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, which can be found on the Faculty Tab of the Campus Solutions training website at https://training.fscj.edu/cs.

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. Navigate to **Main Menu > Campus Solutions > Curriculum Management > Grading > Grade Rosters** Enter search criteria to find the class, and hit **Search**. You will find your class in the search results below.	

2. Click the **Grade Roster tab**.	
3. Here you will find a list of the students and their grades. The grades in the **Official Grade** column are the grades that have been posted to the student's transcript. 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.	