


Faculty Center Grade Roster

Navigation Path:

- Open a browser window.
- Go to <http://buckeyelink.osu.edu/facultystaff.php>.
- Select Faculty Center.
- Authenticate using your name.n and password.
- Click  (Grade Roster icon) on the Faculty Center page next to the appropriate class in “My Teaching Schedule” to access your grade roster. Note: Grade Rosters will not appear until generated by the Office of the University Registrar and then only for an instructor if he/she been designated to Grade/Approve/Post in the Schedule of Classes. Questions regarding access to the Grade Roster should be directed to your College/Department Scheduling Contact.

To post grades:

- Select a grade for each student from the drop down box in the Roster Grade column.
- Review the assigned grades.
- Click the “POST” button.

Faculty Center

Grade Roster [View FERPA Statement](#)

HISTORY 151 - 10Am Civ To 1877

Recitation (12383)

Winter 2009 | Regular Academic Session | The Ohio State University | Undergraduate

Meeting Information









Days & Times	Room	Instructor	Meeting Dates
MoWe 3:30PM - 4:30PM	Ramseyer 0110	Nock, Robinson	1/5/2009 - 3/22/2009

*Grade Roster Type: Display Unassigned Roster Grade Only

*Approval Status: Display Graduating Students

Find

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	100113691	Haaq, Stacia Olqa	<input type="text" value=""/>		Graded	Environment & Natural Resource - Env and Natl Res Under/Resource Development	Junior
<input type="checkbox"/>	100199707	Jackson, Linda Danielle	<input type="text" value=""/>		Graded	Humanities - Women's Studies/Sexuality Studies	Junior
<input type="checkbox"/>	100100058	McGrail, Trish Marie	<input type="text" value=""/>		P/NP	Humanities - World Literatures/Music	Senior
<input type="checkbox"/>	06167513	Mills, Roland A	<input type="text" value=""/>		Graded	Engineering - Aero and Astronautical Eng	Senior
<input type="checkbox"/>	100100709	Pequero, Lorena	<input type="text" value=""/>		Graded	Social & Behavioral Sciences - Political Science/Law	Senior
<input type="checkbox"/>	06164403	Raqqers, Harvey J		W	Admin	Social & Behavioral Sciences - Psychology	Senior

Field	Definition/Action
 View FERPA Statement	Click to read the FERPA (Family Educational Rights and Privacy Act of 1974, as amended) and to link to the full text at the Department of Education website.
Meeting Information	Provides details about the class meeting times and location, and instructor. Click  to collapse/reopen Meeting Information.
*Grade Roster Type <input type="text" value="Final Grade"/> 	Final Grade is the only option available.
*Approval Status <input type="text" value="Not Reviewed"/> 	Not Reviewed, Ready for Review, Approved. Grades must be in "Approved" status to be posted.
<input type="checkbox"/> Display Unassigned Roster Grade Only	Check box to display all students with unassigned grades.
Display Graduating Students <input type="checkbox"/>	Check box to display Graduating Students only.
Total Students	Number of all students enrolled in class.
<input type="text" value=""/>  <- add this grade to all students	Use to assign the same grade to all students on this roster. Hint: This is especially helpful for an S/U or P/NP class. Select the majority of the grades and then change only those that differ.
	Download roster to an Excel spreadsheet. Hold down the Ctrl (Control) key while clicking the icon.
First  1-5 of 5  Last	Use the arrows to scroll through the lists of students. Click "First" or "Last" to be taken to the first or last record.
Transcript Note (tab)	This functionality has not been activated. Notes placed here will not appear on the transcript.
Notify	Check this box to select students to whom an email will be sent.
ID	The student's OSU ID.
Name	The student's official name as listed in the SIS.
Roster Grade	The grade being assigned to the student via this roster.
Official Grade	The grade of record after submitting via the "POST" button.
Grading Basis	Graded (A-E), S/U, etc.
Program and Plan	The student's college and major of study.
Level	Academic Level (Freshman, Sophomore, Junior, Senior, etc.)
NOTIFY SELECTED STUDENTS	Click to send an email to all students for whom the box has been checked in the Notify column and who have an active, valid email address
NOTIFY LISTED STUDENTS	Click to send an email to all students on this roster who have an active, valid email address.
PRINTER FRIENDLY VERSION	Click to access a Printer Friendly version of the Grade Roster.
RETURN	Click to return to the Faculty Center page.
SAVE	Click to save your work and return at a later time.
POST	Click to submit grades. Note: After submitting grades via "POST" you will need to submit a Change of Grade form to make any grade changes.