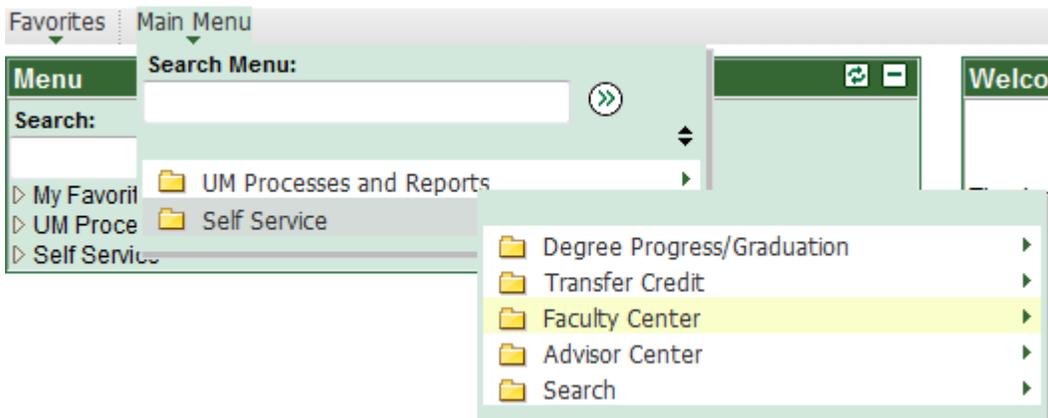
**Path: Self Service > Faculty Center > My Schedule**

The following are step-by-step instructions on how an instructor enters mid-term and final grades for their courses. Note that you can either enter grades directly in Joe'SS or retrieve them from Canvas.

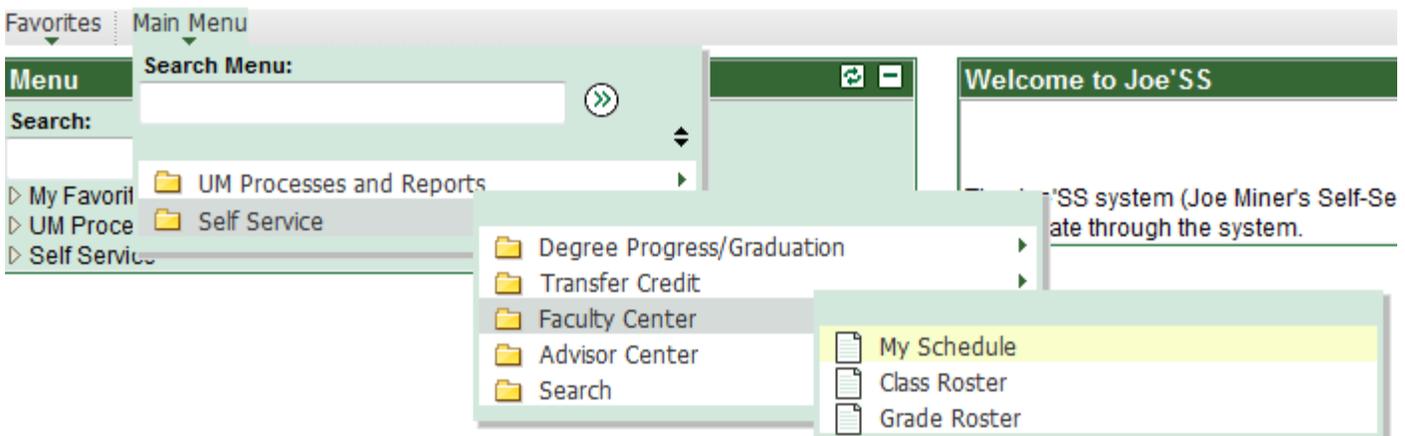
1. Click the Self Service link.



2. Click the Faculty Center link.



3. Click the My Schedule link.



4. Verify the semester currently on your screen is the correct term for which you are entering grades. If not, click **Change Term** and select the correct term. Select from the list of courses the course you wish to grade by clicking on the  symbol next to the Class.

Faculty Center Search

my schedule class roster grade roster

## Faculty Center

### My Schedule

2017 Spring Semester | Missouri S&T

**change term**

[Final Exams](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster

#### My Teaching Schedule > 2017 Spring Semester > Missouri S&T

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Status
	<a href="#">CHEM COOP-6A (70980)</a>	Cooperative Work Program (Independent Study)	2	TBA	Arranged	Jan 17, 2017-May 5, 2017	Not Reviewed
	<a href="#">CHEM EXCHAN-6ABR (72018)</a>	Student Exchange Program (Independent Study)	0	TBA	Arranged	Jan 17, 2017-May 5, 2017	
	<a href="#">CHEM 1100-1A (70190)</a>	Intro/Lab Safety&Haz Mtr (Lecture)	95	MoTuWeThFr 8:00AM - 8:50AM	Schrenk Hall 000G3	Jan 17, 2017-May 5, 2017	Not Reviewed
	<a href="#">CHEM 1100-1B (73507)</a>	Intro/Lab Safety&Haz Mtr (Lecture)	2	MoTuWeThFr 8:00AM - 8:50AM	Schrenk Hall 000G3	Jan 17, 2017-May 5, 2017	Not Reviewed

5. Be sure the Grade Roster Type displays the correct type of roster, i.e. Mid-Term Grade or Final Grade. Enter grades by one of these three methods:
  - a. Enter grades via the drop-down options next to the student's name to enter grades individually.
  - b. Check the box next to multiple student numbers and select the grade from the drop-down box to **<- Add this grade to selected students** assign grades en mass.
  - c. Select **Get Grades From Canvas** the button to pull grade roster from Canvas.

▼ **CHEM 1100 - 1B (73507)** **change class**

Introduction To Laboratory Safety & Hazardous Materials (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 8:00AM-8:50AM	Schrenk Hall 000G3	<input type="text"/>	01/17/2017 - 05/05/2017

**Display Options:**

\*Grade Roster Type **Final Grade** ▼

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status **Not Reviewed** ▼ **save**

**incomplete grade agreements**

**get grades from canvas**

**Student Grade**

	ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>		GRD	Freshman Engineering-Petr Eng	Freshman
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>		GRD	Biological Sciences BS	Freshman

View All |  | Download %1 Table to Excel | Rows 1 - 2 of 2

Select All Clear All

**<- add this grade to selected students**

**notify selected students** **notify all students**

[Printer Friendly Version](#)

6. Due to Title IV reporting for federal financial aid, any students receiving a failing grade must have their Last Date of Academic Activity (LDA) recorded. Aside from meeting with you as their faculty member, there are a number of ways students can interact with the course in Canvas that count toward the Last Date of Academic Activity. These interactions will be automatically recorded in grade rosters, addressing many, though not all, cases.

Personalize | Find | View All | | | First 1-20 of 80 Last

Student Grade		ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level	Last Date of Acad Activity
<input type="checkbox"/>	1			F		GRD		Junior	10/22/2019
<input type="checkbox"/>	2			B		GRD		Sophomore	

7. Change Grade Roster Action to the appropriate Approval Status using the drop-down box and **Save**. Or just click **Save** to finish grade entry at a later time.

**CHEM 1100 - 1B (73507)** **change class**

Introduction To Laboratory Safety & Hazardous Materials (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeThFr 8:00AM-8:50AM	Schrenk Hall 000G3	Philip Whitefield	01/17/2017 - 05/05/2017

**Display Options:**

\*Grade Roster Type

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status **save**

**incomplete grade agreements**

**get grades from canvas**

Student Grade

ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level
<input type="checkbox"/> 1	<input type="text"/>	A		GRD	Freshman Engineering-Petr Eng	Freshman
<input type="checkbox"/> 2	<input type="text"/>	A		GRD	Biological Sciences BS	Freshman