

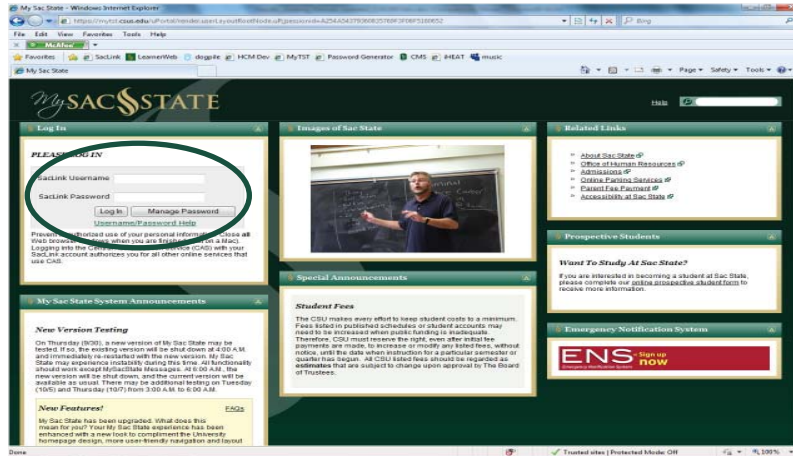
Overview

At the end of each term, grades can be submitted online via the My Sac State system. After you enter and approve your grades on My Sac State, they will be posted by the Registrar's Office. The grading period and grade posting timeline are scheduled each semester by the Registrar's Office. Follow the instructions below to complete the grading process.

Navigation

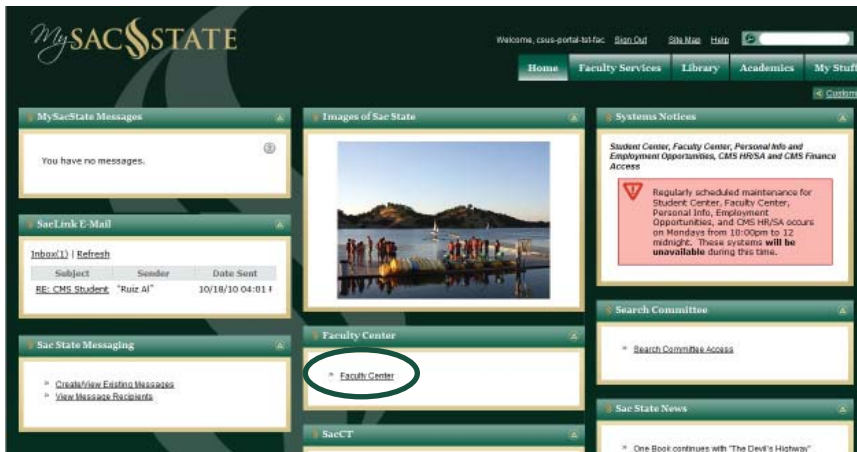
1. Click the My Sac State Login option from the campus homepage (<http://www.csus.edu/>) or go directly to My Sac State at: <https://my.csus.edu/>.

Grading



2. Log in to My Sac State with your SacLink username and password.

For login assistance, contact the IRT Service Desk at (916)278-7337 or servicedesk@csus.edu.



3. Click the Faculty Center link on your Home tab.



Your teaching schedule will display. (Use the change term option if necessary.)

4. Next to each class in your teaching schedule, you will see a grade roster icon. Click the grade roster icon for the desired class.



Grade Roster [View FERPA Statement](#)

ENGL 20 - 16 College Composition II
Discussion (02159)
Fall 2008 | Regular Academic Session | Sacramento State | Undergraduate

Meeting Information
Days & Times: MoWe 12:00PM - 1:15PM Room: Douglass Hall 109 Instructor: Meeting Dates: 9/2/2008 - 12/12/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only
*Approval Status: Not Reviewed

<- add this grade to all students

ID	Name	Roster Grade	Official Grade	Category
1 102061503	Student			Undergraduate
2 204010737	Student			Undergraduate
3 208310107	Student			Undergraduate
4 101097051	Student			Undergraduate

5. When your roster displays use the drop down in the Roster Grade column to select a grade for each student.

Note: We also recommend that you use the Save button at the bottom of the page to save your work periodically.

6. If you have a large class, the default display may only show a portion of the students. Use the directional arrows and/or the “view 100” link at the top of the Student Grade table to access all records.

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7. Once you have finished entering grades, locate the Approval Status field above the Student Grade table. The field defaults to a value of “Not Reviewed”. Change this value to “Approved”.

8. Click the Save button at the bottom of the page one final time. You should receive a message indicating that you have successfully completed grading.

Further Details

Your part of the grading process is complete once you have entered, approved and saved your grades. Your grades will be available to students once they have been posted by the Registrar’s Office. Grade posting is run based upon a schedule set by the Registrar’s Office each semester. Refer to the official grading memo from the Registrar’s Office for grade posting dates/times.

Note: Once your grades have been posted, any changes must be handled by submitting the appropriate form to the Registrar’s Office. If your grades have been entered but not posted, you can go back and make changes online. (If the approval status has already been set to “Approved”, you will need to change it back to “Not Reviewed” in order to edit the grades on your roster.)

Support Information

For question about grading standards and policies, please contact the Registrar’s Office at (916)278-8088. For assistance with the grading process including SacLink account issues, please contact the IRT Service Desk at (916)278-7337 or servicedesk@csus.edu.