

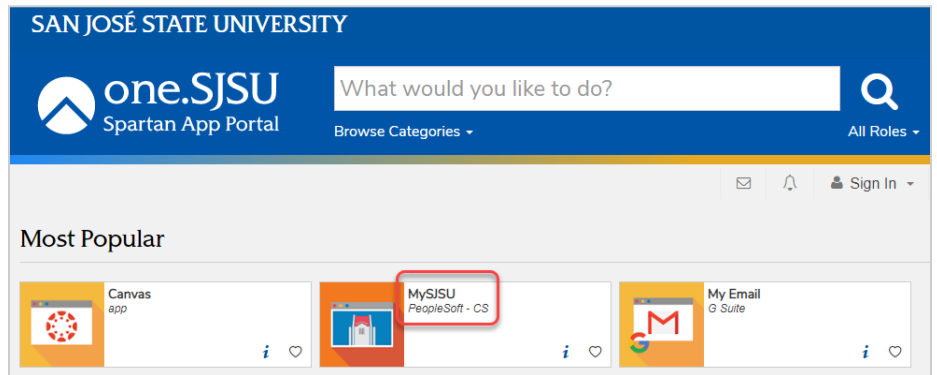
The faculty web access to enter and submit grades is available on the first day of finals for each term (subject to change). This guide shows how to enter grades, add incomplete grade agreements, and change grades during the grading period.

1. Login to MySJSU

1. Go to one.sjsu.edu
2. Click the **MySJSU** tile.
If you can't find the MySJSU tile, search for it in the "What would you like to do?" search bar at the top of the page.

If you see the *MySJSU sign-in* page, please continue to Step #3.

If you see the *SJSU Faculty Center Homepage*, please continue to Step #4.



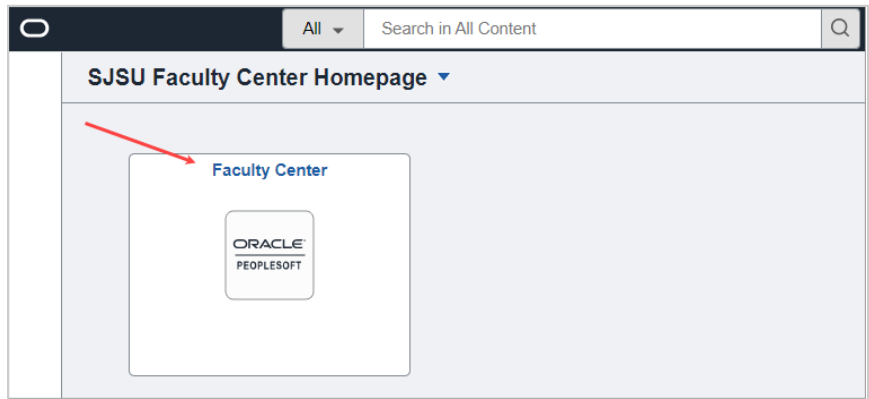
3. Enter your **9-digit SJSU ID** and **Password**. Click the **Sign In** button.

If you have forgotten your password, go to the [Reset Password](#) page and enter the 9-digit SJSU ID. Choose one of the two options listed to reset your password.

You can also go to the FAQ section in the [Password Help](#) page for additional assistance.

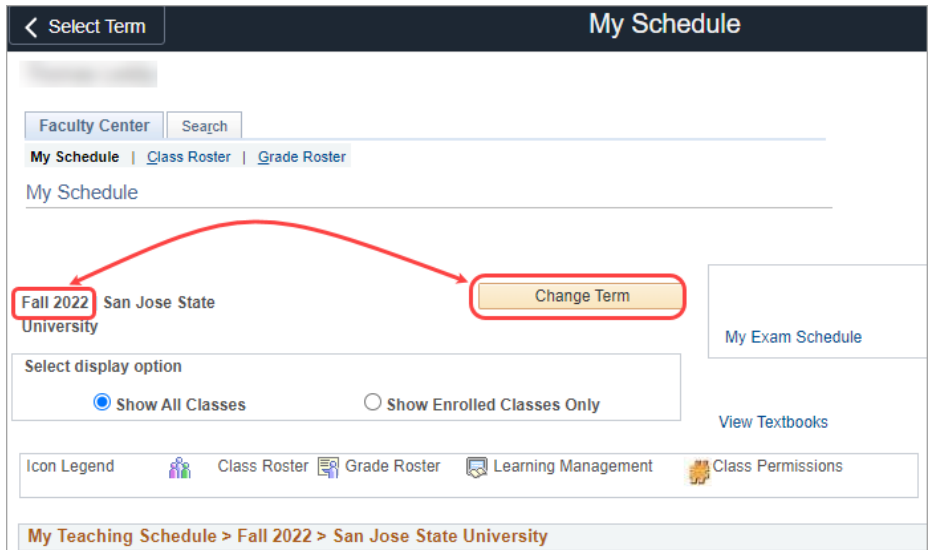
If you continue to have problems, please contact IT Service Desk.
408-924-1530
itservicedesk@sjsu.edu

4. Click on the **Faculty Center** tile.

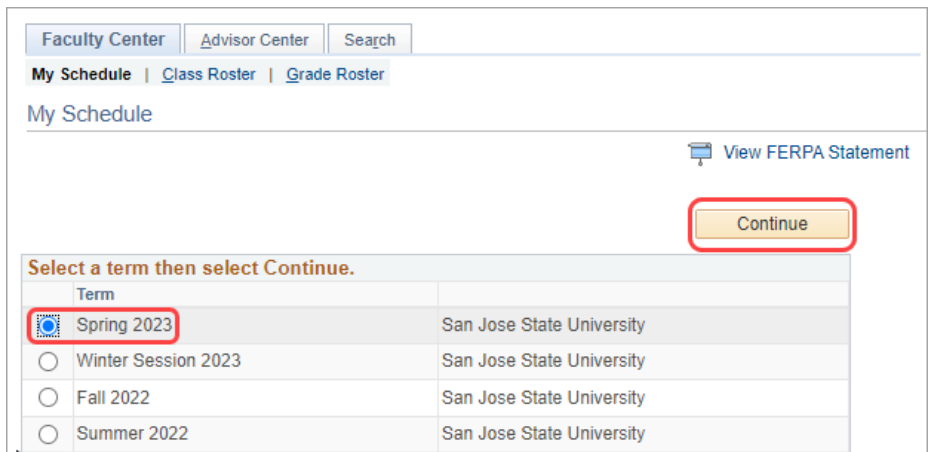


5. In the My Schedule, if you see your term listed you can proceed to Step #5.

6. If it is not the desired term, you can click the **Change Term** button to select the appropriate term.



7. Select the desired term and click the **Continue** button.



- Click on the **Grade Roster** icon next to the desired class.

Note:

If you do not see the Grade Roster icon, it might be that the grade roster has not been generated.

Check the [Registration calendar](#) for the desired term to see when the Faculty Web Access for Grade Posting opens.

Spring 2023 | San Jose State University

Change Term

My Exam Schedule

Select display option

Show All Classes Show Enrolled Classes Only

View Textbooks

Icon Legend

My Teaching Schedule > Spring 2023 > San Jose State University

Personalize | View All | First 1-5 of 5 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
COMM 20-15 (29179)	Public Speaking (Lecture)	1	Tu 9:00AM - 10:15AM	Hugh Gillis Hall 229	Jan 25, 2023 - May 15, 2023
COMM 80-80 (29228)	Communication Wrkshp (Activity)	8	TBA	On Line	Jan 25, 2023 - May 15, 2023

- Enter student grades on this page.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster

Spring 2023 | Regular Academic Session | San Jose State University | Undergraduate

Change Class

COMM 80 - 80 (29228)
Communication Workshop (Activity)

Days and Times	Room	Instructor	Dates
TBA	On Line	Roxanne Crudde	01/25/2023 - 05/15/2023

Display Options

*Grade Roster Type

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Save

Import Grades from File See Faculty Grade Entry Guide

Student Grade

Find | View All | First 1-8 of 8 Last

ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/> 1				Undergraduate
<input type="checkbox"/> 2				Undergraduate
<input type="checkbox"/> 3				Undergraduate
<input type="checkbox"/> 4				Undergraduate
<input type="checkbox"/> 5				Undergraduate
<input type="checkbox"/> 6				Undergraduate
<input type="checkbox"/> 7				Undergraduate
<input type="checkbox"/> 8				Undergraduate

View All | First Rows 1 - 8 of 8 Last

Select All Clear All Printer Friendly Version

-> Add this grade to selected students Save

- Click the dropdown under the **Roster Grade** column and select the available grades to assign to students.

Student Grade

Find | View All | First

ID	Name	Roster Grade	Official Grade
<input type="checkbox"/> 1			
<input type="checkbox"/> 2			
<input type="checkbox"/> 3			
<input type="checkbox"/> 4			
<input type="checkbox"/> 5			
<input type="checkbox"/> 6			
<input type="checkbox"/> 7			
<input type="checkbox"/> 8			

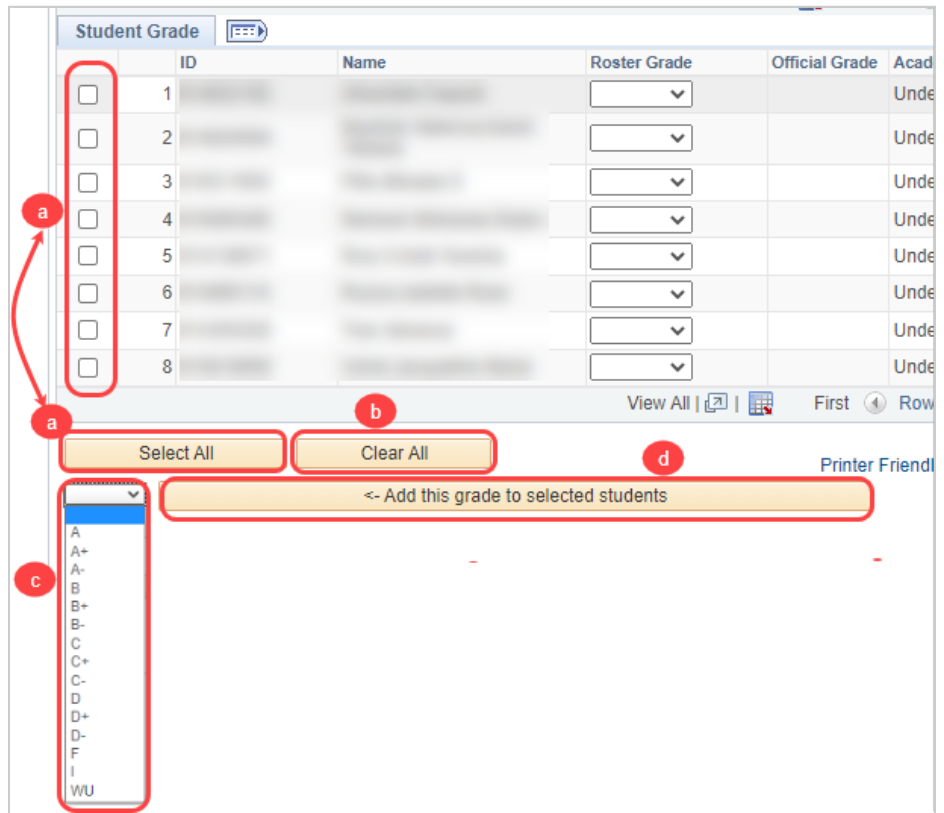
View All | First

Select All Clear All Printer F

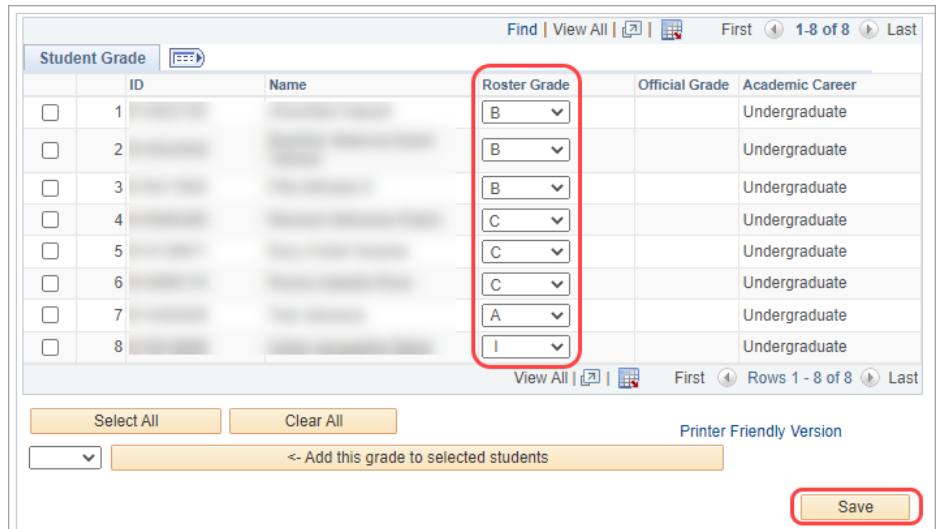
-> Add this grade to selected students

11. You can also select multiple students or select all students to assign the same grade:
- Click the checkbox to manually select students or click the **Select All** button to check all students.
 - You can deselect one or more students by manually unchecking the checkbox. To deselect all the checkboxes, click the **Clear All** button.
 - Click the dropdown and select the appropriate grade.
 - Click the **<- Add this grade to selected students** button.

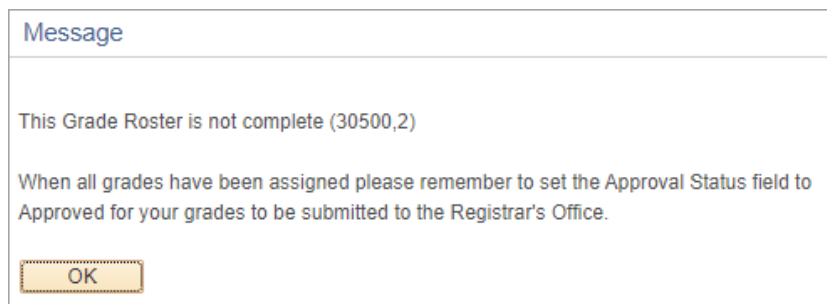
Repeat this process until all grades are entered.



12. Click the **Save** button to save the grades entered.



13. This message will pop up. Click the **OK** button.



Enter Incomplete Grade Agreement Information for "I" Grade(s)

14. For "I" grades entered, the "Incomplete Grade Agreement" column with the **Add** link will appear.

You must add an incomplete grade agreement before you can proceed to approve your grade roster.

Click the **Add** link under the Incomplete Grade Agreement column for the student with an "I" grade.

Student Grade		ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Grade Agreement
<input type="checkbox"/>	1			B		Undergraduate	
<input type="checkbox"/>	2			B		Undergraduate	
<input type="checkbox"/>	3			B		Undergraduate	
<input type="checkbox"/>	4			C		Undergraduate	
<input type="checkbox"/>	5			C		Undergraduate	
<input type="checkbox"/>	6			C		Undergraduate	
<input type="checkbox"/>	7			A		Undergraduate	
<input type="checkbox"/>	8			I		Undergraduate	Add

15. The highlighted fields are required.

- Reason Code** – reason for the "I" grade
- Grade Without Further Work** – grade the student will receive if the student does not complete the further work outlined in the Agreement.
- Deadline for Completion** – date the student must submit completed coursework.

Note: You can **change the Deadline for Completion** to an earlier date.

- Work Required for Removal of "I" Grade** – outlines the coursework the student needs to complete.

Incomplete Grade Agreement

ID: [Redacted]
 Career: UGRD Undergraduate
 Institution: SJ000 San Jose State University
 Term: 2232 Spring 2023
 Class Nbr: 29228 COMM 80, Section 80 (1 Units)
 Instructor(s): [Redacted]

Incomplete Agreement Data

a *Reason Code: [Dropdown]
 b *Grade Without Further Work: [Dropdown]
 c *Deadline For Completion: 04/29/2024 [Calendar]
 d **Work Required for Removal of 'I' Grade**

*Description	Completed	Date Completed
	<input type="checkbox"/>	[Calendar]

Created By: Last Updated:
 Date Accepted By Student: [Text Box]

Example: According to CSU policy, the "I" symbol indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Enrollment Services. If no grade is indicated below, the "I" will be converted to an "F." A student may not graduate with an "I" on the transcript, and no posted grade can be changed after a student's graduation date.

OK Cancel Apply

16. Click the **OK** button once you have completed entering the information for the Incomplete Grade Agreement.

Incomplete Agreement Data

*Reason Code:

*Grade Without Further Work:

*Deadline For Completion:

Work Required for Removal of 'I' Grade

*Description	Completed	Date Completed
Complete field trip paper	<input type="checkbox"/>	<input type="text"/>

Created By: _____ Last Updated: _____

Date Accepted By Student:

According to CSU policy, the "I" grade indicates that a clearly identifiable portion of the course requirements cannot be met within the academic term for unforeseen but justified reasons and there is still a possibility of earning credit. This Agreement states the conditions for removal of the Incomplete. An "Incomplete" must be made up by the EARLIEST of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was issued, (2) the "Deadline for completion" indicated on this form, or (3) the degree conferral date for a graduating student. In the event that the course requirements are not completed by the EARLIEST of these dates, the Grade Without Further Work on this form will be the grade posted by the Office of the Registrar. An "I" grade is not a valid option for the Grade Without Further Work.

OK Cancel Apply

17. After clicking OK, you will return to the Class Roster or Grade Roster page.

The link under the Incomplete Grade Agreement column will change from **Add** to **Update**.

18. You may continue to add Agreements for students with an "I" grade.

ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Grade Agreement
1		B		Undergraduate	
2		B		Undergraduate	
3		B		Undergraduate	
4		C		Undergraduate	
5		C		Undergraduate	
6		C		Undergraduate	
7		A		Undergraduate	
8		I		Undergraduate	Update

19. Once all grades and incomplete grade agreements are entered and you are ready to submit, select **Approved** from the **Approval Status** dropdown menu.

Then click the **Save** button

COMM 80 - 80 (29228)
Communication Workshop (Activity)

Days and Times	Room	Instructor	Dates
TBA	On Line	Roxanne Cnudde	01/25/2023 - 05/15/2023

Display Options: Display Unassigned Roster Grade Only

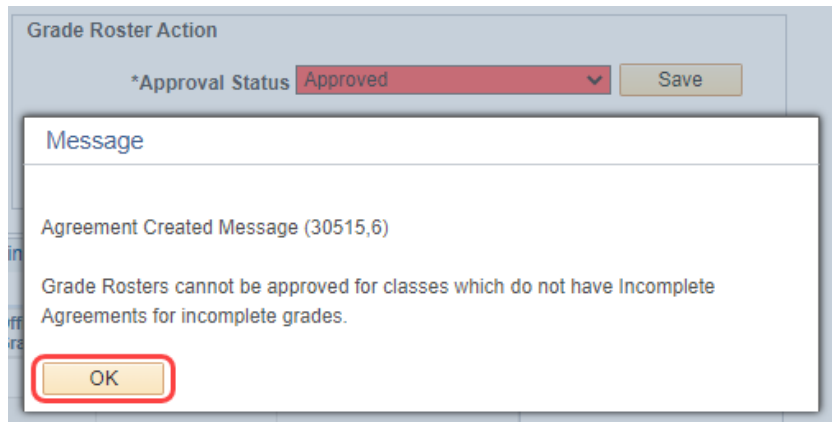
*Grade Roster Type:

Grade Roster Action: *Approval Status: **Save**

Import Grades from File See Faculty Grade Entry Guide

20. If this message pops up, then that means there is one or more "I" grades without an incomplete grade agreement.

Click the **OK** button.



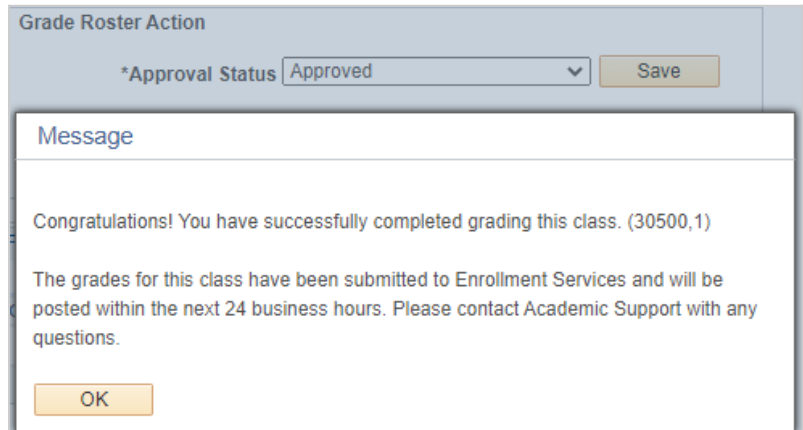
21. Change the Approval Status back to **Not Reviewed**.

Go back to **Step #14** to add any missing incomplete grade agreements.

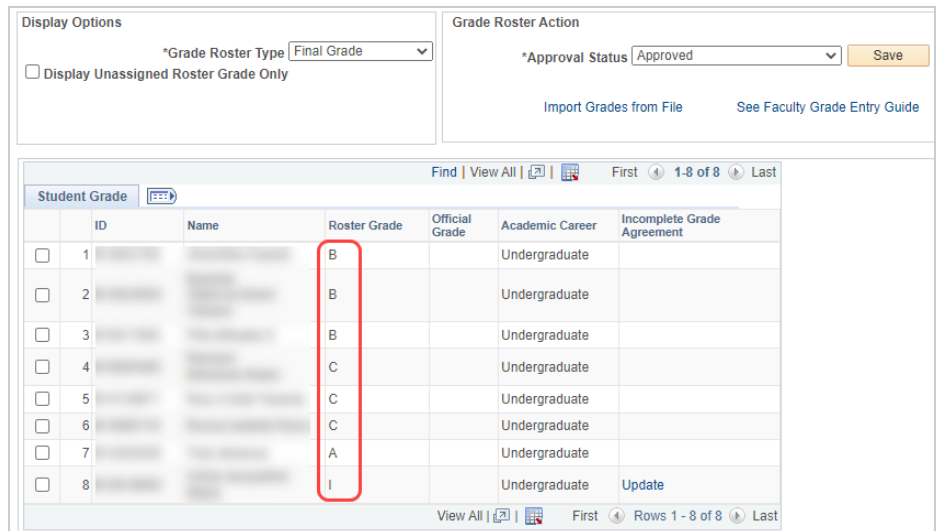


22. If this message pops up, you have successfully completed grading this class.

Click the **OK** button.



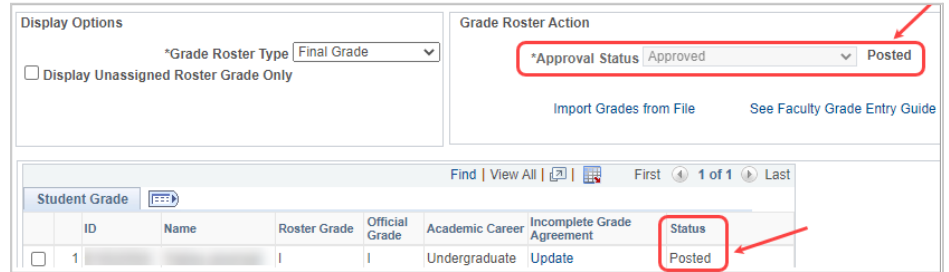
23. The Grade boxes disappeared.



Change Grades

24. **Grade Rosters with Posted Status**

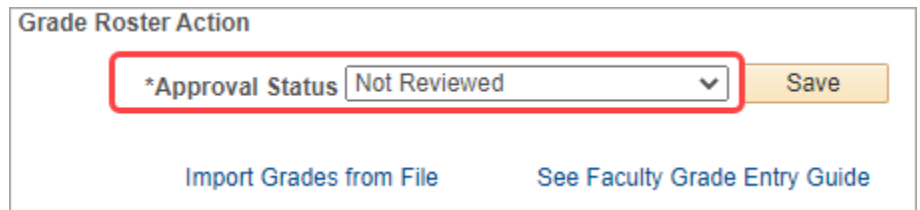
Once grade rosters have been posted, you will not be able to change it via the grade roster. You must do so via the change grade process. Refer to [How to submit a Change of Grade?](#) on the Grading website.



The screenshot shows the 'Grade Roster Action' form. In the 'Display Options' section, the '*Grade Roster Type' is set to 'Final Grade'. In the 'Grade Roster Action' section, the '*Approval Status' dropdown is set to 'Approved' and the 'Posted' checkbox is checked. Below the form is a table with the following data:

Student Grade	ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Grade Agreement	Status
<input type="checkbox"/>	1		I	I	Undergraduate	Update	Posted

25. If the grade roster has **not been posted and the Approval Status is Not Reviewed**, then you can change the grade(s) entered.



The screenshot shows the 'Grade Roster Action' form. The '*Approval Status' dropdown is set to 'Not Reviewed'. There is a 'Save' button to the right of the dropdown. Below the form are the links 'Import Grades from File' and 'See Faculty Grade Entry Guide'.

26. Proceed to change the grade(s). Once you are finished, go back and follow **Step #19**.