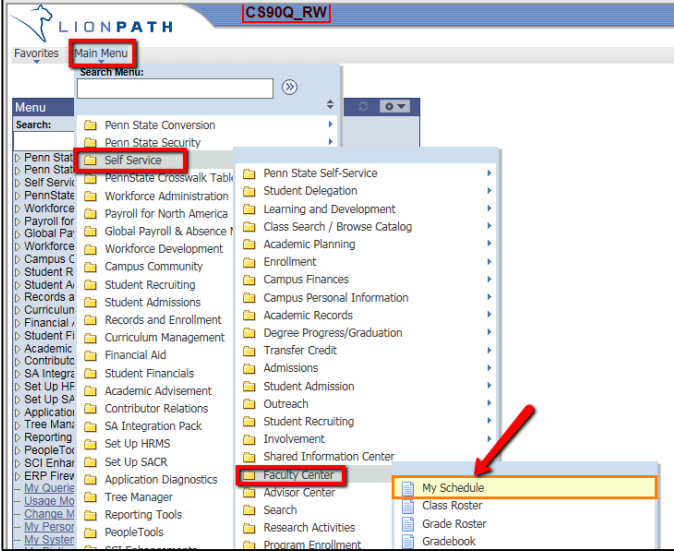


How to Enter and Approve Grades in LionPATH

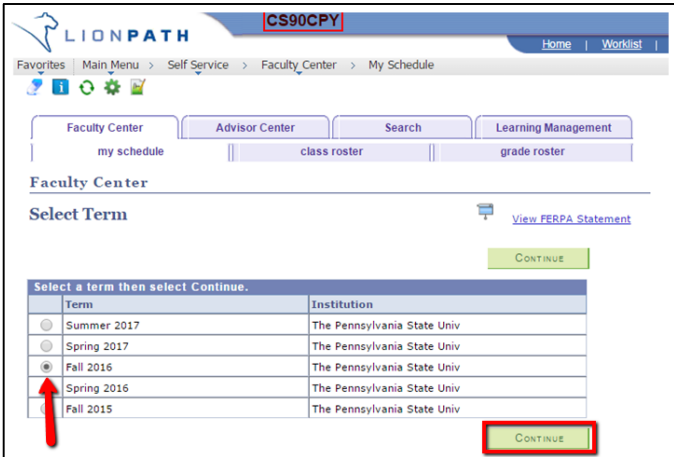
Steps	Actions
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1.	Log in to LionPATH- https://www.lionpath.psu.edu <i>If you need assistance logging into Web Access please contact the Help Desk by calling 814-865-HELP(4357) or email ITServiceDesk@psu.edu.</i>
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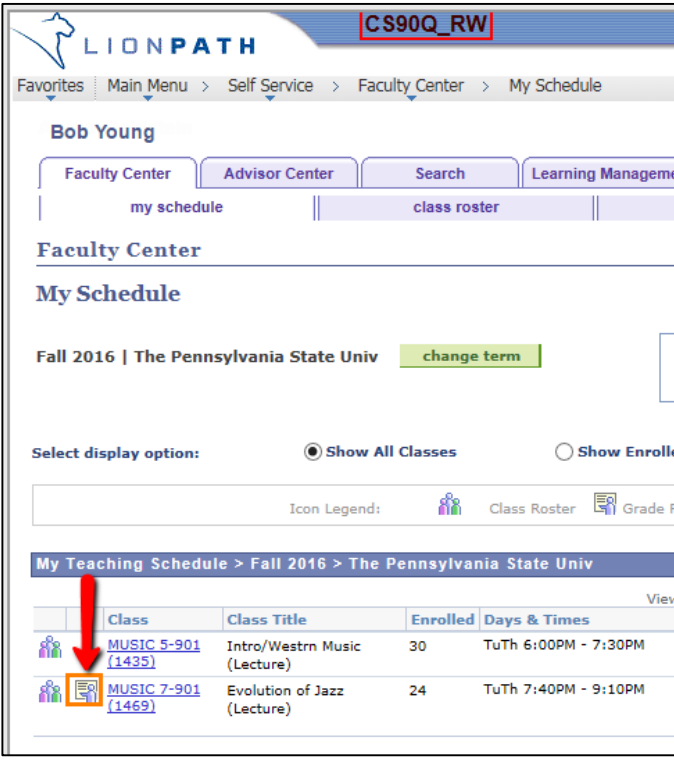
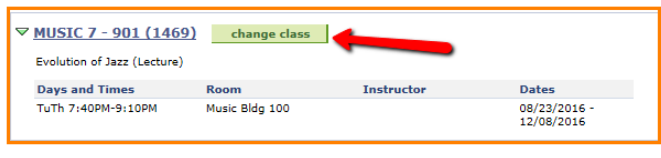
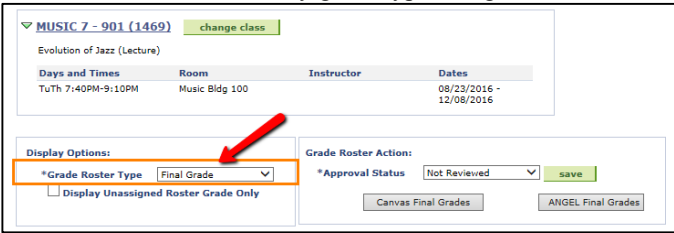
2.	Main Menu > Self Service > Faculty Center > My Schedule 
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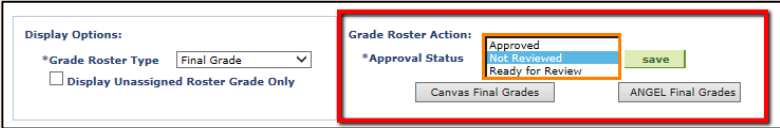
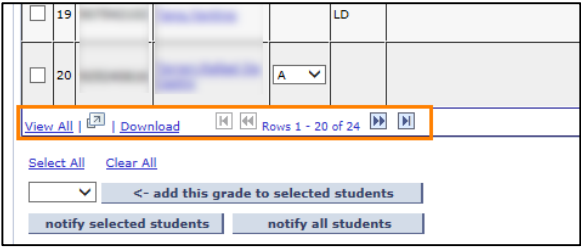
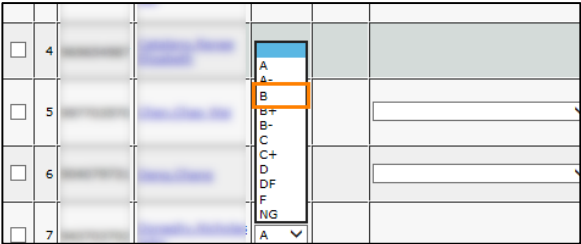
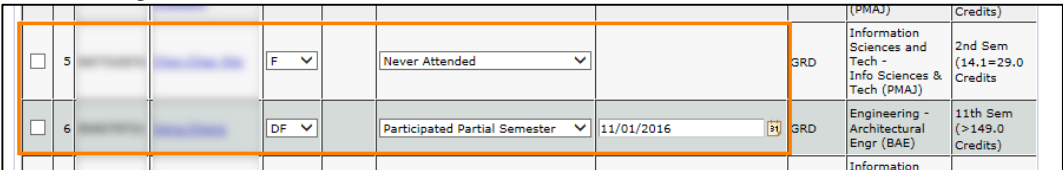
3.	The My Schedule page will open to the term you were viewing the last time you were in the Faculty Center.
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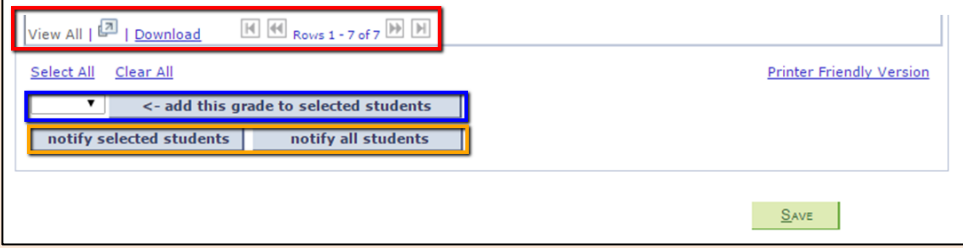
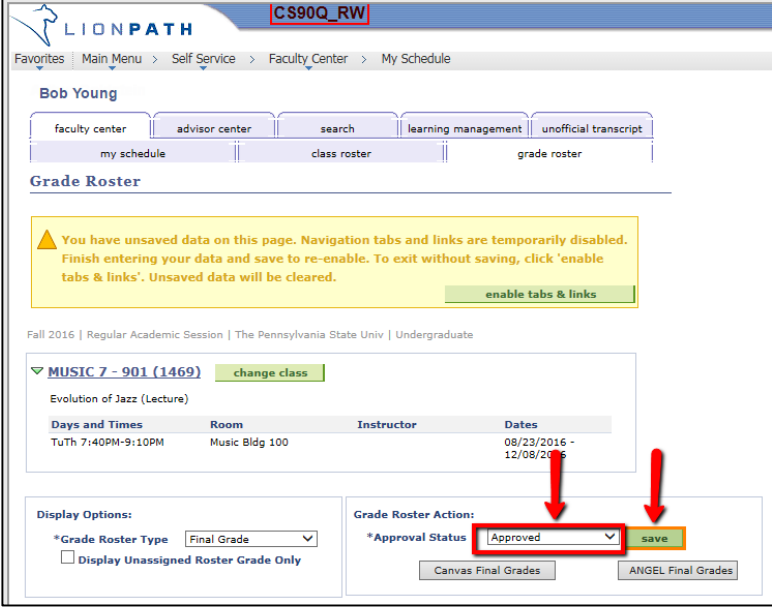
If necessary, click the **change term** button to select the term you will be updating.

Term	Institution
<input type="radio"/> Summer 2017	The Pennsylvania State Univ
<input type="radio"/> Spring 2017	The Pennsylvania State Univ
<input checked="" type="radio"/> Fall 2016	The Pennsylvania State Univ
<input type="radio"/> Spring 2016	The Pennsylvania State Univ
<input type="radio"/> Fall 2015	The Pennsylvania State Univ

Steps	Actions
4.	The My Schedule page is displayed for the selected term.
5.	<p>Grade rosters are accessed by clicking the grade roster icon located, in the second column, to the left of the appropriate class.</p> <p>Note: The icon for the grade roster will only appear once the Office of the University Registrar has created the grade roster. Grade rosters are generated at, or near, the conclusion of a class.</p> 
6.	<p>Basic class information is displayed at the top of the Grade Roster page. Always verify that you are viewing the correct class for the appropriate semester.</p> <p>Note: You can navigate to a different class by clicking the change class button.</p> 
7.	<p>Verify that the Grade Roster Type field displays Final Grade.</p> <p>Note: Final Grade is the only grade type being used at Penn State, if it is not displayed, select it using the drop-down list.</p>  <p><i>Note:</i> To filter the grade roster to only students who have not yet been assigned a grade, check the Display Unassigned Roster Grade Only checkbox. This functionality is helpful for finding students on large rosters who still need grades assigned.</p>

Steps	Actions
Info.	<p>The Grade Roster Action section is used to set the Approval Status after the grades have been populated.</p> <p>There are three Approval Statuses.</p> <p>Note: Campus and college schedulers assign instructors to classes with a role of Grade or Approve. The role you are assigned will determine which Approval Status you can select. If you have questions about the role you have been assigned, contact your scheduler.</p> <p>Approved: This status is the final status before a grade roster is officially posted to a student's academic record. Only instructors assigned the Approve role can select this status.</p> <p>Not Reviewed: This status allows instructors with the Grade or Approve role to import grades from an LMS gradebook and manually enter grades for students.</p> <p>Ready for Review: This status, used by instructors with the Grade role, indicates to the primary instructor that the grades are ready for review and approval. Only instructors with the Approve role can change this status.</p> 
8.	<p>By default, the grade roster will display 20 rows. If you have more than 20 students, you can click the arrows to view other pages or click the View All link to see the entire roster.</p> 
9.	<p>Make sure that every student has an assigned grade. All students listed on the grade roster must have a grade assigned before the instructor can approve the roster.</p>
10.	<p>Assign a grade to each student by clicking the Roster Grade drop-down arrow for the appropriate student.</p> <p>Note: The grade roster lists students alphabetically. In some cases, the sort order may be different from the order in the LMS. If entering grades manually, be careful to select the correct student.</p> <p>Select the appropriate grade from the drop-down list.</p> 
11.	<p>If a student is assigned a grade of NG, DF, or F an Attendance Category must be selected.</p> <ul style="list-style-type: none"> To assign an attendance category, click the drop-down arrow for the Attendance Category field. Select the appropriate category from the drop-down list. <p>Note: When the Participated Partial Semester Attendance Category is selected, you must enter the student's last date of attendance.</p> <ul style="list-style-type: none"> If activated, the Attendance Category and Last Date of Attendance fields must be populated before you can save the grade entries. 

Steps	Actions
Info.	<p>Additional Grade Roster Options</p> <p>At the bottom of the Grade Roster, instructors are provided with some easy to use tools to help enter grades. If you are not using either LMS, or you just wish to enter grades manually, you may use these options to be more efficient.</p> <ul style="list-style-type: none"> • If a class has more than 20 students enrolled, the roster will display 20 rows at a time, unless the view all option is selected. • If a single grade is given to all students, use the Select All link, and the “add this grade to selected students” feature. You may also just select a few students at a time for this feature. • If you wish to notify students, you may use the appropriate option to notify students along with selecting the desired students. • If you have entered grades for a class, and wish to leave the page and return later, be sure to select the “Save” button at the bottom or top of the roster.  <p>The screenshot shows a toolbar with 'View All', 'Download', and navigation arrows. Below it are 'Select All' and 'Clear All' links, and a 'Printer Friendly Version' link. A dropdown menu is open, showing options: '<- add this grade to selected students', 'notify selected students', and 'notify all students'. A 'SAVE' button is visible at the bottom right.</p>
12.	<p>Once all grades are entered you are ready to select the approval status and save your entries.</p> <p>Note: Partial entries can be saved as long as the status is set to Not Reviewed.</p> <p>Click the drop-down arrow next to the Approval Status field.</p> <p>The approval of the grade roster is required before grades are posted to the students' academic record.</p> <p>Note: All students on the grade roster must have a grade assigned before the roster may be approved.</p> <p>Select the appropriate status from the drop-down list.</p> <p>Click the Save button.</p>  <p>The screenshot shows the LionPath interface for a grade roster. A yellow warning box at the top states: 'You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.' Below this, the class 'MUSIC 7 - 901 (1469)' is selected. The 'Grade Roster Action' section shows the '*Approval Status' dropdown menu set to 'Approved' and a 'save' button highlighted with a red arrow. Other buttons for 'Canvas Final Grades' and 'ANGEL Final Grades' are also visible.</p>
Info.	<p>The Office of the University Registrar will be running a process to collect the grades in Approved status and post them as the official grade. At that time, the grades will become visible to students. Once you have approved the grades, you are finished with your grades for that class.</p> <p>After the grades have been approved, at the top of every hour the Registrar's Office is uploading/posting grades. In order for faculty to see if their grades are posted, they should go back into LionPath and into their grade roster and look in the right hand column. If they have posted correctly, it should say "Posted"</p>