

## SELF-PACED ENROLL ANYTIME FINAL GRADE REPORTING CAMPUS CONNECTION

### To ACCESS your final grade roster:

1. Under **Menu** click on:
  - Self-Service, then click on Faculty Center
  - Click on My Schedule
2. On the main page that is displayed in **Faculty Center**:
  - Click on the Grade Roster icon to the left of the course you wish to enter grades.
  - Ensure you are in the proper term for which that student is enrolled. If unsure which term that student is enrolled, refer to the Term column for that student in the Blackboard Grade Center.
  - When the roster screen appears, Make sure the roster type is Final Grade. If it is not, click the roster type drop down box and select Final Grade. This will bring up the Final Grade roster.

### To Enter final grades:

1. On the grade roster screen, enter a grade for the appropriate student(s).
2. When grades have been entered and are correct, click **SAVE** at the bottom of the screen.
3. Leave the roster status as Not Reviewed (this is different from non-correspondence final grading).
  - Note that students who dropped the class after the 100% refund period will appear on the roster with a grade of W. These students are NOT to be graded.
  - DO NOT “APPROVE” THE ROSTER!
4. For students who had purchased a 3-month extension on the course, they will already have an “I” grade on the Campus Connection grade roster. For those students, you will need to submit a yellow final grade card to the Office of Extended Learning.
5. Every night, 7 days a week, any saved grades from Self-Paced Enroll Anytime rosters are posted to students’ records.