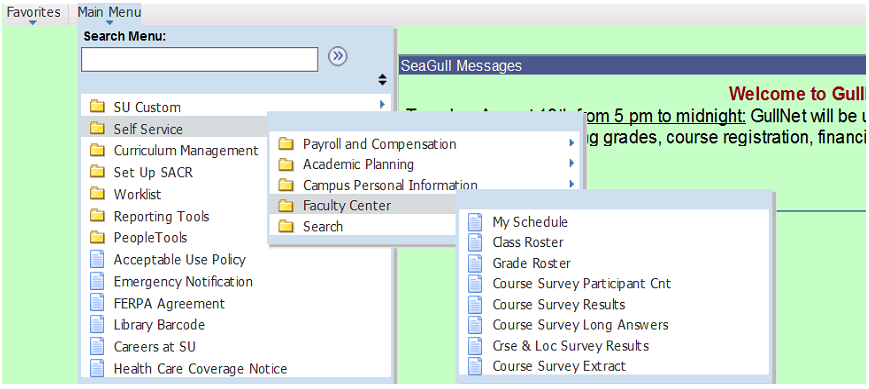
Accessing Class Rosters and Entering Grades

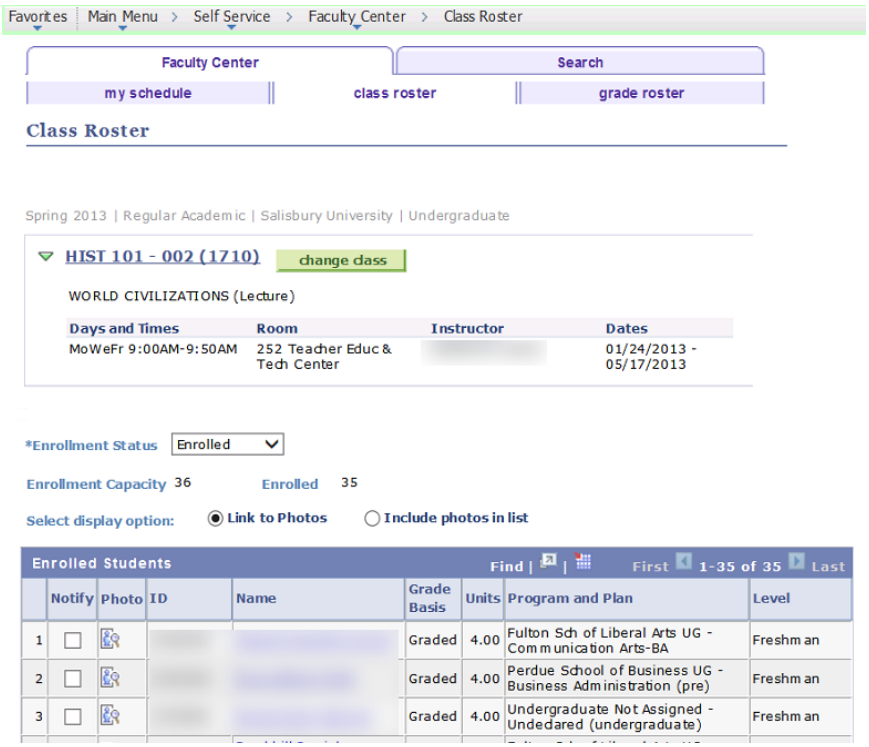
Faculty will find their Grade Rosters in the Faculty Center within GullNet.

VIEWING YOUR ROSTER

1. Open **GullNet.**
2. Click **Main Menu>Self Service>Faculty Center>Class Roster.**

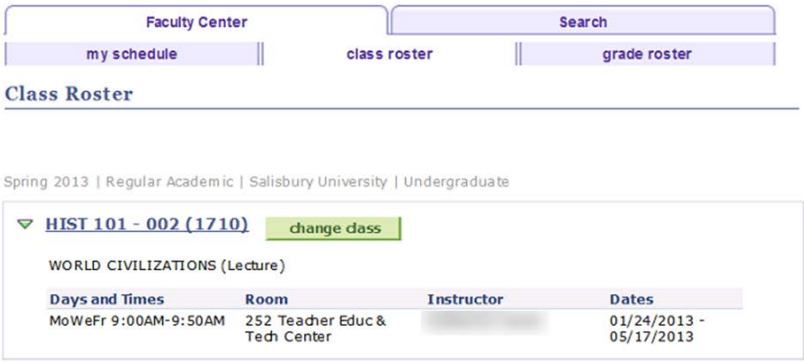


3. Your class roster should appear.

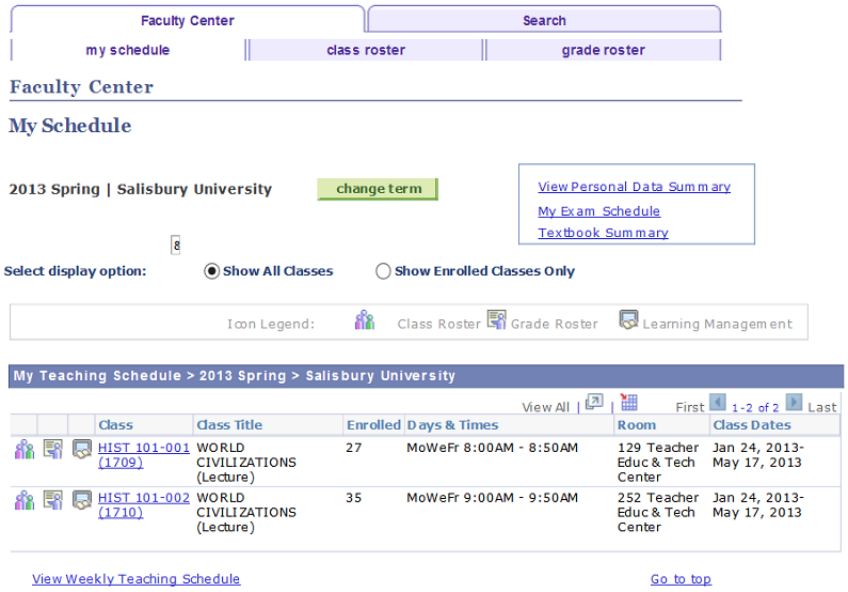


IF YOUR ROSTER DOES NOT APPEAR:

1. Click the green **Change Class** button.



2. In **Faculty Center**, find the course you are looking to display the roster for in the **My Teaching Schedule** display. Click the **Class Roster** icon for that course on the far left hand side of the display.

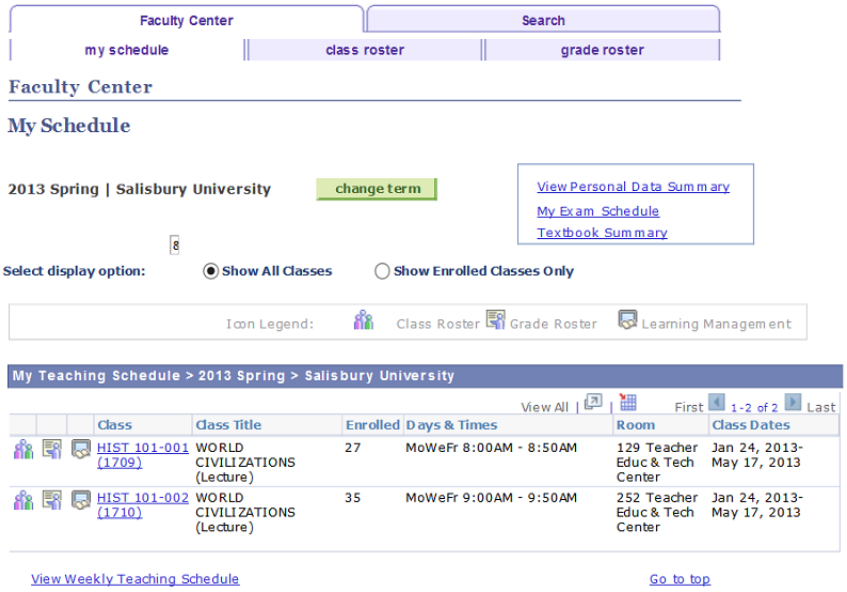


4. Your roster will display for the selected course.
   a. If you do not see your schedule, click the green **Change Term** button and select the semester you wish to view.

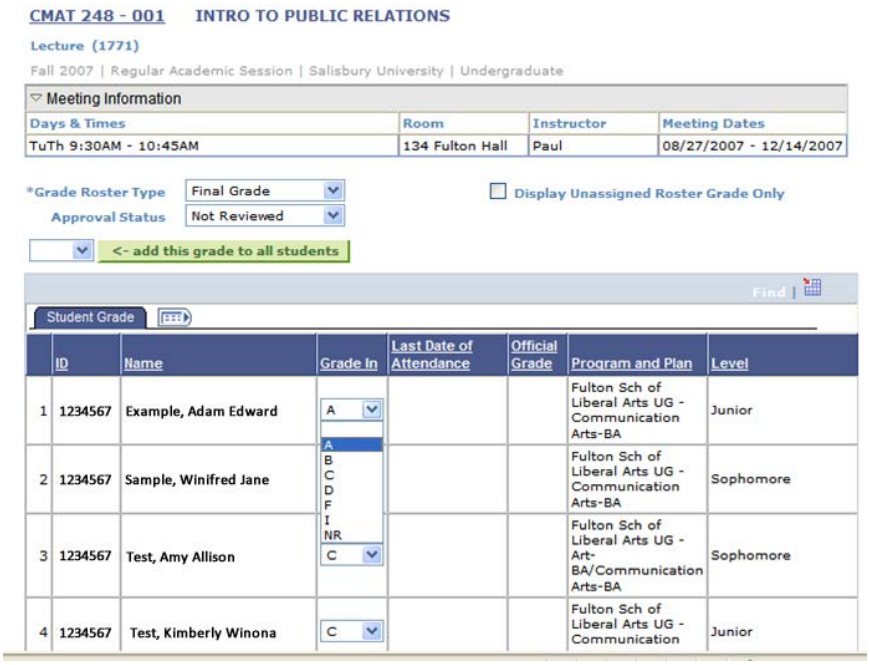
ENTERING GRADES

1. Open **GullNet**
2. Click **Main Menu>Self Service>Faculty Center**.

3. In **Faculty Center**, find the course you are looking to enter grades for in the **My Teaching Schedule** display. Click the **Teacher** icon for that course.



4. Select the desired grade to enter for each student.



5. After you have entered your desired grades, scroll to the bottom and click **Save**.

						BA/Spanish	
13	1234567	Sample, John James	B			Fulton Sch of Liberal Arts UG - Communication Arts-BA/Marketing Management	Sophomore
14	1234567	Sample, Samuel Charles	D			Fulton Sch of Liberal Arts UG - Communication Arts-BA	Sophomore
15	1234567	Sample, Victoria Lynn	A			Fulton Sch of Liberal Arts UG - Communication Arts-BA/Spanish-BA	Junior
16	1234567	Test, Arnold Alex	A			Fulton Sch of Liberal Arts UG - Communication Arts-BA	Junior
17	1234567	Test, Elizabeth Barrett	B			Fulton Sch of Liberal Arts UG - Communication Arts-BA	Sophomore
18	1234567	Test, Ulysses S.	D			Undergraduate Non-Degree - UND/Yes prior ugrad work	Junior

PRINTER FRIENDLY VERSION

RETURN SAVE

6. After you enter grades, you must set the Approval Status.

CMAT 248 - 001 INTRO TO PUBLIC RELATIONS

Lecture (1771)

Fall 2007 | Regular Academic Session | Salisbury University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 9:30AM - 10:45AM	134 Fulton Hall	Paul	08/27/2007 - 12/14/2007

*Grade Roster Type: Final Grade

Approval Status: Not Reviewed

Display Unassigned Roster Grade Only

<- add this grade to all students

a. If you are still reviewing or finalizing your grades, select **Ready to Review**. Click **Save**.
b. When you are certain of all grades and are ready to submit, select **Approved** and click **Save**.