



**NOTE:** Information about Grading Policies can be found on the website <http://students.asu.edu/facultycenter>.

### Post Grades Tonight and/or Partially Post Grades

If you don't have all of the grades ready yet, but would like to enter the ones you do have, you can post the grades by using the "Post Grades Tonight" feature.

First you must access your grade roster. Step by step instructions are at these links.

[Access ASU Rosters as an Instructor](#)

[Access ASU Rosters as a Roster Contact](#)

Once you have your grade roster open, enter grades by selecting them from the drop down list.

Apply the same grade to several students at once by clicking on the check box next to their name, then select the appropriate grade and click the **add this grade to selected** students button.

**Important note:** If you are "posting tonight", be sure to leave grades that you do NOT have as blank

The screenshot shows the ASU grade roster interface. At the top, there are two sections: "Display Options" and "Grade Roster Action".

**Display Options:**

- \*Grade Roster Type: Final Grade (dropdown)
- Display Unassigned Roster Grade Only

**Grade Roster Action:**

- \*Approval Status: Not Reviewed (dropdown) [save]
- [Import Grades From File](#)

The main area contains a table with the following columns: Student Grade, ID, Posting ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. There are five rows of student data. Red arrows point to the "Roster Grade" dropdown for the first student and the "add this grade to selected students" button.

Student Grade	ID	Posting ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1	120	C	[dropdown]		Z1	Liberal Arts & Sciences - Psychology BA/Women & Gender Studies/Business (Minor)	Senior
<input type="checkbox"/>	2	120	C	[dropdown]		Z1	Liberal Arts & Sciences - Biological Sciences	Senior
<input type="checkbox"/>	3	120	E	[dropdown]		Z1	Liberal Arts & Sciences - Psychology BS - Tempe	Senior
<input type="checkbox"/>	4	120	L	[dropdown]		Z1	New Interdis Arts & Sciences - Psychology BA - West/Women & Gender Stds (Minor)	Senior
<input type="checkbox"/>	5	120	S	[dropdown]		Z1	Ira A Fulton Engineering - Engineering - Management	Senior

Below the table, there are navigation and action buttons:

- View All | Download | Rows 1 - 5 of 5
- Select All | Clear All
- [dropdown] <- add this grade to selected students
- notify selected students | notify all students
- Printer Friendly Version
- SAVE



When you have entered the grades that you know of, select **"Post Tonight"** from the Approval Status field. The grades will become uneditable. Click on **Save**.

Student Grade	Requirement Designation	ID	Posting ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>		1 120		D	A-		GNA	Liberal Arts & Sciences - Women & Gender Studies/Global Health/Anthropology (Minor)	Senior
<input type="checkbox"/>		2 120		D	C		GNA	New Interdis Arts & Sciences - Women Gender Studies BA	Senior
<input type="checkbox"/>		3 120		H			GNA	Liberal Arts & Sciences - Women & Gender Studies/Family & Human Development/Sociology - Tempe (Min)	Senior
<input type="checkbox"/>		4 120		L	B		GNA	New Interdis Arts & Sciences - Women Gender Studies BA	Senior
<input type="checkbox"/>		5 100		P			GNA	Liberal Arts & Sciences - Women & Gender Studies/Sociology BS - Tempe	Senior

Any grades that are not blank will be posted to student's transcripts during the overnight process.

The next day, the "Approval Status" will be returned to "Not Reviewed" and you can enter grades for those that were blank.

**NOTE:** You can change grades before the overnight process runs. Even if you selected "Post tonight" and clicked on "Save" – you can return to the roster before the overnight process runs and select "not reviewed" from the "Approval Status" field and the grades will return to being editable.

If you wait until the next day, grades that have been "posted tonight" can only be changed through the grade change process.



## More features and information on Grade Posting

**Display Options** (4)

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status: Not Reviewed (2) [save](#) (1)

[Import Grades From File](#)

ID	Posting ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	120	C			Z1	Liberal Arts & Sciences - Psychology BA/Women & Gender Studies/Business (Minor)	Senior
2	120	C			Z1	Liberal Arts & Sciences - Biological Sciences	Senior
3	120	E			Z1	Liberal Arts & Sciences - Psychology BS - Tempe	Senior
4	120	L			Z1	New Interdis Arts & Sciences - Psychology BA - West/Women & Gender Stds (Minor)	Senior
5	120	S			Z1	Ira A Fulton Engineering - Engineering Management	Senior

View All | Download | Rows 1 - 5 of 5

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

<- add this grade to selected students (3)

[notify selected students](#) [notify all students](#)

[SAVE](#)

- (1) Whenever grades are entered, you must save your entries before leaving the page. An error message will display if you make changes and do not save them.
- (2) The grade entry, change approval status process may be repeated as many times as needed until all grades are entered.
- (3) To enter the same grade for several students in the class, click on the check boxes next to the selected students, select a grade and click on add this grade to selected students. Grades can still be changed until they are posted.
- (4) Use the "Display Unassigned Roster Grade Only" option to display only those students who do not have grades on the roster.

