Entering Mid-Term and Final Grades
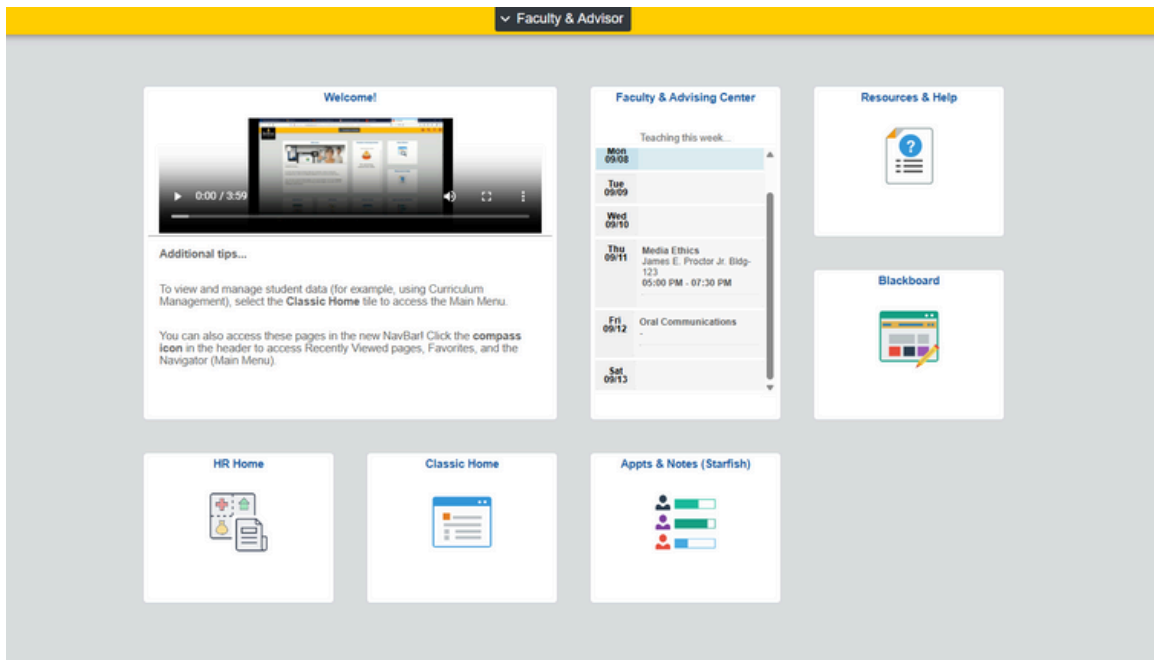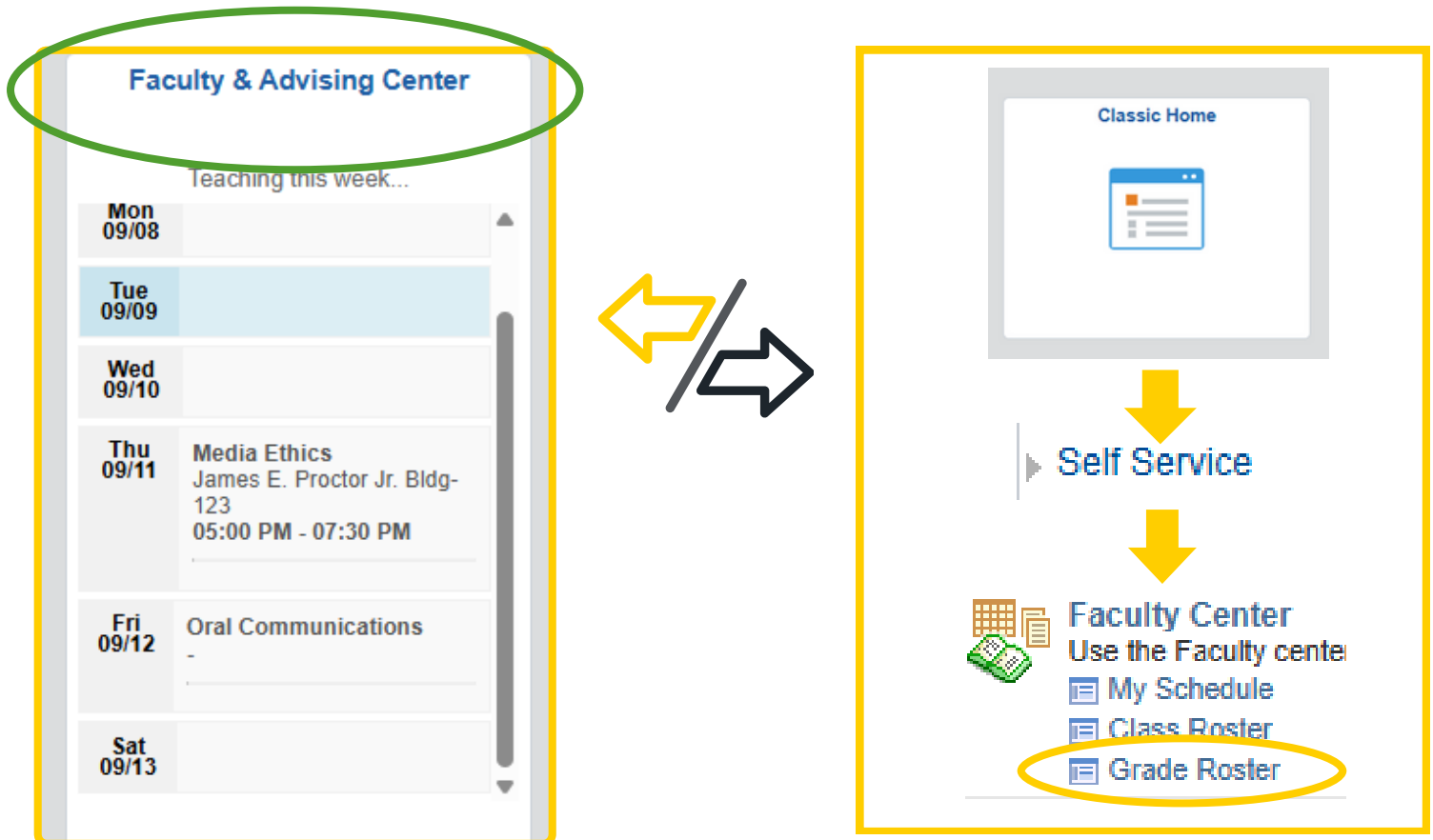
Getting Started

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

Entering Your Mid-Term Grades

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.

Shirelle Briscoe

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	Shirelle Briscoe	01/27/2025 - 05/13/2025

Display Options

3

*Grade Roster Type Mid-term Grade ▼

☐ Display Unassigned Roster Grade Only

Grade Roster Action

5

*Approval Status Not Reviewed ▼   Save

Grade Roster Action

*Approval Status **Ready for Review** ▼   Save

Personalize | Find | View All

Student Grade

	ID	Name	Roster Grade	Official Grade	Grading Basis	Graduation Status	Expected Grad	Program and Plan	Level
☐			▼	GRD				ies -	ore

4

A
B
C
D
F
FN
I

Grade Roster Action

*Approval Status **Approved** ▼   Save

Select All   All

Printer Friendly Version

▼   this grade to selected students

Save

6

▼   <- Add this grade to selected students

A
B
C
D
F
FN
I

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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

❸ In the Grade Roster, make sure the Roster Type is set to **Final Grade**

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

❺ 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**.

❻ 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

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!**

FAQ

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."**

FAQ

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).