

## Grade Entry Instructions

If you need to assign an “I” grade, you **MUST** submit an Incomplete Grade Form to Jess Puffenbarger [jess.puffenbarger@kctcs.edu](mailto:jess.puffenbarger@kctcs.edu). You will be unable to enter grades if an “I” grade needs to be assigned.

### Steps to enter grades:

1. In PeopleSoft click **Home** at the top right. The **Class Nbr** will appear in parenthesis below course you teach. (It is a four or five digit number)
2. Then select **Curriculum Management** on the left side of page
3. Select **Grading**, then **Grade Roster**
4. Academic Institution will default to KCTCS
5. Enter **Term** and **Class Nbr ONLY**. Click **Search**.
  - a. 4166 = Spring 2017
  - b. 4174 = Fall 2017
  - c. 4176 = Spring 2018
  - d. 4184 = Fall 2018
6. Complete the **Grade Roster Type** page using the following instructions:
  - a. Select **Final Grade** from the **Grade Roster Type** field
  - b. The **Description** will default as **Final Grade**, do not change this field.
  - c. Select **Override Grade Roster**
  - d. Click the **Create** button and the updated roster will appear.
7. All students officially enrolled in the class will appear on this page. In the **Grade** field, enter the grade for each student on the roster.
8. Change the **Approval Status** from **Not Reviewed** to **Approved**. Click the **Post** button to submit the grades to the student’s transcript.
9. If a student earned an “E” or “I”, please record the last date student attending class.