Objective
In this tutorial you will learn how to use the Grade Roster.
Features of the Grade Roster include:
1) View FERPA Statement
2) Change Class
3) Enter Grades
4) Request Grade Change
5) UWM F Grade Policy
6) Email Selected/All Students
7) Import D2L Grades

Index
To jump to a section in this tutorial, select a link below.
* Open Grade Roster
* View FERPA Statement
* Change Class
* Enter Grades
* Request Grade Change
* Select the Printer Friendly View
* UWM F Grade Policy
* Email Selected or All Students
* Import D2L Grades

Open Grade Roster
There are several ways to Navigate in PAWS for Faculty members.

It is recommended that you open Grade Rosters and Class Rosters from the My Schedule page.

Navigation: Self-Service > Faculty Center > My Schedule
Select the Grade Roster icon for the specific class.

Slide 6
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Self Service link.

The right side of PAWS window changes.

Notice Faculty Center appears on the left and on the right.

Select the Self Service link.
Faculty Center has three pages:
- My Schedule
- Class Roster
- Grade Roster

Important Note: It is recommended that you select the Grade Roster icon from the My Schedule page as it shows all the classes for a particular term.

Text Captions: Faculty Center has three pages:
My Schedule
Class Roster
Grade Roster

Important Note: It is recommended that you select the Grade Roster icon from the My Schedule page as it shows all the classes for a particular term.

Text Captions: Select the Grade Roster icon for the class that you wish to review.

Text Captions: Select the My Schedule link.

Text Captions: The Faculty Center - My Schedule page displays.
Slide 13
Slide notes: Click to add notes for the selected slide
Text Captions: The Grade Roster for the class opens.

Slide 14
Slide notes: Click to add notes for the selected slide
Text Captions: View FERPA Statement

Slide 15
Slide notes: Click to add notes for the selected slide
Text Captions: From the Grade Roster, select the View FERPA Statement link.

Slide 16
Slide notes: Click to add notes for the selected slide
Text Captions: The FERPA Message appears.
Slide 17
Slide notes:
Text Captions: For more information, select the U.S. Department of Education Family Educational Rights and Privacy Act (FERPA) link.
Note: This link goes to a web site outside of PAWS.

Slide 18
Slide notes:
Text Captions: The Family Educational Rights and Privacy Act (FERPA) web site displays.

Slide 19
Slide notes:
Text Captions: Close the window and return to PAWS.

Slide 20
Slide notes:
Text Captions: When back in PAWS, select the Return button.
Slide 21
Slide notes: Click to add notes for the selected slide
Text Captions: Grade Roster displays.

Slide 22
Slide notes: Click to add notes for the selected slide
Text Captions: Change Class.

Slide 23
Slide notes: Click to add notes for the selected slide
Text Captions: Currently on the Grade Roster for Dance 110-801.

Slide 24
Slide notes: Click to add notes for the selected slide
Text Captions: To open a different Grade Roster, select the Change Class button.
Slide 25
Slide notes: Click to add notes for the selected slide
Text Captions: My Schedule appears with a list of classes for this semester.
Select any other Grade Roster icon from the My Teaching Schedule page.

Slide 26
Slide notes: Click to add notes for the selected slide
Text Captions: For this example, Dance 220-806 will be selected.

Slide 27
Slide notes: Click to add notes for the selected slide
Text Captions: The new Grade Roster will appear.

Slide 28
Slide notes: Click to add notes for the selected slide
Text Captions: Enter Grades
Slide 29
Slide notes: Click to add notes for the selected slide
Text Captions: Start from the My Schedule page.
Select the Grade Roster icon for the appropriate class.

Slide 30
Slide notes: Click to add notes for the selected slide
Text Captions: When the Grade Roster opens it will be in Not Reviewed status.

Slide 31
Slide notes: Click to add notes for the selected slide
Text Captions: Note: It is highly recommended that you Save often when entering grades.

Slide 32
Slide notes: Click to add notes for the selected slide
Text Captions: When ready to enter grades, select the Grade drop down arrow.
Slide 33
Slide notes: Click to add notes for the selected slide
Text Captions: Select the appropriate grade from the list of grades.

Slide 34
Slide notes: Click to add notes for the selected slide
Text Captions: Continue down the list, entering grades as appropriate.

Slide 35
Slide notes: Click to add notes for the selected slide
Text Captions: When you are done entering grades, select the Save button.

Slide 36
Slide notes: Click to add notes for the selected slide
Text Captions: Scroll back to the top of the page.
Slide 37
Slide notes: Click to add notes for the selected slide
Text Captions: Select Approval Status drop down.

Slide 38
Slide notes: Click to add notes for the selected slide
Text Captions: Select Approval Status drop down.

Slide 39
Slide notes: Click to add notes for the selected slide
Text Captions: Select Approved.

Slide 40
Slide notes: Click to add notes for the selected slide
Text Captions: Notice error message.
Slide 41
Slide notes: Click to add notes for the selected slide
Text Captions: Important Note: All Grades must be entered before selecting Approved.
Select the OK button to continue.

Slide 42
Slide notes: Click to add notes for the selected slide
Text Captions: To fix this type of an error, you will need to change the Approval Status back to Not Reviewed.

Slide 43
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Not Reviewed.

Slide 44
Slide notes: Click to add notes for the selected slide
Text Captions: Important Note: Please remember to save your work frequently.
Slide 45
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Save button.

Slide 46
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Display Unassigned Roster Grade Only check box.

Slide 47
Slide notes: Click to add notes for the selected slide
Text Captions: You may need to scroll down.

Slide 48
Slide notes: Click to add notes for the selected slide
Text Captions: Notice now student names that do not have grades listed display.
Slide 49
Slide notes: Click to add notes for the selected slide
Text Captions: Enter additional grades.

Slide 50
Slide notes: Click to add notes for the selected slide

Slide 51
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Approval Status to Ready for Review or Approved.

Slide 52
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Save button.
Slide 53
Slide notes: Click to add notes for the selected slide
Text Captions: When ready to submit grades for the term, select Approval Status of Approved.

Slide 54
Slide notes: Click to add notes for the selected slide
Text Captions: Select Save.

Slide 55
Slide notes: Click to add notes for the selected slide
Text Captions: Important Note: During grading period, Grades are posted nightly Monday through Friday after 4:30 p.m.

Slide 56
Slide notes: Click to add notes for the selected slide
Text Captions: Request Grade Change
Text Captions: Change Term to a semester a Grade Change can be requested for.

Note: The Grade Roster must be Approved and Posted, before a grade change can be requested.

Text Captions: In this example, Fall 2008 is being used.

Text Captions: Select the Grade Roster icon next to the appropriate class.
Slide 61
Slide notes: Click to add notes for the selected slide
Text Captions: The Grade Roster appears.
Note: Once a Grade Roster has been posted, the Approval Status drop
down box grays out, and grades are not editable on the page.

Slide 62
Slide notes: Click to add notes for the selected slide
Text Captions: Notice this Grade Roster has an Approval Status of Approved and Posted appears on the right of the drop down.
Scroll down to see the grades.

Slide 63
Slide notes: Click to add notes for the selected slide
Text Captions: Notice when the Status equals Posted, the Grades are
grayed out and the drop down does not appear.

Slide 64
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Request Grade Change link for replacing any
grade value including Incomplete Grade Values.
Slide 65
Slide notes: Click to add notes for the selected slide
Text Captions: The Grade Roster refreshes and shows the Official Grade drop down box.

Slide 66
Slide notes: Click to add notes for the selected slide
Text Captions: To change the grade for a student, select the drop down arrow next to the student's name.

Slide 67
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Grade for the student.

Slide 68
Slide notes: Click to add notes for the selected slide
Text Captions: Grade Change Reason is an optional field. Enter text if required by your school/college.
Slide 69
Slide notes: Click to add notes for the selected slide
Text Captions: When done making changes, select Submit button.

Slide 70
Slide notes: Click to add notes for the selected slide
Text Captions: Typically Grade Change Requests need to be approved by:

1) Chair of Department
2) Dean of Student's School/College

Slide 71
Slide notes: Click to add notes for the selected slide
Text Captions: Important to only select Submit button one time.

Slide 72
Slide notes: Click to add notes for the selected slide
Text Captions: Please wait as this process may take a few minutes to complete.
Select the Printer Friendly View

Slide 73
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Printer Friendly View

To see a Printer Friendly View of the Grade Roster, open the necessary Grade Roster from My Schedule.

Slide 74
Slide notes: Click to add notes for the selected slide
Text Captions: To see a Printer Friendly View of the Grade Roster, open the necessary Grade Roster from My Schedule.

Scroll down and select the Printer Friendly Version link.

Slide 75
Slide notes: Click to add notes for the selected slide
Text Captions: Scroll down and select the Printer Friendly Version link.

The Printer Friendly Grade Roster appears.

Slide 76
Slide notes: Click to add notes for the selected slide
Text Captions: The Printer Friendly Grade Roster appears.
Slide 77
Slide notes: Click to add notes for the selected slide
Text Captions: To print the Grade Roster:

1) Click your right mouse button
2) Select Print
3) Will print at your default printer

Slide 78
Slide notes: Click to add notes for the selected slide
Text Captions: When done, select the Return link.

Slide 79
Slide notes: Click to add notes for the selected slide
Text Captions: Grade Roster returns to its normal view.

Slide 80
Slide notes: Click to add notes for the selected slide
Text Captions: UWM F Grade Policy
Slide 81
Slide notes: Click to add notes for the selected slide
Text Captions: UWM has an F Grade Policy.

Slide 82
Slide notes: Click to add notes for the selected slide
Text Captions: When entering an F, you will need to select F with a number. The number represents the last week of class that you have record of the student participating.

Slide 83
Slide notes: Click to add notes for the selected slide
Text Captions: To read details, please select the UWM F Grade Policy link.
Note: Selecting this link will change the look of your PAWS window. However, you are still logged in to PAWS.

Slide 84
Slide notes:
Text Captions: The following page appears.
Notice the minimize icon and the header bar. These are both part of the PAWS window.
Slide 85
Slide notes:
Text Captions: It is important to read this policy.

Slide 86
Slide notes:
Text Captions: When done, select Home and re-navigate to the My Schedule page.
Reminder: The navigation is
Self-Service > Faculty Center > My Schedule

Slide 87
Slide notes: Click to add notes for the selected slide
Text Captions: Email Selected or All Students

Slide 88
Slide notes: Click to add notes for the selected slide
Text Captions: From any Grade Roster, scroll to the bottom of the page.
Slide 89
Slide notes: Click to add notes for the selected slide
Text Captions: Notice all the links and buttons at the bottom of that Grade Roster.

Slide 90
Slide notes: Click to add notes for the selected slide
Text Captions: Click the Select All to check all student names on the Grade Roster.

Slide 91
Slide notes: Click to add notes for the selected slide
Text Captions: Notice all names on the Grade Roster are checked.

Slide 92
Slide notes: Click to add notes for the selected slide
Text Captions: Click the Clear All to uncheck all student names on the Grade Roster.
Slide 93
Slide notes: Click to add notes for the selected slide
Text Captions: Notice all checkboxes turned off.

Slide 94
Slide notes: Click to add notes for the selected slide
Text Captions: Or select one student at a time.

Slide 95
Slide notes: Click to add notes for the selected slide

Slide 96
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Notify Selected Students button.
Slide 97
Slide notes: Click to add notes for the selected slide
Text Captions: The Send Notification page appears. This is like an email.

Slide 98
Slide notes: Click to add notes for the selected slide
Text Captions: The From, To, and BCC fields are automatically populated.
From and To represent you, the Faculty sending the email. The To field allows a copy of the message to be sent to your UWM email address.

Slide 99
Slide notes: Click to add notes for the selected slide
Text Captions: The BCC field represents the email addresses of the students you are emailing.
Note: Email addresses appear as BCC (blind carbon copy) so students can not see each other's email addresses.

Slide 100
Slide notes: Click to add notes for the selected slide
Text Captions: You can change the subject or leave it as the generic "From the desk of..."
Slide 101
Slide notes: Click to add notes for the selected slide
Text Captions: Type your email text. Note this message will be the same for each student in the BCC field.
Important Note: Do not include confidential information in email text.

Slide 102
Slide notes: Click to add notes for the selected slide
Text Captions: Select the icon on the right to check spelling.

Slide 103
Slide notes: Click to add notes for the selected slide
Text Captions: When spell check complete, click the OK button to continue.

Slide 104
Slide notes: Click to add notes for the selected slide
Text Captions: When email is ready to send, select the Send Notification button.
Slide 105
Slide notes: Click to add notes for the selected slide
Text Captions: For this example, Return to Grade Roster link is selected.

Slide 106
Slide notes: Click to add notes for the selected slide
Text Captions: To send an email to the entire class, select the Notify All Students button.

Slide 107
Slide notes: Click to add notes for the selected slide
Text Captions: Follow the same process as for single student names.

Slide 108
Slide notes: Click to add notes for the selected slide
Text Captions: Import D2L Grades
Text Captions: If you use D2L, you can Import D2L Grades into PAWS.

Text Captions: From the Grade Roster, select Import D2L Grades button.

Text Captions: Unfortunately, this can not be demonstrated in this environment.

If you have problems, please contact UITS Help Desk at 414-229-4040. Or fill out a PAWS Help Ticket on the PAWS sign in page.

Summary

In this tutorial you have learned how to use the Grade Roster.
You have seen the following features:
1) View FERPA Statement
2) Change Class
3) Enter Grades
4) Request Grade Change
5) UWM F Grade Policy
6) Email Selected/All Students
7) Import D2L Grades
Congratulations !!!
You have completed the
Faculty Center
Grade Roster
PAWS Tutorial

Click the X in the upper right hand corner to close the tutorial window.
Or select a link to continue to:
* View another tutorial
* Sign into PAWS
* View PAWS Training Web site

Slide 113
Slide notes: Click to add notes for the selected slide
Text Captions: Congratulations !!!
You have completed the
Faculty Center
Grade Roster
PAWS Tutorial

Slide 114
Slide notes: Click to add notes for the selected slide
Text Captions: Click the X in the upper right hand corner to close the tutorial window.
Or select a link to continue to:
* View another tutorial
* Sign into PAWS
* View PAWS Training Web site