Manually Entering & Posting Final Grades

This guide will cover how to enter students’ final grades into Catalyst.

Note: Please refer to the guide, “Importing Final Grades” if you will be importing grades from Blackboard.

1) From the Catalyst Faculty Homepage, select the Faculty Center Tile. You will be directed to the My Schedule page that will display a list of classes you are currently teaching for the term.

2) Under My Schedule, select the faculty grade roster for the specific class you would like to grade.
3) A last date of attendance may appear if you have students who have withdrawn from your class. You will not be able to access your grade roster until you have recorded a participation grade for all students who have withdrawn from your class.

No Students Withdrawn: Go to Step 6 if you did not have students withdraw from your class and are directed to the Grade Roster page.

4) For withdrawn students, enter a participation value into the Participation Grade field.

- “W” = Official Withdrawal with Academic Attendance. You must record the last date of attendance to the best of your recollection or personal records.
- “F” = Official Withdrawal Failure
- “WX” = Official Withdrawal without Academic Attendance

5) At the bottom of the page, select Submit Grade Change when all the students have been entered a participation grade and last date of attendance (if applicable).
6) Select **Grade Roster** link located at the top of the page. Ensure the grade roster type reads **Final Grade** in the display options area.

![Grade Roster Interface](image)

7) Enter grades next to each student’s name under the **roster grade column**. You can use the pull down to see the valid grades available for entry or manually enter them into the text field.

![Grade Entry Interface](image)

**VIEW ALL HYPERLINK**: If you have a large grade roster select the view all hyperlink to view all your students on one page. This will help ensure that all your students will receive their final grade.
8) As soon as you entered the first grade a yellow warning box will pop up at the top of
the page to alert you to save your work frequently.

9) Under the Grade Roster Action section, change the approval status to Approved once
all students have received a grade.

Next, select the Save button to capture the new approval status.

EDITING A GRADE: If you need to edit a grade you’ll have to change the approval
status back to “not review” before editing the student’s grade.
10) Scroll to the bottom of the page and select **Post**.

This action will move the grade to the student’s permanent academic record and viewable to students through their Catalyst home page. You must post the grades to complete the grading process for that class.

NOTE: If you can’t select post, contact your class scheduled if you are unable to select the post button.

11) Scroll up to the page and you should see the class will be marked as posted under the Grade Roster Action section. This is your confirmation that your grades have successfully been posted in Catalyst.

Remember, you will not receive an email once grades are officially posted.