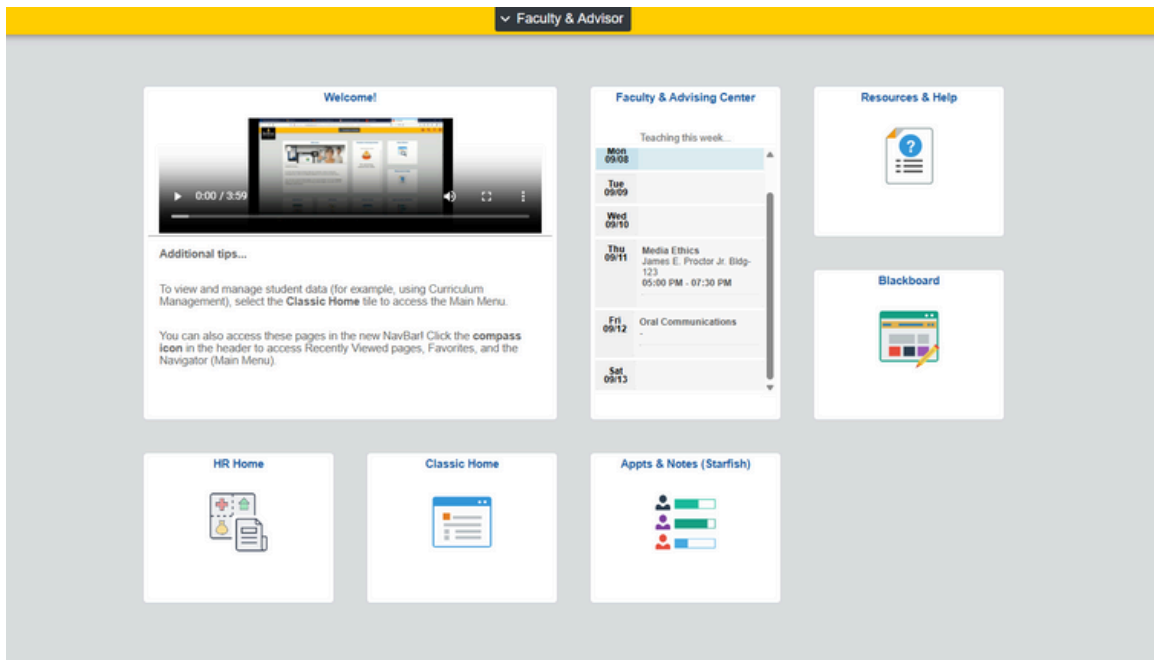


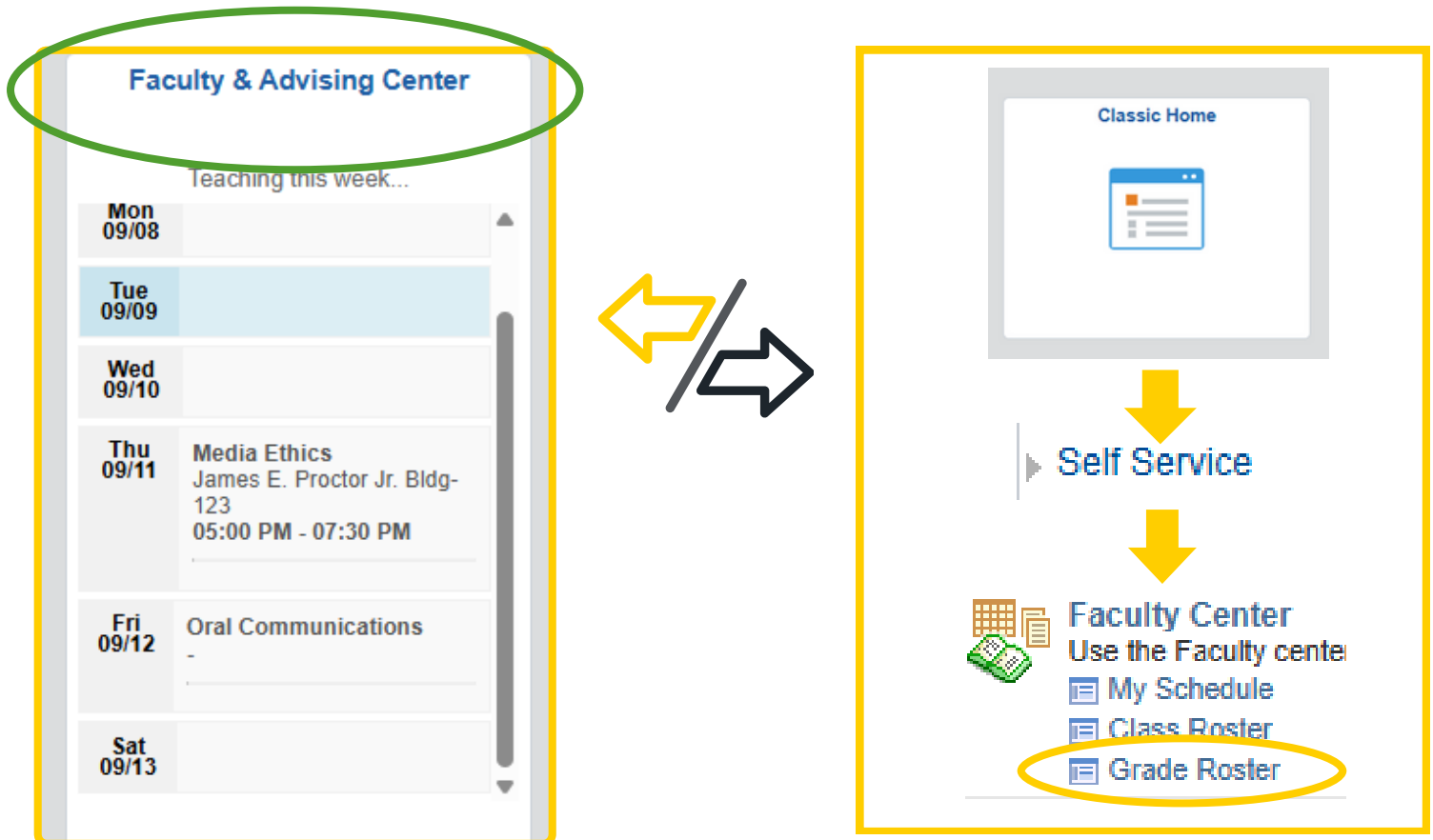


Entering Mid-Term and Final Grades

Getting Started



There are two ways to access the Faculty and Advising Center to enter Mid-term and Final Grades



Entering Your Mid-Term Grades

The screenshot shows the 'Faculty and Advising Center' interface. A green circle labeled '1' highlights the top navigation bar containing 'Faculty Center', 'Advisor Center', and a 'Search' field. Below this, there are links for 'My Schedule', 'Class Roster', and 'Grade Roster'. The main content area shows 'Spring 2025 | Bowie State University' with a 'Change Term' button and a 'My Exam Schedule' link. A 'Select display option' section has radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' bar includes icons for Class Roster, Grade Roster, Gradebook, Assignments, and Learning Management. Below this is a section titled 'My Teaching Schedule > Spring 2025 > Bowie State University' with a 'Personalize' link and pagination controls. A table lists courses with columns for Class Title, Enrolled, Days & Times, Room, and Class Dates. A green arrow labeled '2' points to a yellow circle around an icon in the first row of the table. Below the table, a row of icons is highlighted with a black box, with a yellow circle around the second icon (a person at a desk).

| Class Title | Enrolled | Days & Times | Room | Class Dates |
|--|----------|----------------------|-------------------------------|---------------------------|
| COMM 105-559 (3118) Public Speaking (re) | 1 | Fr 12:00AM - 12:00AM | TBA | Jan 27, 2025-May 13, 2025 |
| COMM 341- | | Th 5:00PM - 7:30PM | James E. Proctor Jr. Bldg-110 | Jan 27, 2025-May 13, 2025 |

- 1 When you open the Faculty Center, you'll see your name at the top of the page. Below, you'll find quick links to view your schedule, Class Roster, and Grade Roster
- 2 Locate the course you want to enter grades for, then click the icon next to it to open the Grade Roster.

Shirley Brown

Faculty Center

Advisor Center

Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster

Spring 2025 | 15 Week Regular | Bowie State University | Undergraduate

COMM 103 - 559 (3118)
Public Speaking (Lecture)

Change Class

| Days and Times | Room | Instructor | Dates |
|--------------------|------|------------|-------------------------|
| Fr 12:00AM-12:00AM | TBA | | 01/27/2025 - 05/13/2025 |

Display Options

*Grade Roster Type

Mid-term Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status

Not Reviewed

Save

Grade Roster Action

*Approval Status

Ready for Review

Save

Student Grade

Personalize | Find | View All

| ID | Name | Roster Grade | Official Grade | Grading Basis | Graduation Status | Expected Grad | Program and Plan | Level |
|--------------------------|------|--|----------------|---------------|-------------------|---------------|------------------|-------|
| <input type="checkbox"/> | | <div> <div>A</div> <div>B</div> <div>C</div> <div>D</div> <div>F</div> <div>FN</div> <div>I</div> </div> | | GRD | | | | |

Grade Roster Action

*Approval Status

Approved

Save

Select All

Printer Friendly Version

Add this grade to selected students

Save

<- Add this grade to selected students

3

In the Grade Roster, make sure the Roster Type is set to **Mid-Term Grade**

4

Use the Roster Grade drop-down menu to select the appropriate grade for each student listed

5

After all Mid-Term Grades have been entered, change the Approval Status to **Ready for Review**. Carefully recheck your entries for accuracy. Once you have confirmed that all grades are correct, change the Approval Status to **Approved**

6

Click the **Save** button to finalize and save the Mid-Term Grades

Note: To assign the same Mid-Term Grade to multiple students, first select the checkbox next to each student's name. Then, choose the grade from the drop-down menu and click **Add this grade to selected students**

Entering Final Grades for Non Graduating Students

Faculty and Advising Center

Shirley Brooks

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster

Spring 2025 | 15 Week Regular | Bowie State University | Undergraduate

Change Class

COMM 103 - 559 (3118)
Public Speaking (Lecture)

| Days and Times | Room | Instructor | Dates |
|--------------------|------|----------------|-------------------------|
| Fr 12:00AM-12:00AM | TBA | Shirley Brooks | 01/27/2025 - 05/13/2025 |

3

Display Options

*Grade Roster Type **Final Grade**

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status **Not Reviewed**

5

Grade Roster Action

*Approval Status **Ready for Review** Save

Student Grade

4

| ID | Name | Roster Grade | Official Grade | Grading Basis | Gr |
|----------------------------|------|--------------|----------------|---------------|----|
| <input type="checkbox"/> 1 | | A | | GRD | |

Grade Roster Action

*Approval Status **Approved** Save

6

Select All

Printer Friendly Version

Save

<- Add this grade to selected students

- 3 In the Grade Roster, make sure the Roster Type is set to **Final Grade**
- 4 Use the Roster Grade drop-down menu to select the appropriate grade for each student listed.
- 5 After all Final Grades have been entered, change the Approval Status to **Ready for Review**. Carefully recheck your entries for accuracy. Once you have confirmed that all grades are correct, change the Approval Status to **Approved**.
- 6 Click the **Save** button to finalize and save the Final Grades



Note: To assign the same **Final Grade** to multiple students, first select the checkbox next to each student's name. Then, choose the grade from the drop-down menu and click **Add this grade to selected students**.

Entering Final Grades for Graduating Students

Faculty and Advising Center

Shirley Briscoe

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster

Spring 2025 | 15 Week Regular | Bowie State University | Undergraduate

COMM 103 - 559 (3118)
Public Speaking (Lecture)

Change Class

| Days and Times | Room | Instructor | Dates |
|--------------------|------|-----------------|-------------------------|
| Fr 12:00AM-12:00AM | TBA | Shirley Briscoe | 01/27/2025 - 05/13/2025 |

3

Display Options

*Grade Roster Type **Final Grade**

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed **Save**

5

Grade Roster Action

*Approval Status Not Reviewed **Save**

Student Grade

4

| Student Grade | Roster Grade | Official Grade | Grading Basis | Graduation Status | Expected Grad Term | Program and Plan | Level |
|----------------------------|--------------|----------------|---------------|-------------------|--------------------|--|-----------|
| <input type="checkbox"/> 1 | A | | GRD | | Sprg 2029 | Professional Studies - UGRD - NURSING-BS | Sophomore |

Select All

All

Printer Friendly Version

Add this grade to selected students

6

Save

- 3 In the Grade Roster, make sure the Roster Type is set to **Final Grade**
- 4 Use the Roster Grade drop-down menu to select the appropriate grade for each graduating student listed.
- 5 After Final Grades have been entered for all graduating students and carefully reviewed for accuracy, ensure the **Approval Status** is set to **Not Reviewed**
- 6 Click the **Save** button to finalize and save the Final Grades



Note: Please Remember to Save your grades before exiting the screen!



Q: What should I do if I cannot see my grade roster?

A: If you are unable to view your grade roster, please confirm that your instructor access has been approved and you have been attached to the course

Q: Can Midterm Grades be changed after they are submitted?

A: No. Midterm Grades cannot be changed once they have been submitted. Any adjustments should be reflected in Blackboard only. Faculty will have the opportunity to update grades in PeopleSoft once Final Grades are ready to be posted.

Q: How do I make a grade change after grades have been posted?

A: Once grades have been posted, any changes must be submitted using the appropriate form (Outstanding Grade Form, Change of Grade Form, or Change of Incomplete Form). These forms should be available in your department. If they are not, please contact the Registrar's Office at [registrar@bowiestate.edu].

Q: What is the policy for an Incomplete ("I") Final Grade for undergraduate students?

A: For undergraduate students, an Incomplete ("I") must be converted to a regular grade within **six weeks** of the start of the following semester. If no grade is submitted by the professor within that timeframe, the "I" will automatically convert to an **"F."**

Q: What is the policy for an Incomplete ("I") Final Grade for graduate students?

A: Graduate students who receive a grade of Incomplete ("I") have **one academic year** from the end of the semester in which the course was taken to have the grade changed. If the grade is not changed within that timeframe, the "I" will automatically convert to an **"F."**



Q: Can Final Grades be changed after they have been submitted?

A: Once grades have been approved and posted, they cannot be changed directly through the Grade Roster. To request a correction, you must submit a completed Change of Grade form to the Office of the Registrar (registrar@bowiestate.edu).

Note: Grade changes must be submitted within one year from the end of the semester in which the course was taken. Requests submitted after one year are subject to additional review and approval.

Q: I forgot or missed entering a student's grade from a prior term. What should I do?

A: You will need to submit a completed Outstanding Grade form to the Office of the Registrar (registrar@bowiestate.edu).