

Grade rosters are generated the Friday before the end of the class unless requested or noted on the academic calendar, and faculty members have until the final grade window deadline to enter grades. Faculty members **must** remember to put their grade rosters in the Approved status by the end of the grading window in order for those grades to be posted to the students' transcripts. The Registrar's Office will post any blank grades as Not Reported (NR) to the students' transcripts.

The Registrar's Office will run the process to post the grades each night during the grading period. If a faculty member needs to change grades once they are posted, the faculty member will need to complete the Grade Change process. Instructions for the Grade Change process can be found in the [Faculty Center Guide Edition 2](#). If an adjunct is also an employee of the College, they must submit a Help Desk Ticket to change grades.

The ability to change grades is open for a year after the class is completed. This will allow faculty the time needed to change "I" grades.

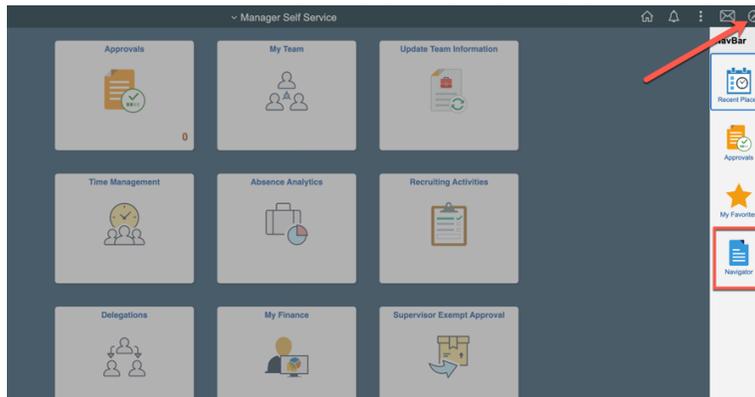
The grade roster is static, and is not automatically updated. This means that if a student adds or drops a class after the grade roster is generated, that student will not be on the grade roster.

If a student was a late add to a class, the faculty member will have to submit a Help Desk ticket to have the student enrolled. The student's final grade must also be indicated in the Help Desk ticket so that it can be posted at the time of enrollment.

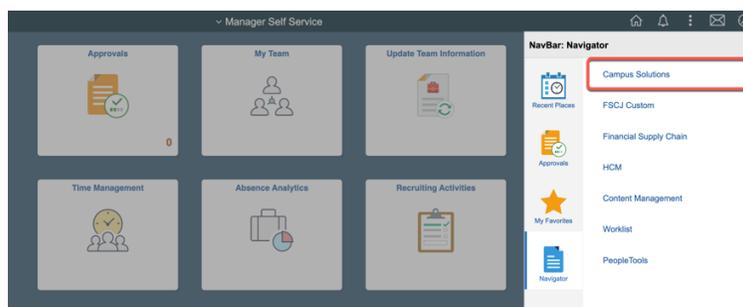
If there is a student who should have been dropped for non-attendance and they are still on your grade roster, submit a Help Desk ticket to have them removed.

To view grade rosters, follow the steps below:

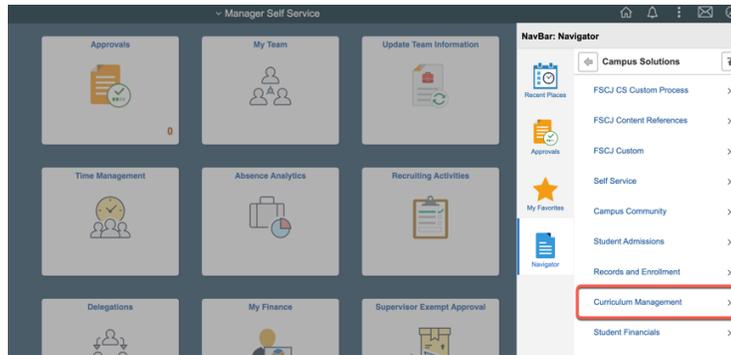
1. Log into myFSCJ and click the **Navigator Icon** in the upper right-hand corner. Then click **Navigator**.



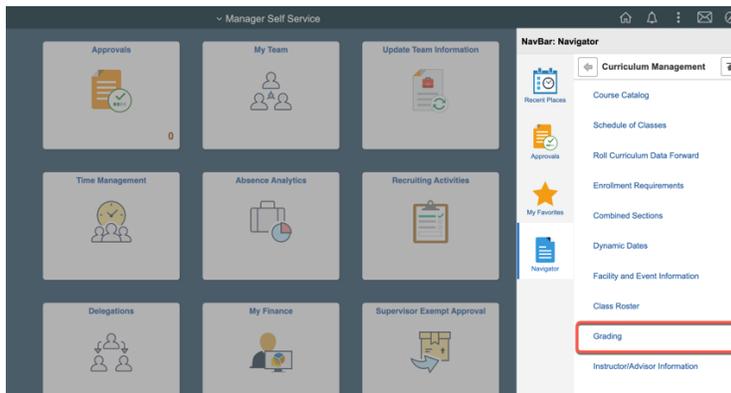
2. Click **Campus Solutions**.



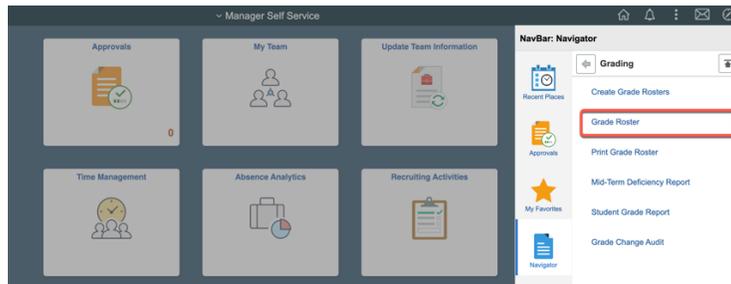
3. Click **Curriculum Management**.



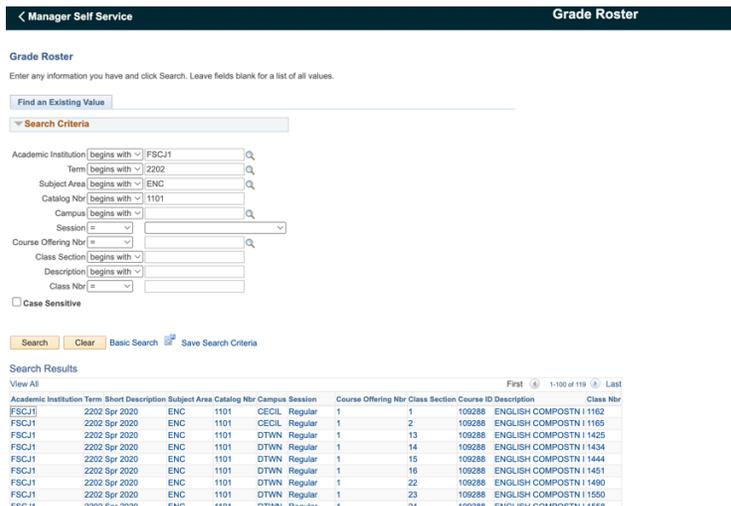
4 Click **Grading**.



5. Click **Grade Roster**.



6. Enter the search criteria and click **Search**. Next click on the class section that you want.



7. On the Grade Roster Type tab you will see general information about the course and the approval status.

Manager Self Service **Grade Roster**

Grade Roster Type | Grade Roster

Course ID 109288 ENGLISH COMPOSTN I Offer Nbr 1 FSCJ1
 ENC Catalog 1101 Class Section 1 Spr 2020
 Use Blind Grading Class Nbr 1162 Regular Academic Session

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Posting Date
1	Final Grade	Approved	04/30/2020	Posted	05/01/2020

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

[Grade Roster Type](#) | [Grade Roster](#)

8. Click the **Grade Roster** tab to view the student grades. The grades in the **Official Grade** column are the grades that have been posted to the student’s transcript.

Manager Self Service **Grade Roster**

Grade Roster Type | **Grade Roster**

Find First 1 of 1 Last

Term Spr 2020 Class Nbr 1162 ENGLISH COMPOSTN I Section 1
 Session Regular ENC Catalog 1101 Seq Nbr 1

Roster Type

Final Grade Final Grade Posted Display Unassigned Roster Grade Only
 Approval Status Approved

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1		A	A	Credit	Graded	Posted	Detail	Note
2		F	F	Credit	Graded	Posted	Detail	Note
3		A	A	Credit	Graded	Posted	Detail	Note
4		A	A	Credit	Graded	Posted	Detail	Note
5		F	F	Credit	Graded	Posted	Detail	Note
6		B	B	Credit	Graded	Posted	Detail	Note

Note: If you do not see a grade roster on this tab, it has not been generated. Submit a Help Desk ticket to request the grade roster. Please note that if there are no students enrolled in the course, the grade roster will not generate.