

# Campus Solutions

## Entering Grades (Fall or Spring)

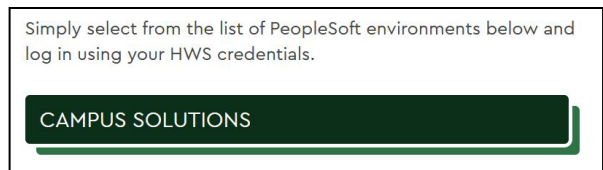
Two types of fall semester grades may be entered: mid-term grades, or final grades. For Spring, please grade seniors first.

The Registrar's Office will run a process hourly to post any grade saved on a grade roster, whether or not the roster is in approved status. After you have finished grading please be sure to change the grade roster status to "Approved" to validate your choices. If you need to change a grade, use the change grade feature or contact the Registrar's Office.

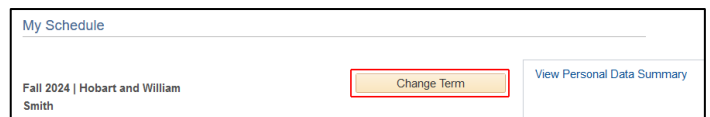
To officially post grades you have saved, the Registrar will run a process at 11:59 p.m. on the final grading deadline date to post all grades saved on approved grade rosters. Once grades are posted they appear in the Official Grade column and students can view grades in self service. Once the Incomplete deadline has been reached, a process will be run to post the Lapse To Grade as the official grade. If outstanding work is completed before the deadline, please contact the Registrar to have an alternate grade posted. Extensions may be granted per the Incomplete Grade Policy.

### To enter grades:

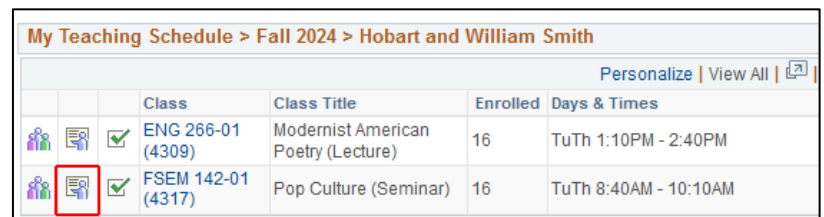
1. Go to the [HWS PeopleSoft Website](#)
2. On the menu, click **Campus Solutions**
3. Log in with your **HWS username and password**
4. On the Campus Solutions home page, click the tile **Teaching and Advising**





5. Be sure you are viewing the **current term** (change the term, if necessary)

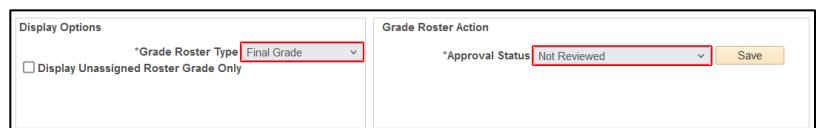


6. On the class to grade, click the **Grade Roster** button



My Teaching Schedule > Fall 2024 > Hobart and William Smith				
Personalize   View All   <a href="#">[?]</a>				
	Class	Class Title	Enrolled	Days & Times
	ENG 266-01 (4309)	Modernist American Poetry (Lecture)	16	TuTh 1:10PM - 2:40PM
	FSEM 142-01 (4317)	Pop Culture (Seminar)	16	TuTh 8:40AM - 10:10AM

7. Confirm the Grade Roster type:
  - For mid-term grades, **Mid-Term**
  - For final grades, **Final Grade**



Display Options:  Display Unassigned Roster Grade Only

Grade Roster Action: \*Grade Roster Type: Final Grade | \*Approval Status: Not Reviewed | Save

8. Confirm the Approval Status is **Not Reviewed**

# Campus Solutions

## Entering Grades (Fall or Spring)

9. On the student to grade, click an entry in the **Roster Grade** column

If issuing grades of D, D-, D+, DCR, F, I, or NC, click the **Transcript Note** tab to provide a reason.

Student Grade	ID	Name	Chosen Pronoun	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]	She/Her/Hers	B		ANC	William Smith College - Undeclared	First Year
<input type="checkbox"/>	2	[REDACTED]	He/Him/His	DCR		ANC	Hobart College - Undeclared	First Year

10. Click the **Transcript Note** tab

11. On the applicable student, click the **Note** link

The Note ID will default to the corresponding grade that was entered.

Student Grade	ID	Name	Chosen Pronoun	Roster Grade	Official Grade	Note
<input type="checkbox"/>	1	[REDACTED]	She/Her/Hers	B		Note
<input type="checkbox"/>	2	[REDACTED]	He/Him/His	DCR		Note

12. For D, DCR, F, I, or NC grades, enter the desired information into the **Transcript Note** field (254 character limit)

13. Save the note by clicking **OK**

14. Move on to the next student

SS Grade Roster Note

My Grade Rosters

Transcript Note

Name [REDACTED] ID [REDACTED]

**Class Section Information**

Term: Fall 2024  
 Subject: FSEM Catalog Nbr: 142  
 Class Nbr: 4317 Section: 01  
 Description: Pop Culture

Note ID: D Grades

**Transcript Note**

Sequence Number: 1

Transcript Note: Student failed to attend the required number of classes.

OK Cancel

15. When issuing an I grade, enter the desired information into the **Transcript Note** field (254 character limit), then click the **Incomplete Detail** button

SS Grade Roster Note

My Grade Rosters

Transcript Note

Name [REDACTED] ID [REDACTED]

**Class Section Information**

Term: Fall 2024  
 Subject: FSEM Catalog Nbr: 142  
 Class Nbr: 4317 Section: 01  
 Description: Pop Culture

Note ID: I Grade - Incomplete

**Transcript Note**

Sequence Number: 1

Transcript Note: Student was ill at end of term.

Incomplete Detail

OK Cancel

# Campus Solutions

## Entering Grades (Fall or Spring)

### 16. Enter the Lapse To Grade

The “Lapse To Grade” will become the final grade if outstanding work *is not* completed by the “Lapse Deadline” date. Once outstanding work is completed, please contact the Registrar to have a different grade posted to the student record.

### 17. Additional details describing work to be completed may be entered in the **Comment** section

### 18. When finished, click **OK**

### 19. Complete I grade entry by clicking **OK**

### 20. Move on to the next student

*Note:* It is possible to enter a partial list of grades (which you must save in order to retain your efforts).

### 21. Click **Save**

*Note:* If you forget to include a note for a grade of I, D, D-, D+, F, NC, or DCR a message will appear when you click Save.

### 22. When grading is complete for all students, change the Approval Status to **Approved**

### 23. Click **Save**