



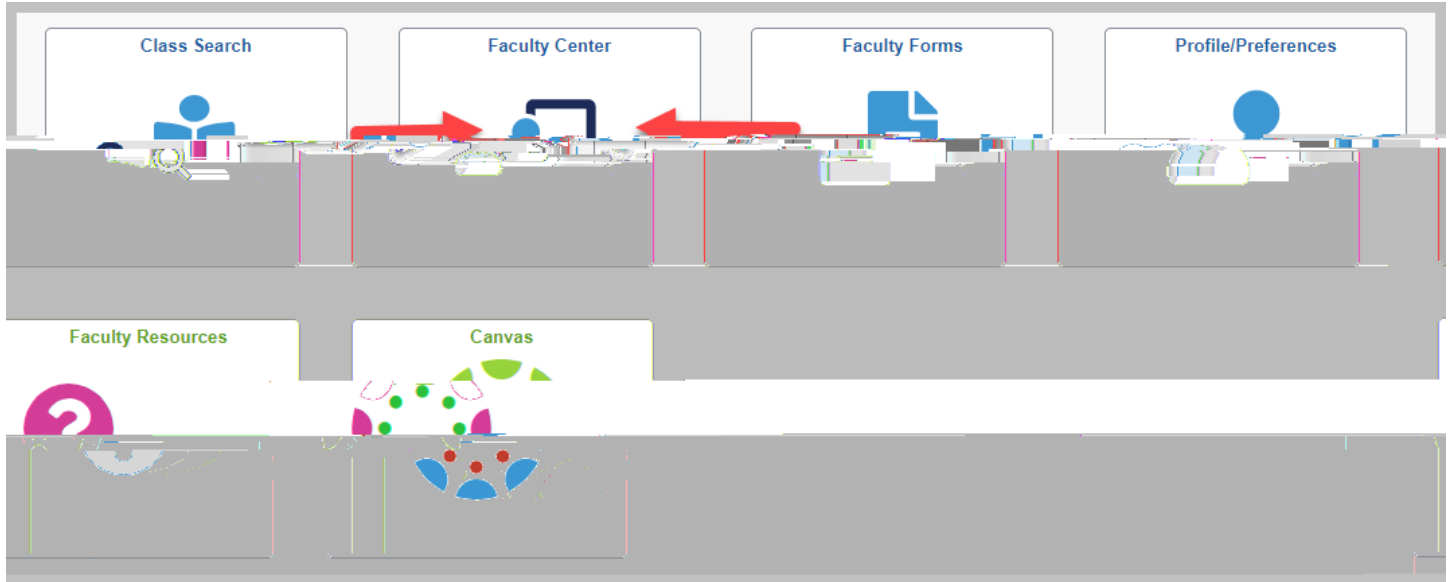
SURF Instructor Grade Roster

Faculty Self Service

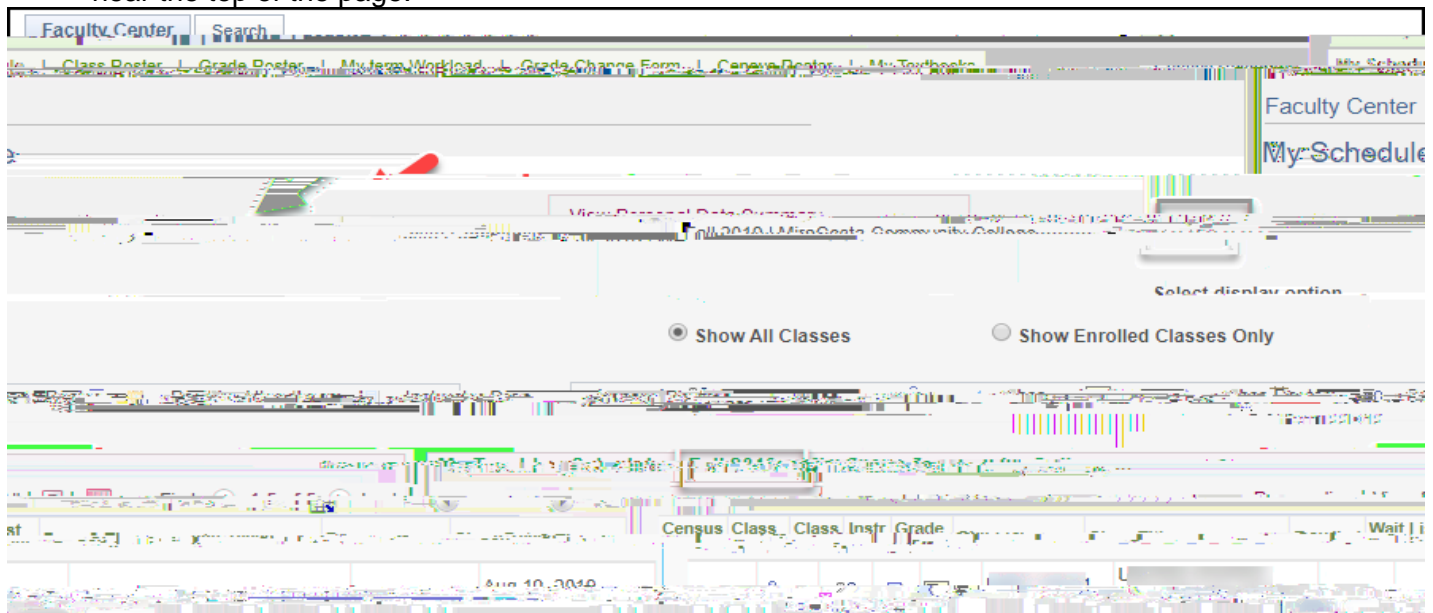
Grade Rosters

Final Grade Rosters are available from Faculty Self-Service **one week prior to final exams** by the A&R office.

1. Once you have logged into SURF, click the **Faculty Center** tile.



2. Verify you are viewing the correct term. If you would like a different term click on the **change term** link near the top of the page.





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- To view a roster, click the Grade Roster icon  next to a class displayed in your Teaching Schedule.

Note: If you do not see the grade roster icon for a specific class, a grade roster has not been generated. Please contact Eva Viveros in Admissions and Records @ 760-795-6624.

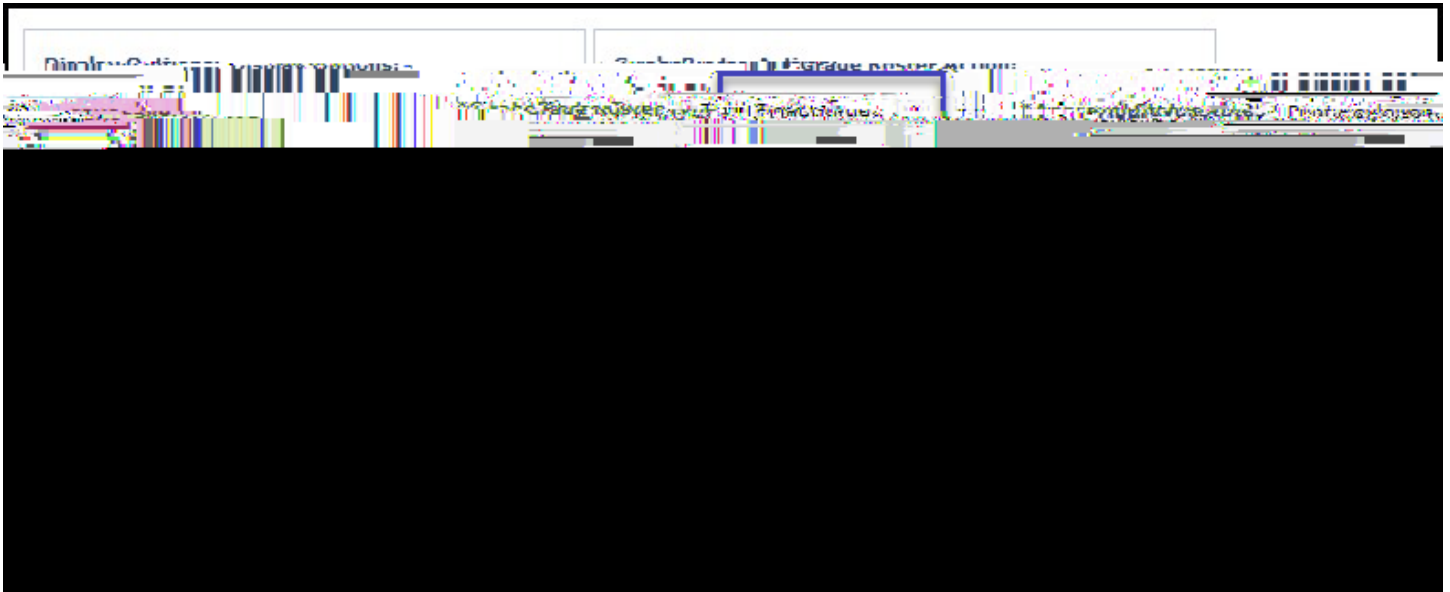
The screenshot displays the Faculty Center interface for viewing a grade roster. At the top, there is a search bar and navigation options. Below this, a dropdown menu for 'Select display option' is visible, with 'Show All Classes' and 'Show Enrolled Classes Only' as options. A horizontal menu at the top of the main content area includes icons for 'Census Roster', 'Legend', 'Class Roster', 'Class Roster', 'Grade Roster', 'Positive Attendance', and 'Instructor'. The main content area shows a table of class information with the following columns: Enrolled, Wait List Total, Days & Times, Room, Class Dates, Census Roster, Class Roster, Class Perm, Instr Drop, Grade Roster, Class, and Class Title. The table contains several rows of data, including class numbers, room numbers, and dates. At the bottom of the interface, there are buttons for 'Go to top' and 'View Weekly Te'.



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4. Enter grades.
 - a. The Grade Roster Type should be set to **Final Grade**.
 - b. Use the Roster Grade drop down menu to enter the appropriate final grade for each student.
 - c. Use may use the following drop down - d. For students with a grading basis of pass/no pass, enter P (Pass, At least Satisfactory) or NP (No Pass. Less than Satisfactory).
 - e. The last date of attendance is required for all student's with a final grade of a **F**. These students will have an asterisk next to their name.
 - f. Grades are saved at the time of entry. **SAVING your grades DOES NOT SUBMIT THEM!**



5. After final grades have been entered for all students and reviewed for accuracy, make sure the Approval Status is set to **Approved**.

Note: You will not be able to change grades online once you submit.



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3. Can I assign a withdrawal grade?

No, a "W" grade (drop) cannot be assigned after the 75% withdrawal deadline. Students with