

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.

my.fscj.edu

Grade Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Campus: begins with

Session: =

Course Offering Nbr: =

Class Section: begins with

Description: begins with

Class Nbr: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Academic Institution	Term	Short Description	Subject Area	Catalog Nbr	Campus	Session	Course Offering Nbr	Class Section	Course ID	Description	Class Nbr
FSCJ1	2178 Fall 2017		ENC	1101	KENT	Regular 1		66	109288	ENGLISH COMPOSTN	3394

2. Click the **Grade Roster** tab.

Grade Roster Type | **Grade Roster**

Course ID: 109288 ENGLISH COMPOSTN I Offer Nbr: 1 FSCJ1
 Catalog: ENC 1101 Class Section: 66 Fall 2017
 Use Blind Grading Class Nbr: 3394 Regular Academic Session

Grade Roster Type	Description	Approval Status	Approval Date	Final Roster Grading Status	Posting Date
1	Final Grade	Approved	08/09/2017	Posted	08/09/2017

Save Return to Search Notify Refresh

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

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.

Grade Roster Type | **Grade Roster**

Find First 1 of 1 Last

Term: Fall 2017 Class Nbr: 3394 ENGLISH COMPOSTN I Section: 66
 Session: Regular Catalog: ENC 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	Bailey,	NR	A	Credit	Graded	Posted	Detail	Note
2	Carlyle	NR	B	Credit	Graded	Posted	Detail	Note
3	Childress,	NR	A	Credit	Graded	Posted	Detail	Note
4	Cobb	NR	A	Credit	Graded	Posted	Detail	Note
5	Dobbins,	NR	A	Credit	Graded	Posted	Detail	Note
6	Martin,TreVon	NR	A	Credit	Graded	Posted	Detail	Note
7	Parrish,	NR	A	Credit	Graded	Posted	Detail	Note
8	Scott,	NR	A	Credit	Graded	Posted	Detail	Note
9	Slinin,	NR	A	Credit	Graded	Posted	Detail	Note
10	Whartor	NR	A	Credit	Graded	Posted	Detail	Note

Save Return to Search Notify Refresh