

## Faculty Center Grade Roster

Navigation Path:

- Open a browser window.
- Go to <http://buckeyelink.osu.edu/facultystaff.php>.
- Select Faculty Center.
- Authenticate using your name.n and password.
- Click  (Grade Roster icon) on the Faculty Center page to access your grade roster.

To post grades:

- Select a grade for each student from the drop down box in the Roster Grade column.
- Review the assigned grades.
- Click the “POST” button.

**Faculty Center**

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**Grade Roster**  [View FERPA Statement](#)

**HISTORY 151 - 10Am Civ To 1877**

**Recitation (12383)**  
Winter 2009 | Regular Academic Session | The Ohio State University | Undergraduate

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
MoWe 3:30PM - 4:30PM	Ramseyer 0110	Nock, Robinson	1/5/2009 - 3/22/2009

\*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only

\*Approval Status: Not Reviewed  Display Graduating Students

v <- add this grade to all students

Find 

**Student Grade** Transcript Note E33

	Notifv	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1	<input type="checkbox"/>	100113691	<a href="#">Haaq, Stacia Olga</a>	<span style="border: 1px solid gray; padding: 2px;">v</span>		Graded	Environment & Natural Resource - Env and Natl Res Undec/Resource Development	Junior
2	<input type="checkbox"/>	100199707	<a href="#">Jackson, Linda Danielle</a>	<span style="border: 1px solid gray; padding: 2px;">v</span>		Graded	Humanities - Women's Studies/Sexuality Studies	Junior
3	<input type="checkbox"/>	100100058	<a href="#">McGrail, Trish Marie</a>	<span style="border: 1px solid gray; padding: 2px;">v</span>		P/NP	Humanities - World Literatures/Music	Senior
4	<input type="checkbox"/>	06167513	<a href="#">Mills, Roland A</a>	<span style="border: 1px solid gray; padding: 2px;">v</span>		Graded	Engineering - Aero and Astronautical Eng	Senior
5	<input type="checkbox"/>	100100709	<a href="#">Pequero, Lorena</a>	<span style="border: 1px solid gray; padding: 2px;">v</span>		Graded	Social & Behavioral Sciences - Political Science/Law	Senior
6	<input type="checkbox"/>	06164403	<a href="#">Raggers, Harvey J</a>		W	Admin	Social & Behavioral Sciences - Psychology	Senior

NOTIFY SELECTED STUDENTS
NOTIFY ALL STUDENTS
PRINTER FRIENDLY VERSION

RETURN
SAVE
POST

**See reverse side for additional information.**

Field	Definition/Action
 <a href="#">View FERPA Statement</a>	Click to read the FERPA (Family Educational Rights and Privacy Act of 1974, as amended) and to link to the full text at the Department of Education website.
Meeting Information	Provides details about the class meeting times and location, and instructor. Click  to collapse/reopen Meeting Information.
*Grade Roster Type <input type="text" value="Final Grade"/> 	Final Grade is the only option available.
*Approval Status <input type="text" value="Not Reviewed"/> 	Not Reviewed, Ready for Review, Approved. Grades must be in "Approved" status to be posted.
<input type="checkbox"/> Display Unassigned Roster Grade Only	Check box to display all students with unassigned grades.
Display Graduating Students <input type="checkbox"/>	Check box to display Graduating Students only.
Total Students	Number of all students enrolled in class.
<input type="text" value=""/>  <a href="#">&lt;- add this grade to all students</a>	Use to assign the same grade to all students on this roster. Hint: This is especially helpful for an S/U or P/NP class. Select the majority of the grades and then change only those that differ.
	Download roster to an Excel spreadsheet. Hold down the Ctrl (Control) key while clicking the icon.
First  1-5 of 5  Last	Use the arrows to scroll through the lists of students. Click "First" or "Last" to be taken to the first or last record.
Transcript Note (tab)	This functionality has not been activated. Notes placed here will not appear on the transcript.
Notify	Check this box to select students to whom an email will be sent.
ID	The student's OSU ID.
Name	The student's official name as listed in the SIS.
Roster Grade	The grade being assigned to the student via this roster.
Official Grade	The grade of record after submitting via the "POST" button.
Grading Basis	Graded (A-E), S/U, etc.
Program and Plan	The student's college and major of study.
Level	Academic Level (Freshman, Sophomore, Junior, Senior, etc.)
<a href="#">NOTIFY SELECTED STUDENTS</a>	Click to send an email to all students for whom the box has been checked in the Notify column and who have an active, valid email address
<a href="#">NOTIFY LISTED STUDENTS</a>	Click to send an email to all students on this roster who have an active, valid email address.
<a href="#">PRINTER FRIENDLY VERSION</a>	Click to access a Printer Friendly version of the Grade Roster.
<a href="#">RETURN</a>	Click to return to the Faculty Center page.
<a href="#">SAVE</a>	Click to save your work and return at a later time.
<a href="#">POST</a>	Click to submit grades. Note: After submitting grades via "POST" you will need to submit a Change of Grade form to make any grade changes.