



Orion Help

Faculty Self Service



Copyright & Trademarks

Copyright © 2008, 2009, University of Texas at Dallas. All rights reserved.

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software.
Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

Table of Contents

Faculty Self Service.....	1
Introduction to the Faculty Center	1
View Teaching Schedule.....	8
Viewing Class Rosters	13
View Student Information	21
Entering Grades.....	29
Reviewing Grades.....	45
Posting Grades and Notifying Students.....	61

Faculty Self Service

The Faculty Center is a self-service component that provides instructors a single entry point from which to begin navigation to instructor-related transactions.

Upon completion of this section you will be able to:

- View Teaching Schedule
- View Class Roster
- Search Classes and Browse Course Catalog
- View Student Information
- Enter Grades online

Introduction to the Faculty Center

The **Faculty Center** enables you to view your class schedule, check class rosters, record grades and much more.

Procedure

This topic introduces the **Faculty Center**.

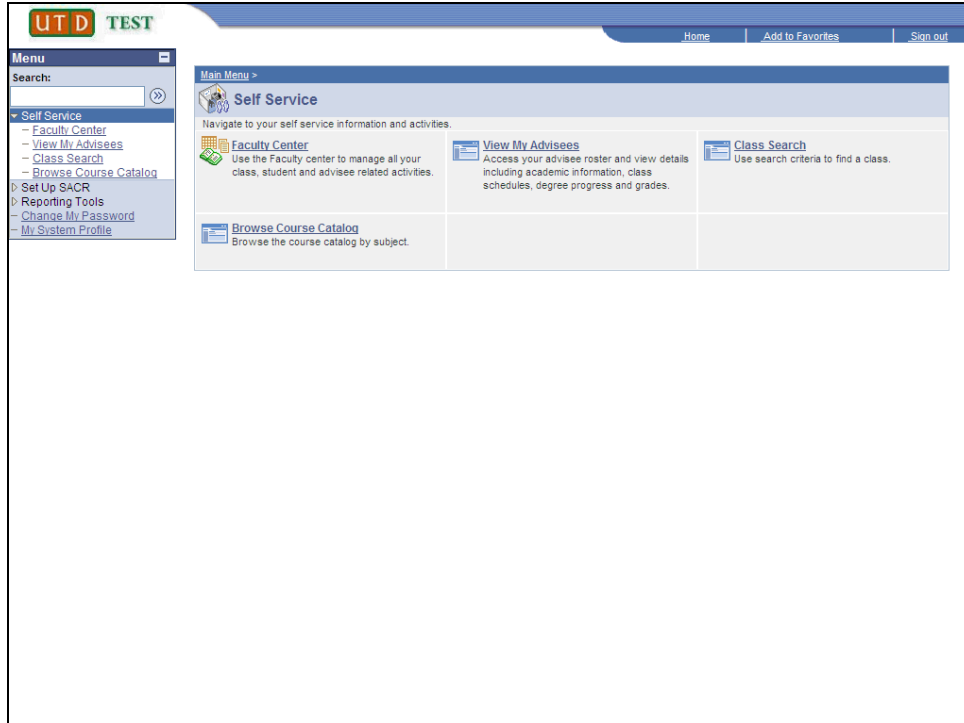
Once completed, you will know how to navigate through the Faculty Center, as well as what options are available in the Faculty Center.



Step	Action
------	--------

1. First we need to access the **Faculty Center** pages.

Click the **Self Service** link.



Step	Action
------	--------

2.

Click the **Faculty Center** link.



3.

There are three tabs available in the **Faculty Center** component:

- Faculty Center
- Class Search
- Browse Catalog

4.

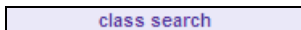
The **Faculty Center** tab provides links to your exam schedule, as well as giving a highlevel view of your teaching schedule.

The **View My Advisees** link allows you to view the academic information of specific students.

Step Action

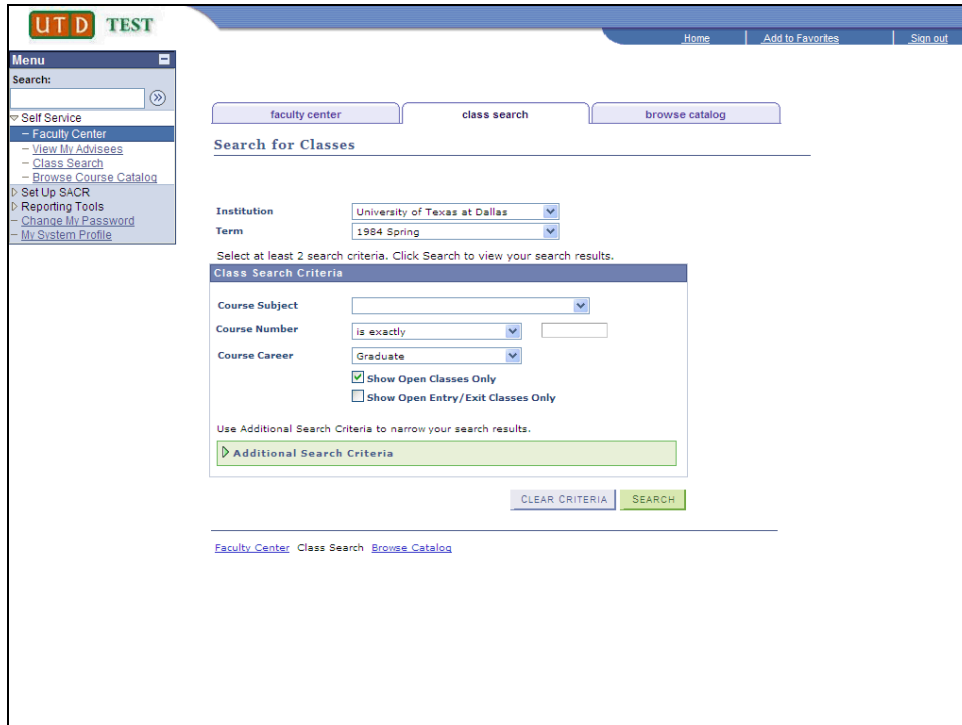
5.

Click the **Class Search** tab.



6.

The **Class Search** page allows you to search for classes. You can filter your search by Term, Subject, even Career.



Step	Action
------	--------

7.

Click the **Browse Catalog** tab.

[browse catalog](#)

8.

The **Browse Catalog** page allows you to browse the Course Catalog alphabetically by subject.

The screenshot shows the UTD TEST Faculty Self Service interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a search bar and three tabs: 'faculty center', 'class search', and 'browse catalog'. The 'faculty center' tab is selected. The main content area is titled 'Browse Course Catalog' and features a grid of subject codes (A-Z and 0-9) for filtering. Below the grid are 'COLLAPSE ALL' and 'EXPAND ALL' buttons. A message reads 'Select subject code to display or hide course information.' Below this is a list of subject codes with expandable arrows: A&H - Arts and Humanities, ABS - Registered In Absentia, ACCT - Accounting, ACN - Applied Cognition Neurosci, AERO - AERO - AFROTC - with UNT, AERS - Aeronautical Science, AGRI - Agriculture - CCN, AHST - Art History, and AIM - Accounting and Info Mgmt.

Step	Action
------	--------

9.

Click the **Faculty Center** tab.

[faculty center](#)

The screenshot shows the UTD TEST Faculty Center interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a search bar and three buttons: 'faculty center', 'class search', and 'browse catalog'. The main content area is titled 'Faculty Center' and includes links for 'My Exam Schedule' and 'View My Advisees'. A section for '2009 Spring | University of Texas at Dallas' features a 'change term' button and display options for 'Show All Classes' and 'Show Enrolled Classes Only'. Below these are icons for 'Class Roster', 'Gradebook', 'Grade Roster', and 'Learning Management'. The 'My Teaching Schedule' section displays a table with the following data:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
PA 5315-501 (10870)	PUBLIC MANAGEMENT (Lecture)	24	Th 7:00PM - 9:45PM	WSTC 1.216	Jan 12, 2009 - May 13, 2009

Below the table are links for 'View Weekly Teaching Schedule' and 'Go to top'. The 'My Exam Schedule' section indicates that there are no final exams scheduled at this time, with a 'Go to top' link. At the bottom, there are links for 'Faculty Center', 'Class Search', and 'Browse Catalog'.

Step Action

10. To view details about a class, you can click on the hyperlink in the **Class** column.

Click the **PA 5315-501 (10870)** link.

[PA 5315-501 \(10870\)](#)

The screenshot shows the UTD TEST Faculty Center interface. On the left is a navigation menu with options like 'Self Service', 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Set Up SACR', 'Reporting Tools', 'Change My Password', and 'My System Profile'. The main content area displays 'Faculty Center' and 'Class Details' for 'PA 5315 - 501 PUBLIC MANAGEMENT'. Below this, there are several data sections: 'Class Details' (Status: Open, Career: Graduate, Class Number: 10870, Dates: 1/12/2009 - 5/13/2009, Session: Regular Academic Session, Grading: Graded - Graduate Courses, Units: 3 units, Location: UT Dallas Main Campus, Instruction Mode: Face-to-Face, Campus: UTDAL Main Campus, Class Components: Lecture, Required), 'Meeting Information' (Days & Times: Th 7:00PM - 9:45PM, Room: WSTC 1.216, Instructor: Jarrell, Karen, Meeting Dates: 01/12/2009 - 05/13/2009), 'Class Availability' (Class Capacity: 999, Wait List Capacity: 0, Enrollment Total: 24, Wait List Total: 0, Available Seats: 975), and a 'Description' section for the course.

- | Step | Action |
|------|---|
| 11. | The Class Details page provides detailed information about a class, including the status, meeting information, class capacity and wait lists. A description is also provided.

Click the Return to Faculty Center link.
Return to Faculty Center |
| 12. | Other options on the Faculty Center page allow you to display only enrolled classes, or view the roster of a specific class. |
| 13. | Congratulations! You now know how to navigate through the Faculty Center , and have been introduced to the options available in the Faculty Center .
End of Procedure. |

View Teaching Schedule

The **Faculty Center** provides several ways for viewing an instructors' schedule of classes. An instructor will see only those terms for which he or she is assigned as the instructor.

Procedure

This topic covers viewing the schedule of classes assigned to the instructor.

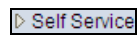
Once completed, you will know how to navigate to the appropriate pages and what type of information is needed there.

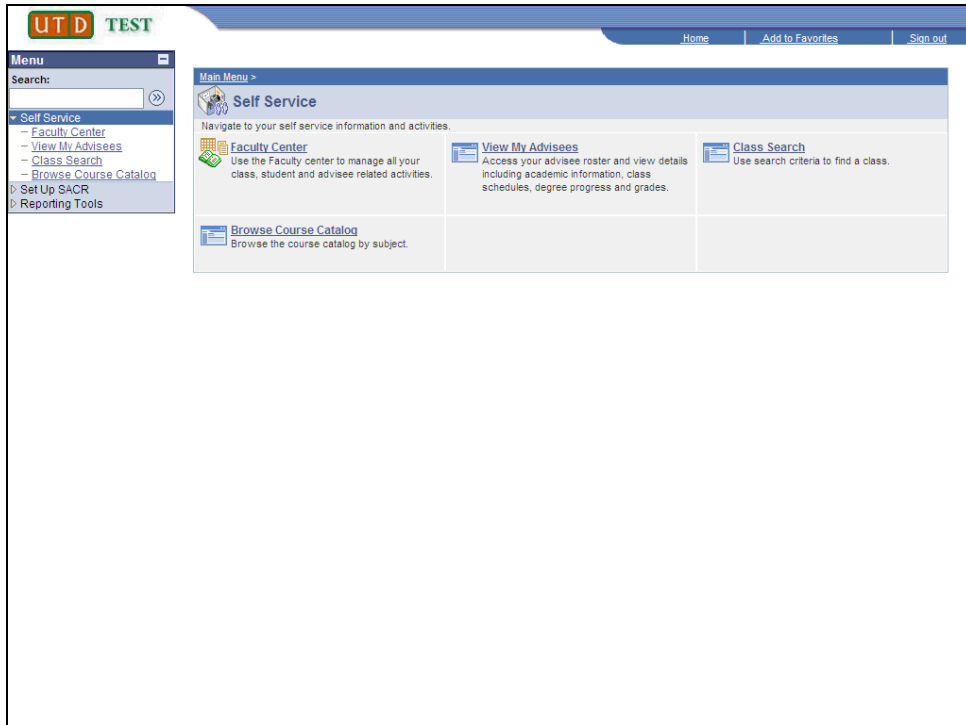


Step	Action
------	--------

1. First we need to access the **Faculty Center** pages.

Click the **Self Service** link.





Step	Action
------	--------

2.

Click the **Faculty Center** link.



3.

There are several ways to change how the teaching schedule is displayed. You can:

- Change the term displayed
- Display all classes, or only those with enrollees.
- Browse Catalog

The screenshot shows the UTD TEST Faculty Center interface for user Jarrell, Karen. The page is titled "Faculty Center" and displays the "My Teaching Schedule" for the 2009 Spring term at the University of Texas at Dallas. The schedule is shown in a table format with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. A single class is listed: DA 5313-201 (10870) PUBLIC MANAGEMENT (Lecture) with 24 enrolled students, on Thursdays from 7:00PM to 9:45PM in room WSTC 1.216, with class dates from Jan 12, 2009 to May 13, 2009. Below the table, there is a link to "View Weekly Teaching Schedule" and a "Go to top" link. The "My Exam Schedule" section below indicates that there are no final exams scheduled at this time.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
DA 5313-201 (10870)	PUBLIC MANAGEMENT (Lecture)	24	Th 7:00PM - 9:45PM	WSTC 1.216	Jan 12, 2009- May 13, 2009

Step Action

- To see your schedule in a week-by-week format, we need to go to the **Weekly Teaching Schedule**.

Click the **View Weekly Teaching Schedule** link.

[View Weekly Teaching Schedule](#)

- You can use the **Show Week** of field to specify the week and the **Start Time** and **End Time** fields to specify class times. You can also toggle between the **Next Week** and **Previous Week** classes.

The screenshot shows the UTD TEST Faculty Self Service interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a search bar and a menu. The main content area is titled 'Jarrell, Karen' and 'Faculty Center'. It displays 'View My Weekly Schedule' for the week of 1/12/2009 - 1/18/2009. The calendar shows a grid of classes for Monday through Thursday. The classes listed include:

Time	Monday Jan 12	Tuesday Jan 13	Wednesday Jan 14	Thursday Jan 15
8:00AM				
9:00AM				
10:00AM	GEOS 4606 - SPT Independent Study 10:00AM - 11:00AM School of Management 2.803	GEOS 4606 - ATS Independent Study 10:00AM - 11:15AM School of Management 2.804	GEOS 4606 - SPT Independent Study 10:00AM - 11:00AM School of Management 2.803	GEOS 4606 - SPT Independent Study 10:00AM - 11:00AM School of Management 2.803
11:00AM	GOVT 2301 - SPT Lecture 11:30AM - 2:15PM Cecil H. Green Hall 2.302	CRIM 3319 - MLA Lecture 10:15AM - 11:30AM Erik Jonsson Academic Center 3.304		CRIM 3319 - MLA Lecture 10:15AM - 11:30AM Erik Jonsson Academic Center 3.304
12:00PM				
1:00PM				
2:00PM	GOVT 2301 - SPT Lecture 11:30AM - 2:15PM Cecil H. Green Hall 2.302		ATEC 2331 - SPT Lecture 2:30PM - 3:45PM Erik Jonsson Academic Center 4.614	
3:00PM	ATEC 2331 - SPT Lecture 2:30PM - 3:45PM Erik Jonsson Academic Center 4.614		ATEC 2331 - SPT Lecture 2:30PM - 3:45PM Erik Jonsson Academic Center 4.614	

Step Action

- First, let's change the hours the schedule displays. Let's say I only want to see those classes that occur between 11:00 AM and 6:00 PM.

Click in the **Start Time** field.

8:00AM

- Enter the desired information into the **Start Time** field. Enter a valid value e.g. "11:00AM".

- Click the **Refresh Calendar** button.

refresh calendar

- Now let's jump to a specific date. Let's display the calendar for the current date.

Click the **Choose a date (Alt+5)** button.

31

- Click the **Current Date** link.

Current Date

- Click the **Refresh Calendar** button.

refresh calendar

Step	Action
12.	We can also limit the days displayed by the calendar. Click the vertical scrollbar.
13.	In the Display Options section of the page, you can apply settings that determine what information is displayed. For example, let's display the Instructor Role for each class, and limit the display to Mondays, Wednesdays, and Fridays. Click the Show Instructor Role option. <input type="checkbox"/> Show Instructor Role
14.	Now let's display only the classes for Mondays, Wednesdays, and Fridays. Click the Tuesday option. <input checked="" type="checkbox"/> Tuesday
15.	Click the Thursday option. <input checked="" type="checkbox"/> Thursday
16.	Click the Saturday option. <input checked="" type="checkbox"/> Saturday
17.	Click the Sunday option. <input checked="" type="checkbox"/> Sunday
18.	Click the Refresh Calendar button. <input type="button" value="refresh calendar"/>
19.	Click the Vertical scrollbar.
20.	We now see the Monday, Wednesday, and Friday classes, as well as the Instructor's role in each class.
21.	You now know how to navigate through the calendar, as well as how to change the way it displays classes. End of Procedure.

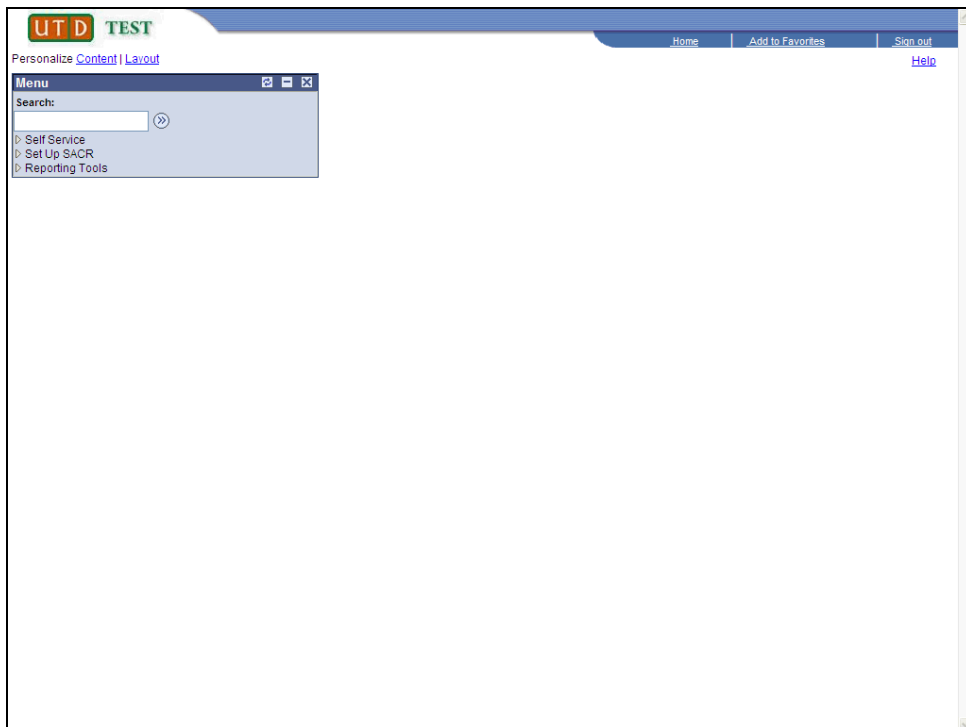
Viewing Class Rosters


The Class Roster allows Instructors to view the students who are enrolled in a class, have dropped a class, or are on the wait list for a class. Instructors can send email notifications to selected students or all students in the class. Instructors also have the option to display student photos and have the ability to print the roster.

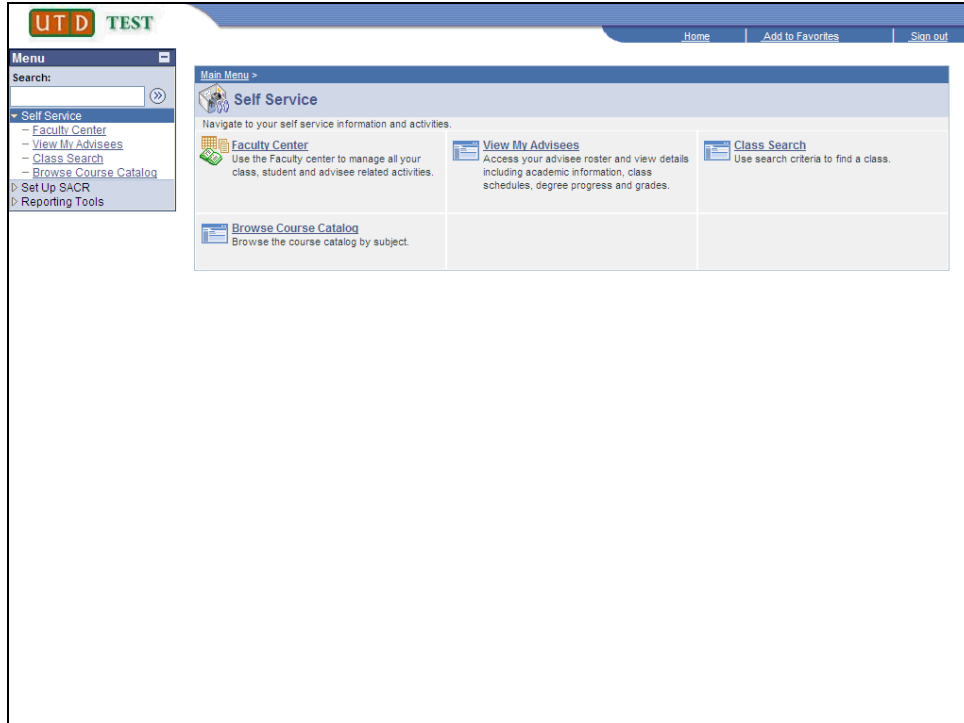
Procedure

This topic covers the use of **Class Rosters**.

Once completed, you will know how to view the list of students enrolled in a class. You will also know how to send email notifications to selected students or all students in the class, as well as how to print the Class Roster.



Step	Action
1.	First we need to access the Faculty Center pages. Click the Self Service link. 



Step	Action
------	--------

2.

Click the **Faculty Center** link.



3.

In addition to allowing instructors to :

- View their teaching schedule
- View their grade rosters, enter grades, and post grades
- Search for classes and browse the course catalog

the **Faculty Center** provides access to class rosters.

The screenshot shows the UTD ORION Faculty Self Service interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. A 'Menu' sidebar on the left contains options like 'Self Service', 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Set Up SACR', and 'Reporting Tools'. The main content area is titled 'Jarrell, Karen' and includes buttons for 'faculty center', 'class search', and 'browse catalog'. Below this, there are links for 'My Exam Schedule' and 'View My Advisees'. The current term is '2009 Spring | University of Texas at Dallas' with a 'change term' button. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A toolbar contains icons for 'Class Roster', 'Gradebook', 'Grade Roster', and 'Learning Management'. The 'My Teaching Schedule' section shows a table with one row: DA 5315-201 (PUBLIC MANAGEMENT (Lecture)) with 24 enrolled students, meeting on Thursdays from 7:00PM to 9:45PM in room WSTC 1.216 from Jan 12, 2009 to May 13, 2009. Below the table are links for 'View Weekly Teaching Schedule' and 'Go to top'. The 'My Exam Schedule' section states 'You have no final exams scheduled at this time.' with a 'Go to top' link. At the bottom, there are links for 'Faculty Center', 'Class Search', and 'Browse Catalog'.

Step Action

4. Let's access the roster for this class.

Click the **Class Roster** button.



5. In addition to the list of Enrolled Students, the **Class Roster** page lists meeting information and enrollment status, A link to a **FERPA Statement** is also available.

The roster is a useful communication tool, allowing you to send emails to one, several, or all the students listed.

UTD TEST Home Add to Favorites Sign out

Faculty Center

Class Roster

PA 5315 - 501 PUBLIC MANAGEMENT

Lecture (10870)

2009 Spring | Regular Academic Session | University of Texas at Dallas | Graduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Th 7:00PM - 9:45PM	WSTC 1.216	Jarrell, Karen	01/12/2009 - 05/13/2009

*Enrollment Status: **Enrolled**

Enrollment Capacity: 999 Enrolled: 17

[View FERPA Statement](#)

Select display option: Link to Photos Include photos in list

Enrolled Students		Customize		Find		First	1-17 of 17	Last
Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	
<input type="checkbox"/>		20090000000000000000	Eliana Colada	Conversion	3.00	Master - Master of Public Affairs	Graduate	
<input type="checkbox"/>		20090000000000000000	Eliana Colada	Conversion	3.00	Master - International MGT Studies	Graduate	
<input checked="" type="checkbox"/>		20090000000000000000	Eliana Colada	Conversion	3.00	Master - Master of Public Affairs	Graduate	
<input type="checkbox"/>		20090000000000000000	Eliana Colada	Conversion	3.00	Master - Master of Public Affairs	Graduate	
<input type="checkbox"/>		20090000000000000000	Eliana Colada	Conversion	3.00	Master - Master of Public Affairs	Graduate	
<input type="checkbox"/>		20090000000000000000	Eliana Colada	Conversion	3.00	Graduate Non-Degree Objective - Master of Public Affairs - ND	Graduate	
<input type="checkbox"/>		20090000000000000000	Eliana Colada	Conversion	3.00	Doctoral - Public Policy and Political Ec	Graduate	
<input type="checkbox"/>		20090000000000000000	Eliana Colada	Conversion	3.00	Master - Master of Public Affairs	Graduate	

Step Action

6. Let's send an email to **Eliana C----**.

Click the **Notify** option that corresponds to the desired student, **Eliana Colada**.
7. Click the **Vertical** scrollbar.
8. Click the **Notify Selected Students** button.

The screenshot shows the 'Faculty Center' 'Send Notification' page. On the left is a 'Menu' with options like 'Self Service', 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Set Up SACR', and 'Reporting Tools'. The main form area is titled 'Send Notification' and includes a search bar, a 'Home' link, and 'Add to Favorites' and 'Sign out' links. Below the title is a note: 'Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.' The form has fields for 'From:' (pre-filled with '@utdallas.edu'), 'To:', 'CC:', and 'BCC:' (all with dropdown arrows). The 'Subject:' field contains '<From the desk of Jarrell,Karen>'. The 'Message Text:' field is a large text area with a 'Spell Check Message Text (Alt+5)' button. A green 'SEND NOTIFICATION' button is at the bottom. A link 'Return to Class Roster' is at the bottom left.

Step	Action
------	--------

9.

Click in the **Message Text** field.

10.

Enter the desired information into the **Message Text** field. (**Note:** Make sure you keep the misspelling.)

Enter "**Please come by my office this afternoon.**".

11.

Before we send it, we should check the spelling.

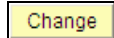
Click the **Spell Check Message Text (Alt+5)** button.



12.

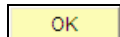
The misspelled word is highlighted and a correct alternative is offered.

Click the **Change** button.



13.

Click the **OK** button.



14.

Click the **Return to Class Roster** link.

[Return to Class Roster](#)

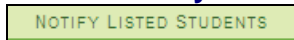
The screenshot shows the UTD TEST Faculty Self Service interface. On the left is a navigation menu with options like 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Set Up SACR', and 'Reporting Tools'. The main area displays a table of 17 students. Each row includes a checkbox, a user icon, a name, a degree program, and a 'Graduate' status. Below the table are three buttons: 'NOTIFY SELECTED STUDENTS', 'NOTIFY LISTED STUDENTS', and 'PRINTER FRIENDLY VERSION'. A 'Return to Faculty Center' link is also present.

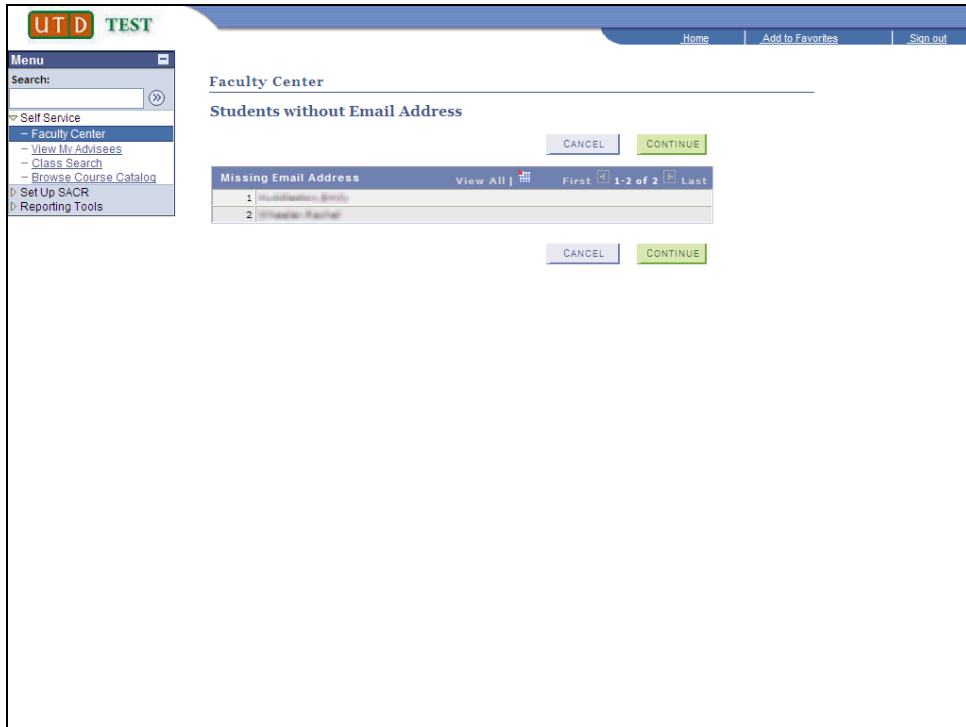
1	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Master of Public Affairs	Graduate
2	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - International MGT Studies	Graduate
3	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Master of Public Affairs	Graduate
4	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Master of Public Affairs	Graduate
5	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Master of Public Affairs	Graduate
6	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Graduate Non-Degree Objective - Master of Public Affairs - ND	Graduate
7	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Doctoral - Public Policy and Political Ec	Graduate
8	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Master of Public Affairs	Graduate
9	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Master of Public Affairs	Graduate
10	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Master of Public Affairs	Graduate
11	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Master of Public Affairs	Graduate
12	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Master of Public Affairs	Graduate
13	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Master of Public Affairs/Master of Public Policy	Graduate
14	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Master of Public Affairs	Graduate
15	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Master of Public Affairs	Graduate
16	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Master - Interdisciplinary Studies	Graduate
17	<input type="checkbox"/>		2011000000	John, John	Conversion	3.00	Graduate Non-Degree Objective - Master of Public Affairs - ND	Graduate

Step Action

15. The process is similar if you want to send an email to everyone listed on the Class Roster. The difference is that you do not need to select any of the students.

Click the **Notify Listed Students** button.



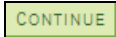


Step Action

16. This page lists the student(s) who do not have an email address on record.

You can either **Cancel** the message, or **Continue**.

Click the **Continue** button.



The screenshot shows the 'Send Notification' interface in the Faculty Center. On the left is a 'Menu' with options like 'Self Service', 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Set Up SACR', and 'Reporting Tools'. The main area is titled 'Faculty Center' and 'Send Notification'. It prompts the user to 'Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.' The form fields are: From (pre-filled with @utdallas.edu), To (pre-filled with @utdallas.edu), CC (empty), BCC (pre-filled with a list of student email addresses), Subject (pre-filled with '<From the desk of Jarrell,Karen>'), and Message Text (empty). A green 'SEND NOTIFICATION' button is at the bottom. Below the form is a blue link: 'Return to Class Roster'.

Step	Action
------	--------

17. Click the [Return to Class Roster](#) link.

[Return to Class Roster](#)

18. **Congratulations!**

You now know how to view the list of students enrolled in a class. You also know how to send email notifications to selected students or all students in the class, as well as how to print the roster.

End of Procedure.

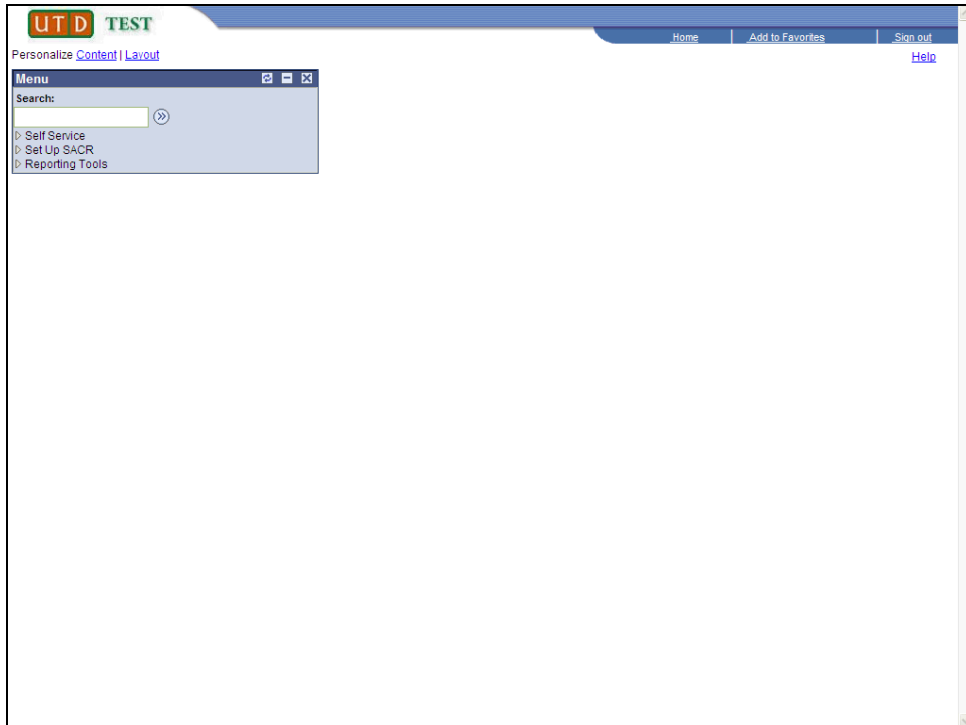
View Student Information

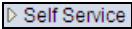
Almost all instructors will be called upon to assist a student. Whether helping them navigate the registration process, or looking up **Service Indicators** (previously called "holds"), **Orion** simplifies the task of helping students by allowing faculty members to see the same information, just as it is displayed to the student.

Procedure

Orion allows faculty to view student information so that he or she can assist students.

This topic describes how to access information about students, covering everything from contact information to academic career data.



Step	Action
1.	Click the Self Service link. 



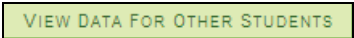
Step	Action
2.	The student information is accessed through the View My Advisees tool. Click the View My Advisees object.
3.	As you see, this instructor (like most at our institution), does not have any advisees assigned to her. However, she can look up information for students that are not advisees.



Step	Action
------	--------

4.

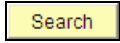
Click the **View data for other students** button.

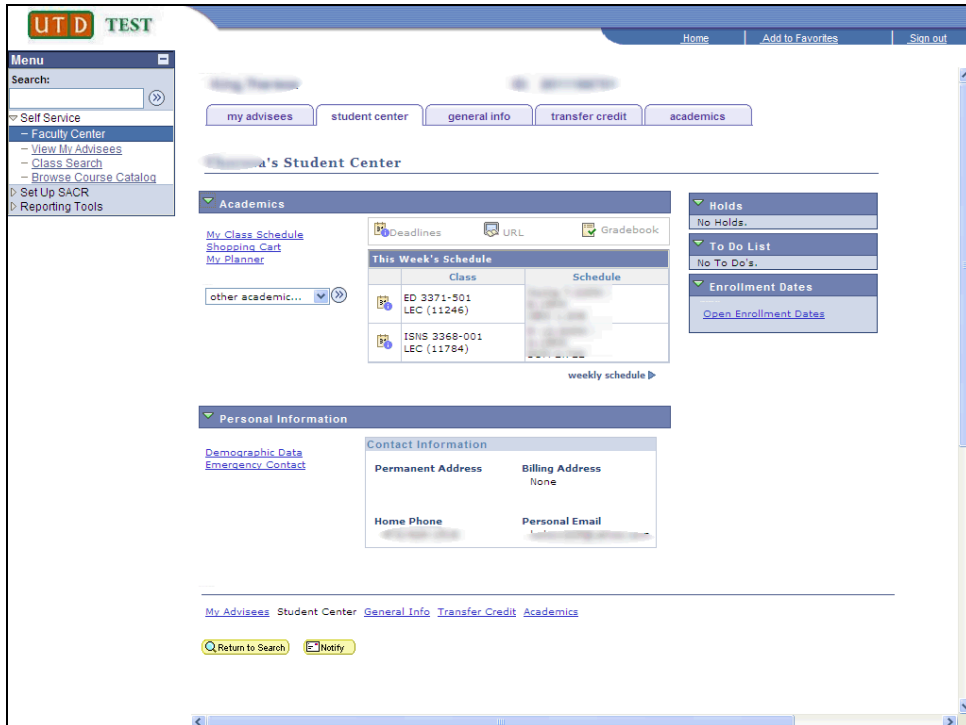


The screenshot shows the 'Advisee's Student Center' search page. On the left is a 'Menu' with options like 'Self Service', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Set Up SACR', and 'Reporting Tools'. The main area is titled 'Advisee's Student Center' and contains a search form. The form has a header 'Find an Existing Value' and a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are five search criteria, each with a dropdown menu set to 'begins with' and an input field: 'ID', 'Campus ID', 'National ID', 'Last Name', and 'First Name'. There is also a 'Case Sensitive' checkbox. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
------	--------

5. Enter the desired information into the **ID** field. Enter a valid value e.g. **"1234567890"**.
6. Click the **Search** button.





Step Action

- This page (the Student Center page) is identical to the page the student sees when opening his or her **Student Center**.

Click the **General Info** tab.

[general info](#)

The screenshot displays the UTD TEST Faculty Self Service interface. At the top left is the UTD TEST logo. A navigation menu on the left includes options like 'Self Service', 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Set Up SACR', and 'Reporting Tools'. A search bar is located below the menu. The main content area features a header with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a row of tabs: 'my advisees', 'student center', 'general info', 'transfer credit', and 'academics'. The 'transfer credit' tab is selected. Underneath the tabs, there are two columns of links: 'Service Indicators', 'Student Groups', 'Addresses', and 'Email Addresses' on the left; 'Initiated Checklists', 'Personal Data', 'Names', and 'Phones' on the right. There are 'COLLAPSE ALL' and 'EXPAND ALL' buttons. The 'Service Indicators' section shows 'No service indicators found.' with a 'Go to top' link. The 'Initiated Checklists' section shows 'No initiated checklists found.' with a 'Go to top' link. The 'Student Groups' section contains a table:

Student Group	Description	Institution	Status
CB4L	Liabile to 45 hr rule	University of Texas at Dallas	Active as of 1901-01-01
F07F	Fall 2007 Guaranteed Tuition	University of Texas at Dallas	Active as of 1970-01-01

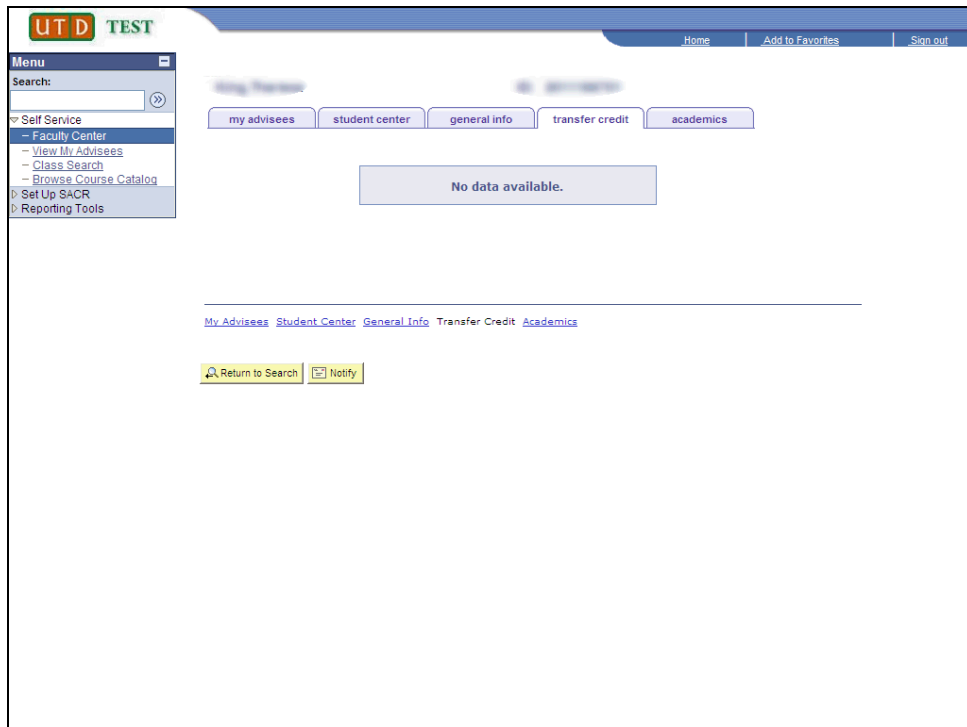
The 'Personal Data' section shows 'Campus ID:' and 'Date of Birth:' with corresponding input fields.

Step Action

- This page provides general information, such as **Service Indicators** or **Personal Data**, about the student.

Click the **Transfer Credit** tab.

[transfer credit](#)



Step	Action
------	--------

9.	Transfer credit information is displayed on this tab.
----	---

Click the **Academics** tab.

[academics](#)



Step	Action
10.	The Academics tab contains information about the student's academic career here. Click the Faculty Center link. Faculty Center
11.	Congratulations! You now know to access student information covering everything from contact information to academic career data. End of Procedure.

Entering Grades

The Faculty Center gives instructors access to Class Rosters and Grade Rosters. This allows instructors to enter grades.

Procedure

This topic covers entering grades into the **Orion** system.

Upon completion of this lesson, you will be able to add grades to entire groups of students or individually. You will also know how to send notices to students and approve grades



Step	Action
1.	First navigate to the Grade Roster of the particular class you want to give grades. Click the Self Service link. ▶ Self Service



Step	Action
------	--------

2. Click the **Faculty Center** link.
3. This page displays your teaching schedule, as well as providing links to class rosters, gradebooks, and grade rosters.

UTD TEST

Home | Add to Favorites | Sign out

Menu

Search:

Self Service

- Faculty Center
- View My Advisees
- Class Search
- Browse Course Catalog

Set Up SACR

Reporting Tools

Dr. KJ Jarrell

faculty center | class search | browse catalog

Faculty Center

My Exam Schedule

View My Advisees

2009 Fall | University of Texas at Dallas [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Class Roster | Gradebook | Grade Roster | Learning Management

My Teaching Schedule > 2009 Fall > University of Texas at Dallas

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
AIM 5201-011 (108332)	FINANCIAL ACCOUNTING (Lecture)	0	Sa 8:30AM - 12:30PM	SOM 1.110	Aug 20, 2009- Oct 17, 2009
BA 4V90-F16 (109332)	MANAGEMENT INTERNSHIP (Practicum)	0	TBA	TBA	Aug 20, 2009- Dec 16, 2009
CRIM 3304-001 (11273)	RES METH IN CRIME & JUST STUDY (Lecture)	0	TuTh 10:00AM - 11:15AM	TBA	Aug 20, 2009- Dec 16, 2009
CS 1136-101 (10145)	COMPUTER SCIENCE LABORATORY (Laboratory)	0	We 2:30PM - 4:20PM	ECSS 2.103	Aug 20, 2009- Dec 16, 2009
PA 3304-001 (11274)	RESEARCH METHODS IN PUBLIC ADM (Lecture)	10	TuTh 10:00AM - 11:15AM	TBA	Aug 20, 2009- Dec 16, 2009
PA 5315-501 (11405)	PUBLIC MANAGEMENT (Lecture)	0	Th 7:00PM - 9:45PM	CN 1.304	Aug 20, 2009- Dec 16, 2009
PSCI 5315-501 (11406)	PUBLIC MANAGEMENT (Lecture)	0	Th 7:00PM - 9:45PM	CN 1.304	Aug 20, 2009- Dec 16, 2009
SOC 3304-001 (11275)	RESEARCH METHODS IN SOCIOLOGY (Lecture)	0	TuTh 10:00AM - 11:15AM	TBA	Aug 20, 2009- Dec 16, 2009

Step Action

- We will use the **Grade Roster** to add grades to the Research Methods in Public Administration class.

Note: Make sure you are in the right term for grading.

Click the **Grade Roster** button.



- On the **Grade Roster** you can set the type of grade roster, set the approval status, give a blanket grade to all the students, or set the grades for each student individually.

- Note:** Do **NOT** use the **Transcript Note** tool! (Located next to the **Student Grade** tab.)

This functionality is reserved for possible future use. Faculty should **not** add notes to student transcripts.

UTD TEST Home Add to Favorites Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM

Lecture (11274)

2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only

*Approval Status: **Not Reviewed**

<- add this grade to all students

Student Grade	Transcript Note	Find					
Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2009011493	James Jarrell			UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2009011495	James Jarrell			UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2009011494	James Jarrell			UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011498	James Jarrell			UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2009011492	James Jarrell			UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011497	James Jarrell			UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2009011496	James Jarrell			UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011499	James Jarrell			UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011490	James Jarrell			UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2009011491	James Jarrell			UGR	Undergraduate - Electrical Engineering	Senior

Step Action

7. The majority of students earned a B in this class.

Let's use the **Add this grade to all students** option to get started.

Click the **<- Add this grade to all students** list.



UTD TEST Home Add to Favorites Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM

Lecture (11274)

2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed

<- add this grade to all students

Grade	Transcript Note	Find
B		

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
2009011493	James Jarrell			UGR	Undergraduate - Criminology/Political Science	Senior
2009011494	James Jarrell			UGR	Undergraduate - Interdisciplinary Studies	Senior
2009011494	James Jarrell			UGR	Undergraduate - Business Administration	Senior
2009011493	James Jarrell			UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
5	James Jarrell			UGR	Undergraduate - Finance	Junior
6	James Jarrell			UGR	Undergraduate - Biology	Junior
7	James Jarrell			UGR	Undergraduate - Business Administration	Senior
8	James Jarrell			UGR	Undergraduate - Finance	Junior
9	James Jarrell			UGR	Undergraduate - Business Administration	Junior
10	James Jarrell			UGR	Undergraduate - Electrical Engineering	Senior

Step Action

8.

Click the **B** list item.

B

Faculty Center
Grade Roster [View FERPA Statement](#)

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM
Lecture (11274)
2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information



Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only
*Approval Status: **Not Reviewed**

B <- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2009011000	Abigail Bennett	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2009011000	James Brandy	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2009011000	Benjamin	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011000	Josephine	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2009011000	Josephine	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011000	Josephine	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2009011000	Josephine	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011000	Josephine	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011000	Josephine	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2009011000	Josephine	B		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

9. Click the **<- Add this grade to all students** button.

10. All the students now display a grade of **B**. Now we can change the grades for those that didn't earn a **B**.
 Click the **Vertical** scrollbar.
11. Student 3 earned a **D**.
 Click the **Roster Grade** list.


The screenshot shows the UTD TEST Faculty Self Service interface. At the top, there are navigation links for Home, Add to Favorites, and Sign out. A left-hand menu contains options like Faculty Center, View My Advisees, Class Search, Browse Course Catalog, Set Up SACR, and Reporting Tools. The main content area is titled 'Meeting Information' and displays details for a meeting on TuTh 10:00AM - 11:15AM in room TBA, led by Instructor Jarrell, Karen, from 08/20/2009 to 12/16/2009. Below this, there are dropdown menus for 'Grade Roster Type' (set to Final Grade) and 'Approval Status' (set to Not Reviewed). A button labeled '<- add this grade to all students' is visible. The central part of the interface is a table with columns for Notify, ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The table lists 10 students with their respective grades and program details. At the bottom of the table, there are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY ALL STUDENTS', and 'PRINTER FRIENDLY VERSION'. Below the table, there are 'RETURN' and 'SAVE' buttons.

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011490	Alison, Bethany	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011495	Barnes, Brandon	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011494	Bass, Stephen	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011493	Brown, Michael Patrick	A A+ A-		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011492	Walt, Christopher	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011497	Conrad, Nicholas	B+ B- C C+ C- D D+		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011496	Deane, Scott	D D- F		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011499	Gray, Jill Joseph	D+		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011498	Wu, Jie	I NR X		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011491	Wright, James	B		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

12. Click the **D** list item for Student 3.

UTD TEST

Home | Add to Favorites | Sign out

Meeting Information

Days & Times: TuTh 10:00AM - 11:15AM | Room: TBA | Instructor: Jarrell, Karen | Meeting Dates: 08/20/2009 - 12/16/2009

*Grade Roster Type: Final Grade | Display Unassigned Roster Grade Only:

*Approval Status: Not Reviewed

<- add this grade to all students

Student Grade | Transcript Note

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011493	Abigail Bennett	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011494	Samuel Bennett	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011494	Sam Bennett	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011495	Joseph Bennett, Jr	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011496	Lee Bennett	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011497	Christopher Bennett	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011498	David Bennett	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011499	Gregory Bennett	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011500	Samuel Bennett	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011501	Samuel Bennett	B		UGR	Undergraduate - Electrical Engineering	Senior

NOTIFY SELECTED STUDENTS | NOTIFY ALL STUDENTS | PRINTER FRIENDLY VERSION

RETURN | SAVE

Step Action

13. Student 5 earned an I (Incomplete).

Click the **Roster Grade** list.



The screenshot shows the UTD TEST Faculty Self Service interface. At the top, there are navigation links for Home, Add to Favorites, and Sign out. A search bar is present on the left. The main content area displays meeting information for a class on TuTh from 10:00AM to 11:15AM in room TBA, taught by Jarrell, Karen. Below this, the grade roster type is set to 'Final Grade' and the approval status is 'Not Reviewed'. A dropdown menu is open, showing a list of grades from A to F, with 'B' selected. The main table lists 10 students with their IDs, names, and current roster grades. At the bottom, there are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY X STUDENTS', 'PRINTER FRIENDLY VERSION', 'RETURN', and 'SAVE'.

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011000	Alison, Jeffrey	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011000	Barney, Brandon	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011000	Bruce, Stephen	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011000	Davidson, Robert	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011000	Davidson, Robert	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011000	Davidson, Robert	A		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011000	Davidson, Robert	A+		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011000	Davidson, Robert	B+		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011000	Davidson, Robert	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011000	Davidson, Robert	C+		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011000	Davidson, Robert	D		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

14.

Click the **I** list item.

I

UTD TEST

Home | Add to Favorites | Sign out

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed

<- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011890	Alcala, Jeffrey	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011890	Alcala, Jeffrey	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011894	Alcala, Jeffrey	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011890	Alcala, Jeffrey	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011890	Alcala, Jeffrey	F		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011897	Alcala, Jeffrey	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011890	Alcala, Jeffrey	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011890	Alcala, Jeffrey	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011890	Alcala, Jeffrey	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011890	Alcala, Jeffrey	B		UGR	Undergraduate - Electrical Engineering	Senior

NOTIFY SELECTED STUDENTS | NOTIFY ALL STUDENTS | PRINTER FRIENDLY VERSION

RETURN | SAVE

Step Action

15.

Click the **Save** button.



16.

The **Approval Status** offers three types of approval. This controls how grades and the grade roster are processed:

Not reviewed – no grades present.

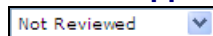
Reviewed – some grades submitted and saved, but the grades have not been posted because changes may still occur.

Approved – each student has a grade, no more changes are needed, and the grades are ready to **post to academic record**.

17.

Let's go ahead and approve these grades.

Click the **Approval Status** list.



The screenshot shows the UTD TEST Faculty Self Service interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. Below this is a 'Meeting Information' section with fields for 'Days & Times' (TuTh 10:00AM - 11:15AM), 'Room' (TBA), 'Instructor' (Jarrell, Karen), and 'Meeting Dates' (08/20/2009 - 12/16/2009). Below the meeting information is a section for '*Grade Roster Type' (Final Grade) and '*Approval Status' (Approved). A dropdown menu is open, showing options: 'Approved', 'Not Reviewed', 'Ready for Review', and '<- add the'. Below this is a table with columns: Notify, ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The table contains 10 rows of student data. At the bottom of the interface are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY ALL STUDENTS', 'PRINTER FRIENDLY VERSION', 'RETURN', and 'SAVE'.

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011493	Alison, Allison	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011494	Barrett, Brandon	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011494	Burke, Brandon	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011493	Chapman, Brandon	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011493	Lee, Brandon	I		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011493	Chapman, Brandon	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011493	Chapman, Brandon	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011493	Lee, Brandon	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011493	Lee, Brandon	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011493	Lee, Brandon	B		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

18.

Click the **Approved** list item.

Approved

19.

Once the grades are **approved**, you can no longer change them.

Note: Grades **MUST** be set to **approved** for the grades to post to the student's **academic record**. Students will not be able to see their grades until the grade is posted.

Additionally, each student must have a grade to move the **grade roster** to **approved** status.

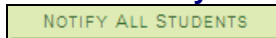
The screenshot shows the UTD TEST Faculty Self Service interface. At the top, there are navigation links for Home, Add to Favorites, and Sign out. A left-hand menu contains options like Faculty Center, View My Advisees, Class Search, Browse Course Catalog, Set Up SACR, and Reporting Tools. The main content area displays details for Lecture 11274, including meeting information (Days & Times, Room, Instructor, Meeting Dates), grade roster type (Final Grade), and approval status (Approved). Below this is a table with columns for Notify, ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The table lists 10 students with their respective details. At the bottom of the table, there are buttons for NOTIFY SELECTED STUDENTS, NOTIFY ALL STUDENTS, and PRINTER FRIENDLY VERSION. Below these are RETURN and SAVE buttons.

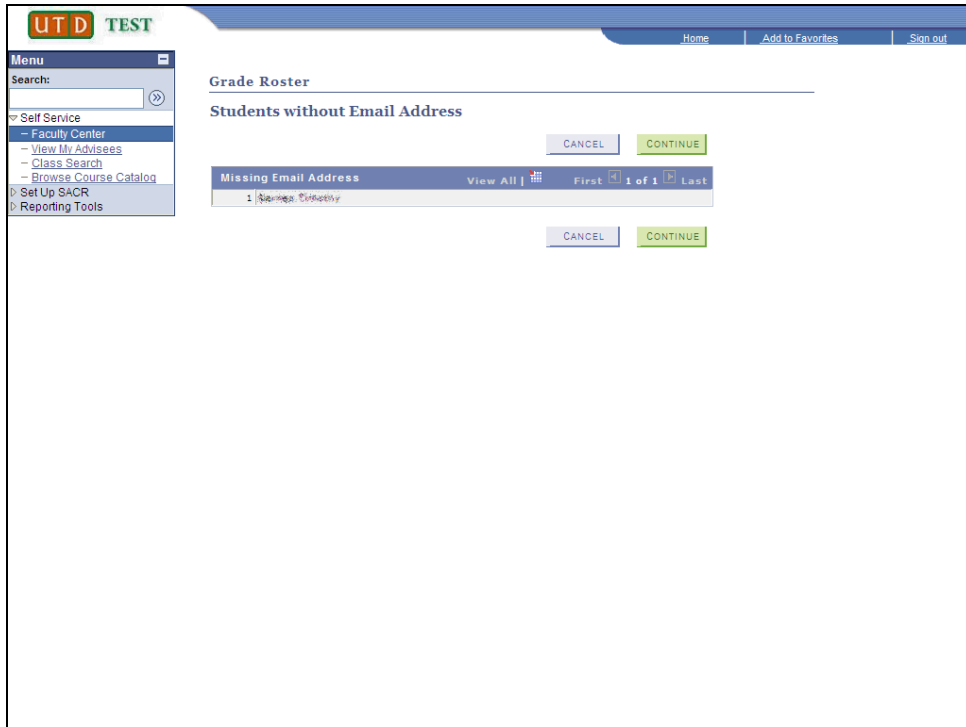
Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011490	Alcala, Jeffrey	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011495	Alcala, Jeffrey	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011494	Alcala, Jeffrey	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011496	Alcala, Jeffrey	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011498	Alcala, Jeffrey	I		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011497	Alcala, Jeffrey	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011495	Alcala, Jeffrey	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011499	Alcala, Jeffrey	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011498	Alcala, Jeffrey	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011498	Alcala, Jeffrey	B		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

20.

Click the **Notify All Students** button.

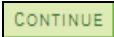




Step Action

21. If an email address is missing, a list displays and you are given the option of canceling the email.

Click the **Continue** button.



The screenshot shows the 'Send Notification' form in the Faculty Center. The form is titled 'Notification from Jarrell, Karen'. It includes the following fields:

- From:** karen@utdallas.edu
- To:** karen@utdallas.edu
- CC:** (empty)
- BCC:** Multiple email addresses listed, including karen@utdallas.edu and others.
- Subject:** <From the desk of Jarrell, Karen>
- Message Text:** (empty text area)

At the bottom of the form is a green button labeled 'SEND NOTIFICATION'. Below the form is a blue link labeled 'Return to Grade Roster'.

Step	Action
------	--------

22.	Here you can enter any text in the Message Text box. You can also edit the email addresses, as well as the subject line.
-----	---

Click the **Return to Grade Roster** link.

[Return to Grade Roster](#)

UTD TEST Faculty Center

Grade Roster [View FERPA Statement](#)

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM
Lecture (11274)
2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: Display Unassigned Roster Grade Only
*Approval Status:

Student Grade | Transcript Note | Find

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	I		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Electrical Engineering	Senior

NOTIFY SELECTED STUDENTS | NOTIFY ALL STUDENTS | PRINTER FRIENDLY VERSION

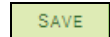
Step Action

23.

Click the **Vertical** scrollbar.

24.

Click the **Save** button.



25.

You can also print a hardcopy version for your files.

Click the **Printer Friendly Version** button.



UTD TEST Home Add to Favorites Sign out

Menu

Search: []

- Self Service
 - Faculty Center
 - View My Advisees
 - Class Search
 - Browse Course Catalog
 - Set Up SACR
 - Reporting Tools

Grade Roster

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM
Lecture (11274)
2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

Grade Roster Type: Final Grade Approval Status: Approved

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
2009011490	Katie Stephens	B		UGR	Undergraduate - Criminology/Political Science	Senior
2009011490	Katie Stephens	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
2009011490	Katie Stephens	D		UGR	Undergraduate - Business Administration	Senior
2009011490	Katie Stephens	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
2009011490	Katie Stephens	I		UGR	Undergraduate - Finance	Junior
2009011490	Katie Stephens	E		UGR	Undergraduate - Biology	Junior
2009011490	Katie Stephens	B		UGR	Undergraduate - Business Administration	Senior
2009011490	Katie Stephens	B		UGR	Undergraduate - Finance	Junior
2009011490	Katie Stephens	B		UGR	Undergraduate - Business Administration	Junior
2009011490	Katie Stephens	B		UGR	Undergraduate - Electrical Engineering	Senior

[Return](#)

Step Action

26. Use your browser's print function to print the **Grade Roster**.

Click the **Return** link.

[Return](#)

27. **Congratulations!**

You now know how to add grades to entire groups of students or individually. You also can notify students and approve grades

End of Procedure.

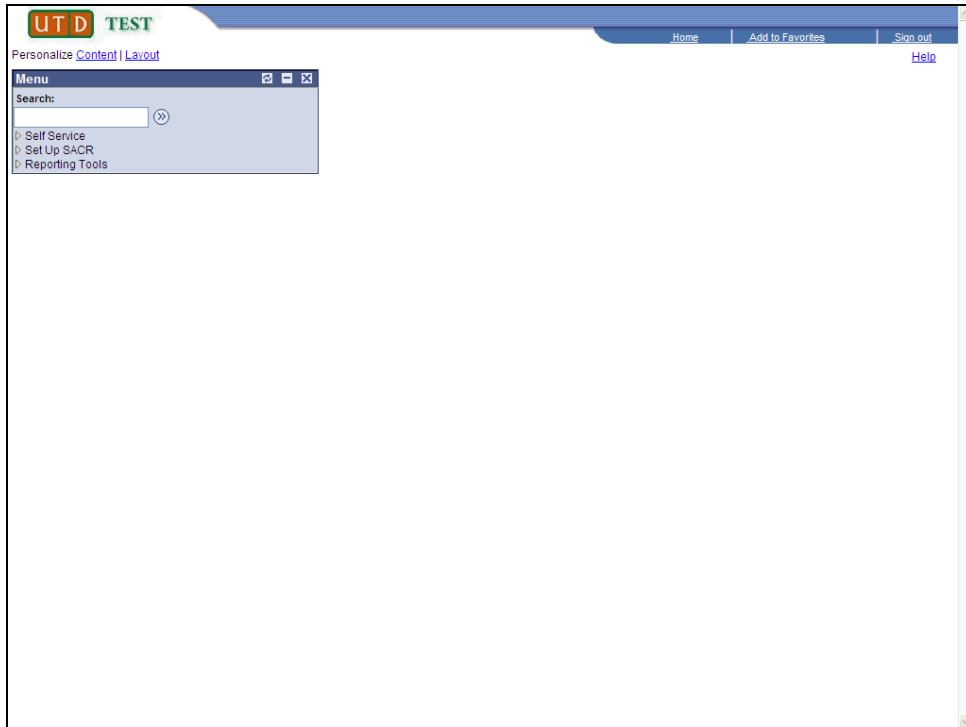
Reviewing Grades

The Faculty Center gives instructors access to Class Rosters and Grade Rosters. This allows instructors to review grades.

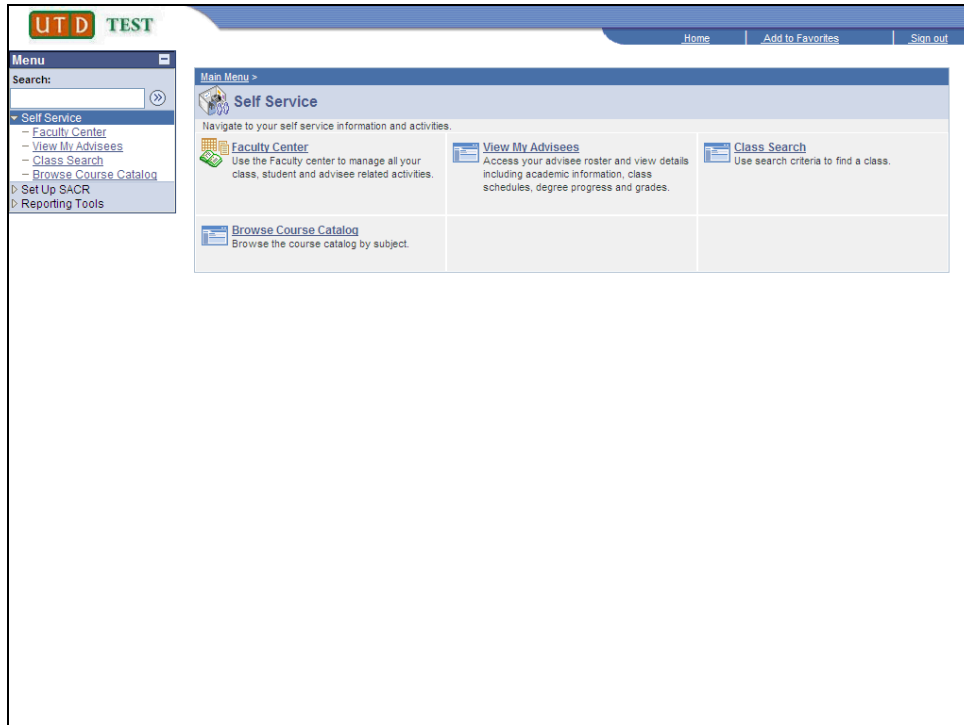
Procedure

This topic covers reviewing grades already entered into the **Orion** system.


Upon completion of this lesson, you will be able to review and change grades to entire groups of students or individually.



Step	Action
1.	First navigate to the Grade Roster of the particular class you want to give grades. Click the Self Service link. <input type="button" value="Self Service"/>



Step	Action
------	--------

2. Click the **Faculty Center** link.

3. This page displays your teaching schedule, as well as providing links to class rosters, gradebooks, and grade rosters.

UTD TEST

Home | Add to Favorites | Sign out

Dr. KJ Jarrell

faculty center | class search | browse catalog

Faculty Center

My Exam Schedule
View My Advisees

2009 Fall | University of Texas at Dallas [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

[Class Roster](#) [Gradebook](#) [Grade Roster](#) [Learning Management](#)

My Teaching Schedule > 2009 Fall > University of Texas at Dallas

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	AIM 5201-01 (10832)	FINANCIAL ACCOUNTING (Lecture)	0	Sa 8:30AM - 12:30PM	SOM 1.110	Aug 20, 2009- Oct 17, 2009
	BA 4V90-F16 (10932)	MANAGEMENT INTERNSHIP (Practicum)	0	TBA	TBA	Aug 20, 2009- Dec 16, 2009
	CRIM 3304-001 (11273)	RES METH IN CRIME & JUST STUDY (Lecture)	0	TuTh 10:00AM - 11:15AM	TBA	Aug 20, 2009- Dec 16, 2009
	CS 1136-101 (10145)	COMPUTER SCIENCE LABORATORY (Laboratory)	0	We 2:30PM - 4:20PM	ECSS 2.103	Aug 20, 2009- Dec 16, 2009
	PA 3304-001 (11274)	RESEARCH METHODS IN PUBLIC ADM (Lecture)	10	TuTh 10:00AM - 11:15AM	TBA	Aug 20, 2009- Dec 16, 2009
	PA 5315-501 (11405)	PUBLIC MANAGEMENT (Lecture)	0	Th 7:00PM - 9:45PM	CN 1.304	Aug 20, 2009- Dec 16, 2009
	PSCI 5315-501 (11406)	PUBLIC MANAGEMENT (Lecture)	0	Th 7:00PM - 9:45PM	CN 1.304	Aug 20, 2009- Dec 16, 2009
	SOC 3304-001 (11275)	RESEARCH METHODS IN SOCIOLOGY (Lecture)	0	TuTh 10:00AM - 11:15AM	TBA	Aug 20, 2009- Dec 16, 2009

Step Action

- We will use the **Grade Roster** to add grades to the Research Methods in Public Administration class.

Note: Make sure you are in the right term for grading.

Click the **Grade Roster** button.



- On the **Grade Roster** you can set the type of grade roster, set the approval status, give a blanket grade to all the students, or set the grades for each student individually.

- Note:** Do **NOT** use the **Transcript Note** tool! (Located next to the **Student Grade** tab.)

This functionality is reserved for possible future use. Faculty should **not** add notes to student transcripts.

UTD TEST Home Add to Favorites Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM

Lecture (11274)

2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only

*Approval Status: **Not Reviewed**

<- add this grade to all students

Student Grade	Transcript Note	Find					
Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2009011400	James, James			UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2009011400	James, James			UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2009011400	James, James			UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011400	James, James			UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2009011400	James, James			UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011400	James, James			UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2009011400	James, James			UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011400	James, James			UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011400	James, James			UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2009011400	James, James			UGR	Undergraduate - Electrical Engineering	Senior

Step Action

7. The majority of students earned a B in this class.

Let's use the **Add this grade to all students** option to get started.

Click the **<- Add this grade to all students** list.



UTD TEST Home Add to Favorites Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM

Lecture (11274)

2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed

<- add this grade to all students

Grade	Transcript Note	Find
B		

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
2009011493	Alvarez, Estefania			UGR	Undergraduate - Criminology/Political Science	Senior
2009011495	Alvarez, Estefania			UGR	Undergraduate - Interdisciplinary Studies	Senior
2009011494	Alvarez, Estefania			UGR	Undergraduate - Business Administration	Senior
2009011493	Alvarez, Estefania			UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
5	Alvarez, Estefania			UGR	Undergraduate - Finance	Junior
6	Alvarez, Estefania			UGR	Undergraduate - Biology	Junior
7	Alvarez, Estefania			UGR	Undergraduate - Business Administration	Senior
8	Alvarez, Estefania			UGR	Undergraduate - Finance	Junior
9	Alvarez, Estefania			UGR	Undergraduate - Business Administration	Junior
10	Alvarez, Estefania			UGR	Undergraduate - Electrical Engineering	Senior

Step Action

8.

Click the **B** list item.

B

UTD TEST Faculty Center

Grade Roster [View FERPA Statement](#)

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM
Lecture (11274)
2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information



Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only
*Approval Status: **Not Reviewed**

B <- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2009011000	Abigail Anderson	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2009011001	James Anthony	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2009011004	Eric Astorino	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011003	Joseph Andrew Farnsworth	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2009011002	Lee Brinkley	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011007	Christopher Brinkley	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2009011005	David Cook	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011009	Gregory Joseph	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011008	Samuel Cook	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2009011006	Robert Johnson	B		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

9. Click the **<- Add this grade to all students** button.

10. All the students now display a grade of **B**. Now we can change the grades for those that didn't earn a **B**.
 Click the **Vertical** scrollbar.
11. Student 3 earned a **D**.
 Click the **Roster Grade** list.


UTD TEST

Home Add to Favorites Sign out

Meeting Information

Days & Times: TuTh 10:00AM - 11:15AM Room: TBA Instructor: Jarrell, Karen Meeting Dates: 08/20/2009 - 12/16/2009

*Grade Roster Type: Final Grade *Approval Status: Not Reviewed Display Unassigned Roster Grade Only

<- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011490	Alana, Alana	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011495	Alana, Alana	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011494	Alana, Alana	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011490	Alana, Alana	A A+ A-		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011490	Alana, Alana	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011497	Alana, Alana	B+ B- C C+ C- D D+		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011490	Alana, Alana	D D+ D- F I NR X S		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011490	Alana, Alana			UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011490	Alana, Alana			UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011490	Alana, Alana			UGR	Undergraduate - Electrical Engineering	Senior

NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

RETURN SAVE

Step Action

12.

Click the **D** list item.

The screenshot shows the UTD TEST Faculty Self Service interface. At the top left is the UTD TEST logo. Below it is a menu with options like Faculty Center, View My Advisees, Class Search, Browse Course Catalog, Set Up SACR, and Reporting Tools. The main area displays Meeting Information (Days & Times: TuTh 10:00AM - 11:15AM, Room: TBA, Instructor: Jarrell, Karen, Meeting Dates: 08/20/2009 - 12/16/2009). Below this is the Grade Roster Type (Final Grade) and Approval Status (Not Reviewed). A button labeled '<- add this grade to all students' is visible. The main part of the interface is a table with columns: Notify, ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The table contains 10 rows of student data. Below the table are buttons for NOTIFY SELECTED STUDENTS, NOTIFY ALL STUDENTS, and PRINTER FRIENDLY VERSION. At the bottom are RETURN and SAVE buttons.

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011893	Abdul, Saifur	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011894	Abdul, Saifur	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011894	Abdul, Saifur	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011895	Abdul, Saifur	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011896	Abdul, Saifur	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011897	Abdul, Saifur	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011898	Abdul, Saifur	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011899	Abdul, Saifur	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011900	Abdul, Saifur	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011901	Abdul, Saifur	B		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

13. Student 5 earned an I (Incomplete).

Click the **Roster Grade** list.



The screenshot shows the UTD TEST Faculty Self Service interface. At the top, there are navigation links for Home, Add to Favorites, and Sign out. A left-hand menu contains options like Faculty Center, View My Advisees, Class Search, Browse Course Catalog, Set Up SACR, and Reporting Tools. The main content area is titled 'Meeting Information' and displays details for a meeting on TuTh from 10:00AM to 11:15AM in room TBA, led by Instructor Jarrell, Karen, from 08/20/2009 to 12/16/2009. Below this, there are dropdown menus for 'Grade Roster Type' (set to Final Grade) and 'Approval Status' (set to Not Reviewed), along with a checkbox for 'Display Unassigned Roster Grade Only'. A button labeled '<- add this grade to all students' is visible. The central part of the interface is a table with columns for Student ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. A dropdown menu is open over the 'Roster Grade' column, showing a list of grades from A to NR. At the bottom of the table, there are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY ALL STUDENTS', and 'PRINTER FRIENDLY VERSION'. Below the table are 'RETURN' and 'SAVE' buttons.

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011000	Alison, Jeffrey	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011000	Barney, Brandon	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011000	Bruce, Stephen	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011000	David, Michael	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011000	David, Jonathan	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011000	David, Jonathan	A		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011000	David, Jonathan	A+		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011000	David, Jonathan	B+		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011000	David, Jonathan	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011000	David, Jonathan	C+		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011000	David, Jonathan	C		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011000	David, Jonathan	D+		UGR	Undergraduate - Electrical Engineering	Senior
<input type="checkbox"/>	2010011000	David, Jonathan	D		UGR	Undergraduate - Electrical Engineering	Senior
<input type="checkbox"/>	2010011000	David, Jonathan	F		UGR	Undergraduate - Electrical Engineering	Senior
<input type="checkbox"/>	2010011000	David, Jonathan	NR		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

14. Click the **I** list item.

I

UTD TEST

Home | Add to Favorites | Sign out

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: Final Grade (dropdown) Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed (dropdown)

<- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011000	Alvarez, Brian	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011000	Barnes, Brandon	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011000	Bass, Stephen	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011000	Brown, Michael James	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011000	Lee, Christopher	F		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011000	McDonald, Matthew	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011000	McGee, Scott	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011000	Nguyen, Joseph	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011000	Salinas, Jesse	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011000	Smith, Jason	B		UGR	Undergraduate - Electrical Engineering	Senior

NOTIFY SELECTED STUDENTS | NOTIFY ALL STUDENTS | PRINTER FRIENDLY VERSION

RETURN | SAVE

Step Action

15. Click the **Save** button.

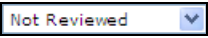


16. The **Approval Status** offers three types of approval. This controls how grades and the grade roster are processed:

- Not reviewed** – no grades present.
- Reviewed** – some grades submitted and saved, but the grades have not been posted because changes may still occur.
- Approved** – each student has a grade, no more changes are needed, and the grades are ready to **post to academic record**.

17. Let's go ahead and approve these grades.

Click the **Approval Status** list.



The screenshot shows the UTD TEST Faculty Self Service interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a 'Meeting Information' section with fields for 'Days & Times' (TuTh 10:00AM - 11:15AM), 'Room' (TBA), 'Instructor' (Jarrell, Karen), and 'Meeting Dates' (08/20/2009 - 12/16/2009). Below the meeting information is a section for '*Grade Roster Type' (Final Grade) and '*Approval Status' (Not Reviewed). A dropdown menu for 'Approval Status' is open, showing options: 'Approved', 'Not Reviewed', and 'Ready for Review'. Below this is a table with columns: Notify, ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The table contains 10 rows of student data. At the bottom of the interface are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY ALL STUDENTS', 'PRINTER FRIENDLY VERSION', 'RETURN', and 'SAVE'.

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011493	Alvarez, Jeffrey	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011494	Barnes, Brandon	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011494	Barnes, Brandon	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011493	Barnes, Brandon	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011493	Lee, Christopher	I		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011497	Castro, Christopher	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011493	Castro, Christopher	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011499	Chen, Jie-Jung	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011499	Chen, Jie-Jung	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011493	Chen, Jie-Jung	B		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

18.

Click the **Approved** list item.

Approved

19.

Once the grades are **approved**, you can no longer change them.

Note: Grades **MUST** be set to **approved** for the grades to post to the student's **academic record**. Students will not be able to see their grades until the grade is posted.

Additionally, each student must have a grade to move the **grade roster** to **approved** status.

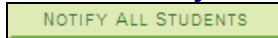
The screenshot shows the UTD TEST Faculty Self Service interface. On the left is a navigation menu with options like 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Set Up SACR', and 'Reporting Tools'. The main content area displays details for 'Lecture (11274)' in the '2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate' session. Below this is a 'Meeting Information' table showing 'Days & Times' as TuTh 10:00AM - 11:15AM, 'Room' as TBA, and 'Instructor' as Jarrell, Karen. There are also dropdown menus for 'Grade Roster Type' (set to 'Final Grade') and 'Approval Status' (set to 'Approved'). A table below lists 10 students with columns for 'Notify', 'ID', 'Name', 'Roster Grade', 'Official Grade', 'Grade Basis', 'Program and Plan', and 'Level'. At the bottom of the roster are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY ALL STUDENTS', and 'PRINTER FRIENDLY VERSION'. Below these are 'RETURN' and 'SAVE' buttons.

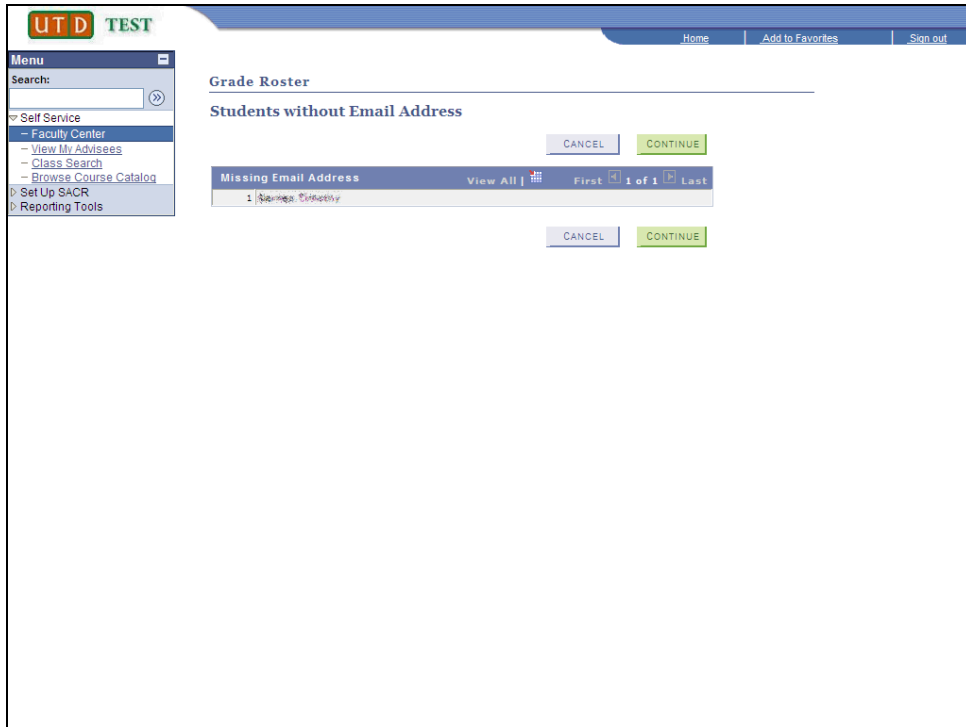
Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011490	Alcala, Jeffrey	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011495	Alcala, Jeffrey	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011494	Alcala, Jeffrey	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011496	Alcala, Jeffrey	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011498	Alcala, Jeffrey	I		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011497	Alcala, Jeffrey	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011495	Alcala, Jeffrey	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011499	Alcala, Jeffrey	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011499	Alcala, Jeffrey	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011498	Alcala, Jeffrey	B		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

20.

Click the **Notify All Students** button.

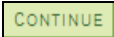




Step Action

21. If an email address is missing, a list displays and you are given the option of canceling the email.

Click the **Continue** button.



The screenshot shows the 'Send Notification' form in the Faculty Center. The form is titled 'Notification from Jarrell, Karen'. It includes the following fields:

- From:** karen@utdallas.edu
- To:** karen@utdallas.edu
- CC:** (empty)
- BCC:** Multiple email addresses, including karen@utdallas.edu and others.
- Subject:** <From the desk of Jarrell, Karen>
- Message Text:** (empty text area)

At the bottom of the form is a green button labeled 'SEND NOTIFICATION'. Below the form is a blue link labeled 'Return to Grade Roster'.

Step	Action
------	--------

22.	Here you can enter any text in the Message Text box. You can also edit the email addresses, as well as the subject line.
-----	---

Click the **Return to Grade Roster** link.

[Return to Grade Roster](#)

UTD TEST Home Add to Favorites Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM

Lecture (11274)

2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: Display Unassigned Roster Grade Only

*Approval Status:

Find

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011460	Alvarez, Matthew	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011460	Alvarez, Matthew	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011460	Alvarez, Matthew	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011460	Alvarez, Matthew	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011460	Alvarez, Matthew	I		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011460	Alvarez, Matthew	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011460	Alvarez, Matthew	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011460	Alvarez, Matthew	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011460	Alvarez, Matthew	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011460	Alvarez, Matthew	B		UGR	Undergraduate - Electrical Engineering	Senior

NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

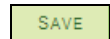
Step Action

23.

Click the **Vertical** scrollbar.

24.

Click the **Save** button.



25.

You can also print a hardcopy version for your files.

Click the **Printer Friendly Version** button.



UTD TEST Home Add to Favorites Sign out

Menu

Search: []

- Self Service
 - Faculty Center
 - View My Advisees
 - Class Search
 - Browse Course Catalog
 - Set Up SACR
 - Reporting Tools

Grade Roster

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM
Lecture (11274)
2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

Grade Roster Type: Final Grade Approval Status: Approved

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	[Link]	B		UGR	Undergraduate - Criminology/Political Science	Senior
2	[Link]	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
3	[Link]	D		UGR	Undergraduate - Business Administration	Senior
4	[Link]	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
5	[Link]	I		UGR	Undergraduate - Finance	Junior
6	[Link]	E		UGR	Undergraduate - Biology	Junior
7	[Link]	B		UGR	Undergraduate - Business Administration	Senior
8	[Link]	B		UGR	Undergraduate - Finance	Junior
9	[Link]	B		UGR	Undergraduate - Business Administration	Junior
10	[Link]	B		UGR	Undergraduate - Electrical Engineering	Senior

[Return](#)

- | Step | Action |
|------|---|
| 26. | Use your browser's print function to print the Grade Roster .

Click the Return link.
Return |
| 27. | Congratulations!

You now know how to add grades to entire groups of students or individually. You also can notify students and approve grades
End of Procedure. |

Posting Grades and Notifying Students

The Faculty Center gives instructors access to Class Rosters and Grade Rosters. This allows instructors to approve grades and send notifications to students.

Procedure

This topic covers entering grades into the **Orion** system.


Upon completion of this lesson, you will be able to add grades to entire groups of students or individually. You will also know how to send notices to students and approve grades



Step	Action
1.	First navigate to the Grade Roster of the particular class you want to give grades. Click the Self Service link. <input type="button" value="Self Service"/>



Step	Action
------	--------

2. Click the **Faculty Center** link.

3. This page displays your teaching schedule, as well as providing links to class rosters, gradebooks, and grade rosters.

UTD TEST

Home | Add to Favorites | Sign out

Menu

Search:

Self Service

- Faculty Center
- View My Advisees
- Class Search
- Browse Course Catalog

Set Up SACR

Reporting Tools

Dr. KJ Jarrell

faculty center | class search | browse catalog

Faculty Center

My Exam Schedule

View My Advisees

2009 Fall | University of Texas at Dallas [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Class Roster | Gradebook | Grade Roster | Learning Management

My Teaching Schedule > 2009 Fall > University of Texas at Dallas

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	AIM 5201-01 (10832)	FINANCIAL ACCOUNTING (Lecture)	0	Sa 8:30AM - 12:30PM	SOM 1.110	Aug 20, 2009- Oct 17, 2009
	BA 4V90-F16 (10932)	MANAGEMENT INTERNSHIP (Practicum)	0	TBA	TBA	Aug 20, 2009- Dec 16, 2009
	CRIM 3304-001 (11273)	RES METH IN CRIME & JUST STUDY (Lecture)	0	TuTh 10:00AM - 11:15AM	TBA	Aug 20, 2009- Dec 16, 2009
	CS 1136-101 (10145)	COMPUTER SCIENCE LABORATORY (Laboratory)	0	We 2:30PM - 4:20PM	ECSS 2.103	Aug 20, 2009- Dec 16, 2009
	PA 3304-001 (11274)	RESEARCH METHODS IN PUBLIC ADM (Lecture)	10	TuTh 10:00AM - 11:15AM	TBA	Aug 20, 2009- Dec 16, 2009
	PA 5315-501 (11405)	PUBLIC MANAGEMENT (Lecture)	0	Th 7:00PM - 9:45PM	CN 1.304	Aug 20, 2009- Dec 16, 2009
	PSCI 5315-501 (11406)	PUBLIC MANAGEMENT (Lecture)	0	Th 7:00PM - 9:45PM	CN 1.304	Aug 20, 2009- Dec 16, 2009
	SOC 3304-001 (11275)	RESEARCH METHODS IN SOCIOLOGY (Lecture)	0	TuTh 10:00AM - 11:15AM	TBA	Aug 20, 2009- Dec 16, 2009

Step Action

- We will use the **Grade Roster** to add grades to the Research Methods in Public Administration class.

Note: Make sure you are in the right term for grading.

Click the **Grade Roster** button.



- On the **Grade Roster** you can set the type of grade roster, set the approval status, give a blanket grade to all the students, or set the grades for each student individually.

- Note:** Do **NOT** use the **Transcript Note** tool! (Located next to the **Student Grade** tab.)

This functionality is reserved for possible future use. Faculty should **not** add notes to student transcripts.

UTD TEST Home Add to Favorites Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM

Lecture (11274)

2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only

*Approval Status: **Not Reviewed**

<- add this grade to all students

Student Grade	Transcript Note	Find					
Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2009011460	James, James			UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2009011460	James, James			UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2009011460	James, James			UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011460	James, James			UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2009011460	James, James			UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011460	James, James			UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2009011460	James, James			UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011460	James, James			UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011460	James, James			UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2009011460	James, James			UGR	Undergraduate - Electrical Engineering	Senior

Step Action

7. The majority of students earned a B in this class.

Let's use the **Add this grade to all students** option to get started.

Click the **<- Add this grade to all students** list.



UTD TEST Home Add to Favorites Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM

Lecture (11274)

2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only

*Approval Status: **Not Reviewed**

<- add this grade to all students

Grade	Transcript Note	Find
B		

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
2009011493	Alvarez, Stephen			UGR	Undergraduate - Criminology/Political Science	Senior
2009011495	Alvarez, Stephen			UGR	Undergraduate - Interdisciplinary Studies	Senior
2009011494	Alvarez, Stephen			UGR	Undergraduate - Business Administration	Senior
2009011498	Alvarez, Stephen			UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
2009011492	Alvarez, Stephen			UGR	Undergraduate - Finance	Junior
2009011497	Alvarez, Stephen			UGR	Undergraduate - Biology	Junior
2009011496	Alvarez, Stephen			UGR	Undergraduate - Business Administration	Senior
2009011499	Alvarez, Stephen			UGR	Undergraduate - Finance	Junior
2009011490	Alvarez, Stephen			UGR	Undergraduate - Business Administration	Junior
2009011491	Alvarez, Stephen			UGR	Undergraduate - Electrical Engineering	Senior

Step Action

8.

Click the **B** list item.

B

UTD TEST Faculty Center

Grade Roster [View FERPA Statement](#)

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM
Lecture (11274)

2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information



Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only
*Approval Status: **Not Reviewed**

B <- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2009011000	Abigail Bellamy	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2009011000	Abigail Bellamy	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2009011000	Abigail Bellamy	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011000	Abigail Bellamy	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2009011000	Abigail Bellamy	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011000	Abigail Bellamy	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2009011000	Abigail Bellamy	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011000	Abigail Bellamy	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011000	Abigail Bellamy	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2009011000	Abigail Bellamy	B		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

9. Click the **<- Add this grade to all students** button.

10. All the students now display a grade of **B**. Now we can change the grades for those that didn't earn a **B**.
 Click the **Vertical** scrollbar.
11. Student 3 earned a **D**.
 Click the **Roster Grade** list.


The screenshot shows the UTD TEST Faculty Self Service interface. At the top, there are navigation links for Home, Add to Favorites, and Sign out. A left-hand menu contains options like Faculty Center, View My Advisees, Class Search, Browse Course Catalog, Set Up SACR, and Reporting Tools. The main content area is titled 'Meeting Information' and displays details for a meeting on TuTh 10:00AM - 11:15AM in room TBA, taught by Jarrell, Karen, from 08/20/2009 to 12/16/2009. Below this, there are dropdown menus for 'Grade Roster Type' (set to Final Grade) and 'Approval Status' (set to Not Reviewed). A button labeled '<- add this grade to all students' is visible. The central part of the interface is a table with columns for Student ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The table lists 10 students with their respective grades and program details. At the bottom of the table, there are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY ALL STUDENTS', and 'PRINTER FRIENDLY VERSION'. Below the table, there are 'RETURN' and 'SAVE' buttons.

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011490	Alvarez, Jeffrey	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011495	Alvarez, Jeffrey	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011494	Alvarez, Jeffrey	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011490	Alvarez, Jeffrey	A A+ A-		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011490	Alvarez, Jeffrey	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011497	Alvarez, Jeffrey	B+ B- C C+ C- D D+		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011490	Alvarez, Jeffrey	D D+ D- F I NR X S		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011490	Alvarez, Jeffrey			UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011490	Alvarez, Jeffrey			UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011490	Alvarez, Jeffrey			UGR	Undergraduate - Electrical Engineering	Senior

Step Action

12.

Click the **D** list item.

The screenshot shows the UTD TEST Faculty Self Service interface. On the left is a 'Menu' with options like 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Set Up SACR', and 'Reporting Tools'. The main area displays 'Meeting Information' for a class on TuTh 10:00AM - 11:15AM in room TBA, taught by Jarrell, Karen. Below this, there are dropdowns for 'Grade Roster Type' (Final Grade) and 'Approval Status' (Not Reviewed). A green button says '<- add this grade to all students'. The main part of the screen is a table with columns: Notify, ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The table lists 10 students. Student 5 is highlighted, and the 'Roster Grade' dropdown is open, showing 'I' (Incomplete) selected. Below the table are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY ALL STUDENTS', and 'PRINTER FRIENDLY VERSION'. At the bottom are 'RETURN' and 'SAVE' buttons.

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011893	Abigail Bennett	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011894	Samuel Bennett	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011894	Sam Bennett	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011895	Joseph Bennett, Jr	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011896	Lee Bennett	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011897	Christopher Bennett	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011898	David Bennett	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011899	Gregory Bennett	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011900	Samuel Bennett	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011901	Joseph Bennett	B		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

13. Student 5 earned an I (Incomplete).

Click the **Roster Grade** list.



The screenshot shows the UTD TEST Faculty Self Service interface. On the left is a menu with options like 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Set Up SACR', and 'Reporting Tools'. The main area displays meeting information for a class on TuTh from 10:00AM to 11:15AM in room TBA, taught by Jarrell, Karen. Below this is a section for 'Grade Roster Type' set to 'Final Grade' and 'Approval Status' set to 'Not Reviewed'. A button '<- add this grade to all students' is visible. The main part of the interface is a table with columns: Notify, ID, Name, Boster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The table lists 10 students with their respective grades. A dropdown menu is open over the 'Boster Grade' column, showing a list of grades: A, A+, A-, B+, B, C+, C, D+, D-, F, I, NR. At the bottom of the table are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY ALL STUDENTS', and 'PRINTER FRIENDLY VERSION'. Below the table are 'RETURN' and 'SAVE' buttons.

Notify	ID	Name	Boster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011000	Alison, Jeffrey	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011000	Barney, Brandon	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011000	Bass, Stephen	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011000	Brown, Michael James	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011000	Chen, Alexander	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011000	Campbell, Matthew	A		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011000	Chen, David	A+		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011000	Chen, Jia	B+		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011000	Chen, Jia	C+		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011000	Chen, Jia	D+		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

14.

Click the **I** list item.

I

UTD TEST

Home | Add to Favorites | Sign out

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: Final Grade (dropdown) Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed (dropdown)

<- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011000	Abdul, Saif	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011000	Abdul, Saif	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011000	Abdul, Saif	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011000	Abdul, Saif	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011000	Abdul, Saif	F		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011000	Abdul, Saif	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011000	Abdul, Saif	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011000	Abdul, Saif	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011000	Abdul, Saif	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011000	Abdul, Saif	B		UGR	Undergraduate - Electrical Engineering	Senior

NOTIFY SELECTED STUDENTS | NOTIFY ALL STUDENTS | PRINTER FRIENDLY VERSION

RETURN | SAVE

Step	Action
------	--------

15.

Click the **Save** button.



16.

The **Approval Status** offers three types of approval. This controls how grades and the grade roster are processed:

Not reviewed – no grades present.

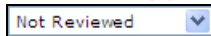
Reviewed – some grades submitted and saved, but the grades have not been posted because changes may still occur.

Approved – each student has a grade, no more changes are needed, and the grades are ready to **post to academic record**.

17.

Let's go ahead and approve these grades.

Click the **Approval Status** list.



The screenshot shows the UTD TEST Faculty Self Service interface. On the left is a menu with options like 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Set Up SACR', and 'Reporting Tools'. The main area displays 'Meeting Information' for a class on TuTh 10:00AM - 11:15AM in room TBA, taught by Jarrell, Karen. Below this, the 'Grade Roster Type' is set to 'Final Grade' and the 'Approval Status' is set to 'Approved'. A table lists 10 students with their IDs, names, roster grades (B, D, I), official grades, grade basis (UGR), program and plan, and level. At the bottom, there are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY ALL STUDENTS', 'PRINTER FRIENDLY VERSION', 'RETURN', and 'SAVE'.

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2010011000	Alvarez, Jeffrey	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2010011000	Barnes, Brandon	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2010011000	Burke, William	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011000	Chapman, Robert	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2010011000	Chapman, Robert	I		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011000	Chapman, Robert	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2010011000	Chapman, Robert	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2010011000	Chapman, Robert	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2010011000	Chapman, Robert	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2010011000	Chapman, Robert	B		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

18.

Click the **Approved** list item.

19.

Once the grades are **approved**, you can no longer change them.

Note: Grades **MUST** be set to **approved** for the grades to post to the student's **academic record**. Students will not be able to see their grades until the grade is posted.

Additionally, each student must have a grade to move the **grade roster** to **approved** status.

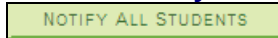
The screenshot shows the UTD TEST Faculty Self Service interface. On the left is a navigation menu with options like 'Faculty Center', 'View My Advisees', 'Class Search', 'Browse Course Catalog', 'Set Up SACR', and 'Reporting Tools'. The main content area displays details for 'Lecture (11274)' for the '2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate' session. It includes meeting information (Days & Times: TuTh 10:00AM - 11:15AM, Room: TBA, Instructor: Jarrell, Karen, Meeting Dates: 08/20/2009 - 12/16/2009) and grade roster settings (Final Grade, Approved). Below this is a table of students with columns for Notify, ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. At the bottom of the table are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY ALL STUDENTS', and 'PRINTER FRIENDLY VERSION'. There are also 'RETURN' and 'SAVE' buttons at the very bottom.

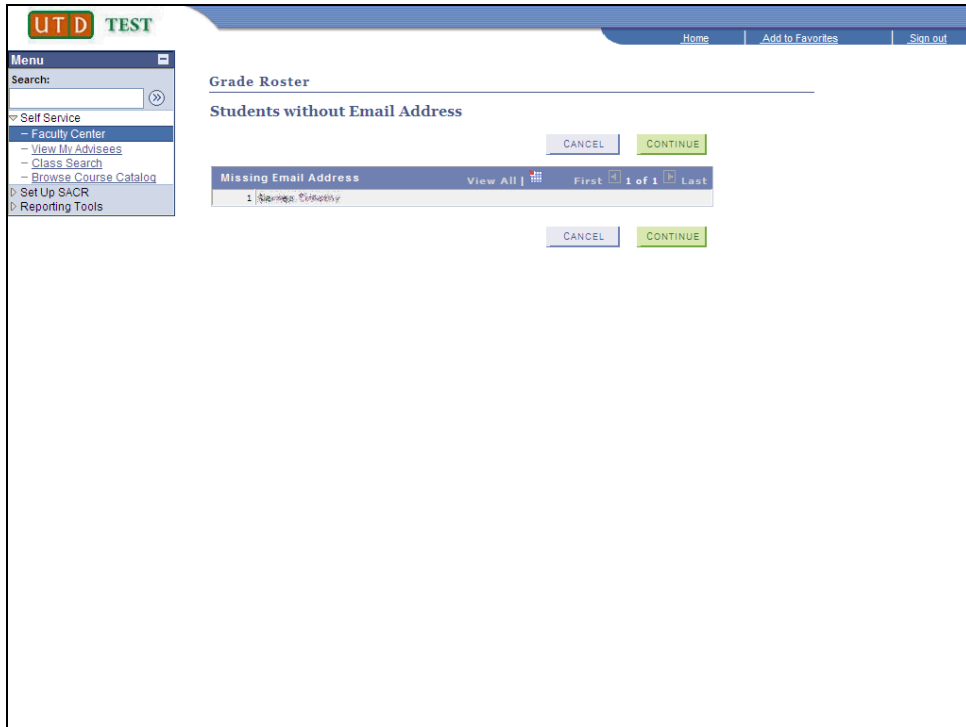
Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2009011490	Alcala, Jeffrey	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2009011495	Alcala, Jeffrey	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2009011494	Alcala, Jeffrey	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011496	Alcala, Jeffrey	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2009011498	Alcala, Jeffrey	I		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011497	Alcala, Jeffrey	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2009011495	Alcala, Jeffrey	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2009011499	Alcala, Jeffrey	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2009011498	Alcala, Jeffrey	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2009011498	Alcala, Jeffrey	B		UGR	Undergraduate - Electrical Engineering	Senior

Step Action

20.

Click the **Notify All Students** button.

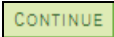




Step Action

21. If an email address is missing, a list displays and you are given the option of canceling the email.

Click the **Continue** button.



The screenshot shows the 'Faculty Center' page with a 'Send Notification' form. The form includes fields for 'From', 'To', 'CC', 'BCC', 'Subject', and 'Message Text'. The 'From' field is pre-filled with 'karenl@utdallas.edu'. The 'To' field contains 'karenl@utdallas.edu'. The 'BCC' field contains a list of email addresses. The 'Subject' field is pre-filled with '<From the desk of Jarrell,Karen>'. A 'SEND NOTIFICATION' button is located at the bottom of the form. A 'Return to Grade Roster' link is located below the form.

Step	Action
------	--------

22. Here you can enter any text in the **Message Text** box. You can also edit the email addresses, as well as the subject line.

Click the **Return to Grade Roster** link.

[Return to Grade Roster](#)

UTD TEST Home Add to Favorites Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM

Lecture (11274)

2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only

*Approval Status: **Approved**

Find

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Criminology/Political Science	Senior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	D		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	I		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Biology	Junior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Business Administration	Senior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Finance	Junior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Business Administration	Junior
<input type="checkbox"/>	2014011460	Alvarez, Stephen	B		UGR	Undergraduate - Electrical Engineering	Senior

NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

Step Action

23.

Click the **Vertical** scrollbar.

24.

Click the **Save** button.

SAVE

25.

You can also print a hardcopy version for your files.

Click the **Printer Friendly Version** button.

PRINTER FRIENDLY VERSION

UTD TEST Home Add to Favorites Sign out

Menu

Search: []

- Self Service
 - Faculty Center
 - View My Advisees
 - Class Search
 - Browse Course Catalog
 - Set Up SACR
 - Reporting Tools

Grade Roster

PA 3304 - 001 RESEARCH METHODS IN PUBLIC ADM

Lecture (11274)

2009 Fall | Regular Academic Session | University of Texas at Dallas | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Jarrell, Karen	08/20/2009 - 12/16/2009

Grade Roster Type: Final Grade Approval Status: Approved

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	[Link]	B		UGR	Undergraduate - Criminology/Political Science	Senior
2	[Link]	B		UGR	Undergraduate - Interdisciplinary Studies	Senior
3	[Link]	D		UGR	Undergraduate - Business Administration	Senior
4	[Link]	B		UGR	Undergraduate - Biochemistry/Molecular Biology	Senior
5	[Link]	I		UGR	Undergraduate - Finance	Junior
6	[Link]	E		UGR	Undergraduate - Biology	Junior
7	[Link]	B		UGR	Undergraduate - Business Administration	Senior
8	[Link]	B		UGR	Undergraduate - Finance	Junior
9	[Link]	B		UGR	Undergraduate - Business Administration	Junior
10	[Link]	B		UGR	Undergraduate - Electrical Engineering	Senior

[Return](#)

Step Action

26. Use your browser's print function to print the **Grade Roster**.

Click the **Return** link.

[Return](#)

27. **Congratulations!**

You now know how to add grades to entire groups of students or individually. You also can notify students and approve grades

End of Procedure.