

Login to self-service. At the top of the screen, confirm you are on the "Faculty Homepage"



Once "Faculty Homepage" is selected a tile will appear for the Faculty Center.



You will then see the current semester's course offerings. If a different term is displaying, you can select "change term" to select the desired term.

On the class schedule, there will be three icons on the left hand side. The middle icon is for Grade Rosters. Grade Rosters appear toward the end of the term.

Fall 2024 | School of the Art
Institute

Change Term

Select display option

Show All Classes

Show Enrolled Classes Only

[Click here to submit a Progress Report](#)



Class Roster



Grade Roster



Photo Roster

My Teaching Schedule > Fall 2024 > School of the Art Institute

[Personalize |](#)

			Class	Class Title	Enrolled	Days & Times
			ARTHI 2385-001 (1162)	Beyond Oriental:20th Asian/Am (Laboratory)	31	Th 3:30PM - 6:15PM
			CP 1020-26S (1337)	Research Studio I (Laboratory)	11	Tu 3:30PM - 9:15PM

After you click on the grade roster icon, your grade roster will appear.

Faculty Center Search Learning Management

My Schedule Class Roster **Grade Roster** Photo Roster

Grade Roster

Fall 2023 | Regular Academic Session | School of the Art Institute | Undergraduate

CP 1010 - 023 (1737) Change Class

Core Studio Practice I (Laboratory)

Days and Times	Room	Instructor	Dates
Fr 9:00AM-3:00PM	Sharp 329	Nelly Agassi, Lalah Mollagh	09/30/2023 - 12/18/2023
Fr 9:00AM-3:00PM	Sharp 331	Nelly Agassi, Lalah Mollagh	09/30/2023 - 12/18/2023

Display Options

*Grade Roster Type **Final Grade**

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status **Not Reviewed** Save

Personalize | Find | View All | First 1-20 of 29 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	Biswas, Meghal			CNC	Bachelor of Fine Arts - Bachelor of Fine Arts	Freshman
<input type="checkbox"/>	2	Breitman, Evelin			CNC	Bachelor of Fine Arts - Bachelor of Fine Arts	Freshman
<input type="checkbox"/>	3	Burnett, Mia Lynn			CNC	Bachelor of Fine Arts - Bachelor of Fine Arts	Freshman

In the "Roster Grade" field, you will enter the assigned grade for each student. The Official Grade will populate once the grade roster is approved and posted. The grade roster will only display 20 students at a time, if you have more than 20 students enrolled you will need to tab over to the next page(s).

Personalize | Find | View All | First 1-20 of 29 Last

Student Grade

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1	Biswas, Meghal			CNC	Bachelor of Fine Arts - Bachelor of Fine Arts	Freshman
<input type="checkbox"/>	2	Breitman, Evelin			CNC	Bachelor of Fine Arts - Bachelor of Fine Arts	Freshman
<input type="checkbox"/>	3	Burnett, Mia Lynn			CNC	Bachelor of Fine Arts - Bachelor of Fine Arts	Freshman

Once grades have been entered for all students, you'll need to update the status on the middle of the page to "Approved."

Display Options

*Grade Roster Type **Final Grade**

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status **Approved** Posted

Grades are only submitted once all grades have been entered AND the status is "Approved."