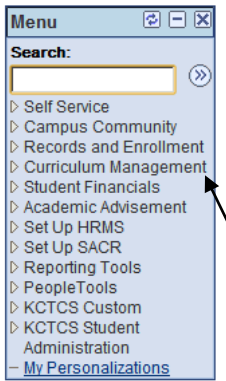


Entering Grades in PeopleSoft

Go to: <http://www.kctcs.edu>

Enter your PeopleSoft UserID and Password



Select: Curriculum Management

Select: Grading

Select: Grade Roster

Enter the Class Number (if you know it) and select "Search"

or

Grade Roster

Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Campus: begins with

Session: =

Course Offering Nbr: =

Class Section: begins with

Description: begins with

Class Nbr: =

Case Sensitive

Enter Term Code (click on magnifying glass to see list)

Enter FRS

Enter ECTC

[Basic Search](#) [Save Search Criteria](#)

Select "Search" for a list of all Area 5 classes

The following screen should be displayed:

Grade Roster Type: **Grade Roster**

Course ID: 003904 Offer Nbr: 1 KCTCS
Catalog: FRS 1029 Class Section: 2501 Fall 2010
 Use Blind Grading Class Nbr: 46588 Mini Session M40

*Grade Roster Type	*Description	*Approval Status	Final Roster Grading Status	Override	Partial Post			
1	Final Grade	Not Reviewer	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create	Post	+ -

Grade Roster Type | [Grade Roster](#)

Select "Grade Roster"

The following list will appear:

Grade Roster Type | Grade Roster

Find First 1 of 1 Last

Term: Fall 2010 Class Nbr: 46588 CPR Section: 2501
 Session: M40 Catalog: FRS 1029 Seq Nbr: 1

Roster Type

Final Grade Final Grade Display Unassigned Roster Grade Only

Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 001886224	Breitenfeld, Shannon Renee	E		Undergrad	Graded	Pending	Detail	Note
2 001179126	Coppage, Crystal Gail	A		Undergrad	Graded	Pending	Detail	Note
3 001203559	Judd, Ronda Dean	E		Undergrad	Graded	Pending	Detail	Note
4 001892710	Robinson, Sharon M	A		Undergrad	Graded	Pending	Detail	Note
5 001885728	Sousa, Marleen	E		Undergrad	Graded	Pending	Detail	Note
6 001771688	Troutman, Rebecca S	A		Undergrad	Graded	Pending	Detail	Note

Save Return to Search Previous in List Next in List Notify Refresh

Grade Roster Type | Grade Roster

Enter A, B, C, D, or E for student grades. Students not attending class will receive an "E"
 Select "Grade Roster Type" at the bottom of page.

On the next screen, select "Approved" from the drop down box and then "Post"

Grade Roster Type | Grade Roster

Course ID: 003904 CPR Offer Nbr: 1 KCTCS
 Catalog: FRS 1029 Class Section: 2501 Fall 2010
 Use Blind Grading Class Nbr: 46588 Mini Session M40

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Partial Post	Post	+	-
1 Final Grade	Final Grade	Approved	12/08/2010	Ready to Post	<input type="checkbox"/>	Post	+	-

Save Return to Search Previous in List Notify Refresh

Grade Roster Type | Grade Roster

You will get a page showing that the grades have been "Approved" and "Posted"

Grade Roster Type | Grade Roster

Course ID: 003904 CPR Offer Nbr: 1 KCTCS
 Catalog: FRS 1029 Class Section: 2501 Fall 2010
 Use Blind Grading Class Nbr: 46588 Mini Session M40

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Posting Date
1 Final Grade	Final Grade	Approved	12/08/2010	Posted	12/08/2010

Save Return to Search Notify Refresh

Grade Roster Type | Grade Roster