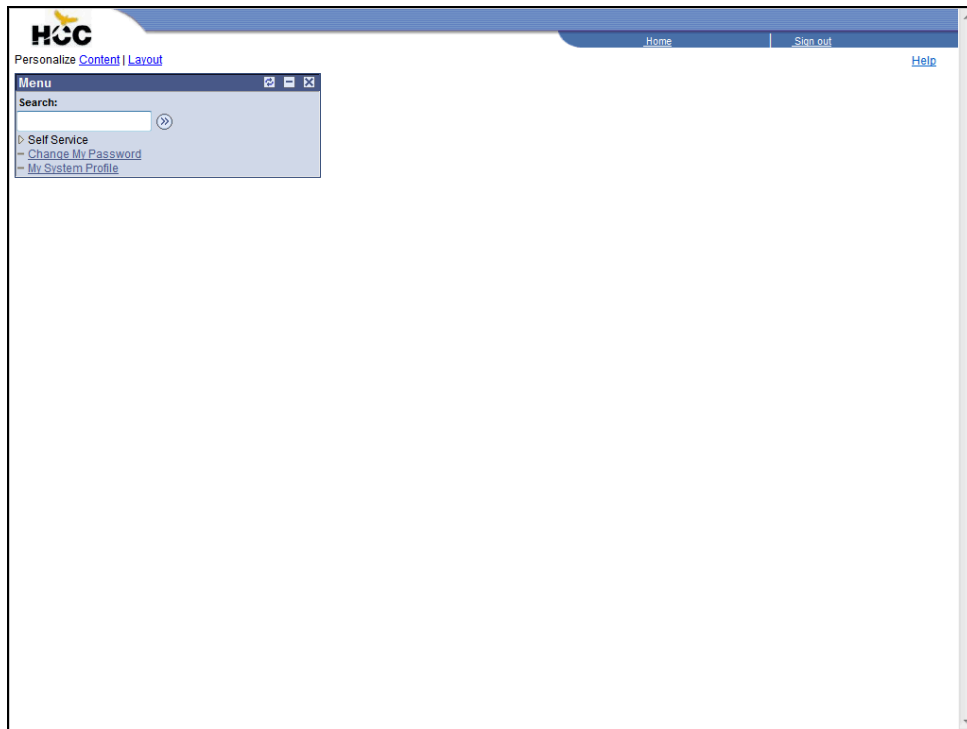



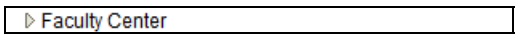
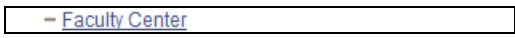
Entering Grades via Faculty Center

As an HCC Instructor you are authorized to enter your students' final grades via the PeopleSoft Self Service Grade Roster.

Consider this scenario: As an Instructor, you are now ready to enter final grades for your students.


Procedure

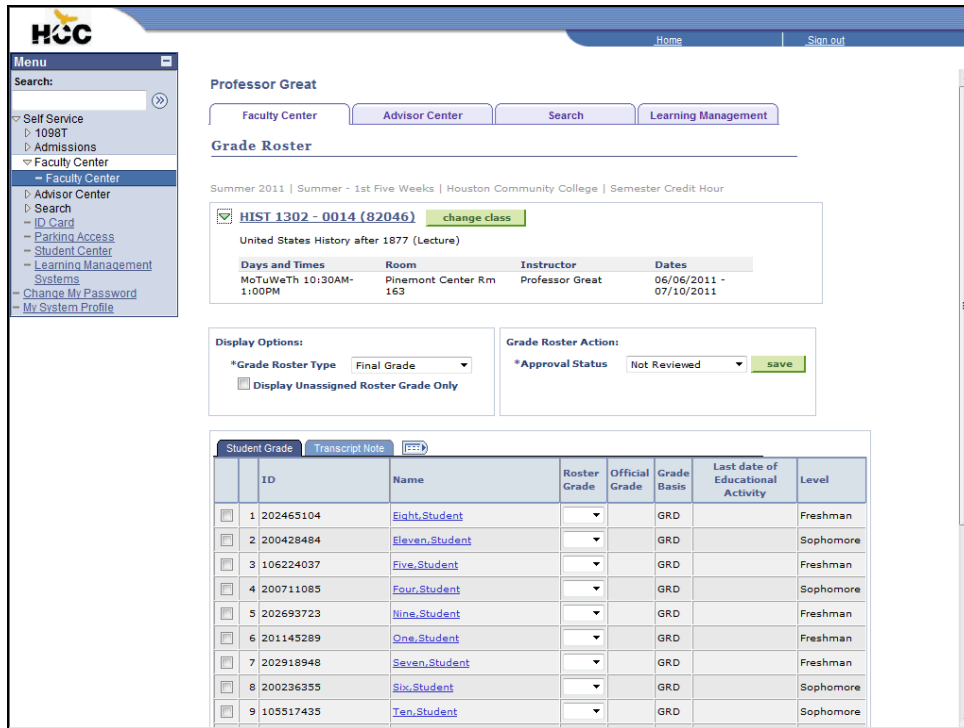











Step	Action
1.	Click the Self Service link. 
2.	Click the Faculty Center link. 
3.	Click the Faculty Center link. 


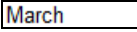

The screenshot shows the HCC Faculty Center interface. The main content area is titled "My Teaching Schedule > Summer 2011 > Houston Community College". Below this, there is a table of classes. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The first row is highlighted, and the "Grade Roster" button is visible in the table.

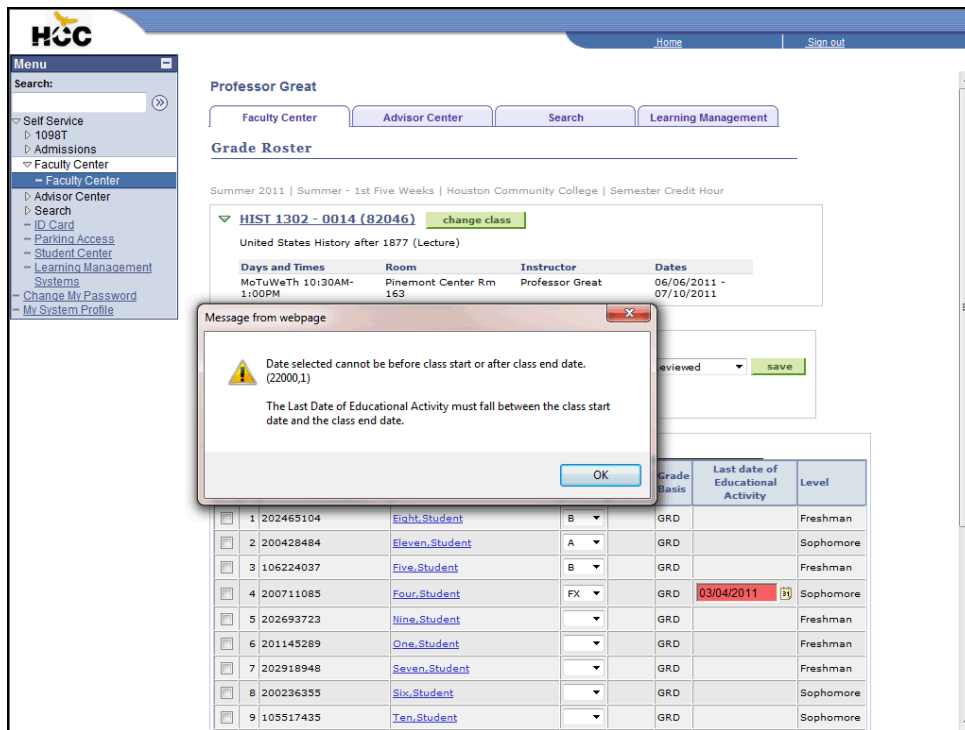
Class	Class Title	Enrolled	Days & Times	Room	Class Dates
HIST 1301-0017 (79904)	U.S. History to 1877 (Lecture)	18	MoTuWeTh 1:00PM - 3:30PM	Pinemont Center	Jun 6, 2011- Jul 10, 2011
HIST 1301-0018 (79906)	U.S. History to 1877 (Lecture)	13	MoTuWeTh 1:00PM - 3:30PM	NE - Learning Hub	Jul 11, 2011- Aug 14, 2011
HIST 1302-0013 (87411)	U.S. History after 1877 (Lecture)	29	TBA	TBA	Jun 6, 2011- Aug 14, 2011
HIST 1302-0014 (82046)	U.S. History after 1877 (Lecture)	11	MoTuWeTh 10:30AM - 1:00PM	Pinemont Center	Jun 6, 2011- Jul 10, 2011
HIST 1302-0015 (80908)	U.S. History after 1877 (Lecture)	35	TBA	TBA	Jun 6, 2011- Aug 14, 2011
HIST 1302-0022 (79180)	U.S. History after 1877 (Lecture)	8	MoTuWeTh 10:30AM - 1:00PM	NE - Learning Hub	Jul 11, 2011- Aug 14, 2011

Step	Action
4.	Click the Grade Roster button. 



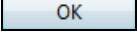
Step	Action
5.	Click the Roster Grade list. 
6.	Click the B list item. 
7.	Click the Roster Grade list. 
8.	Click the A list item. 
9.	Click the Roster Grade list. 
10.	Click the B list item. 
11.	Click the Roster Grade list. 
12.	Click the FX list item. 
13.	Note: The FX grade requires a Last date of Educational Activity . Click the Last date of Educational Activity button to enter a date. 

Step	Action
14.	Click the list. 
15.	Click the March list item. 
16.	Click the 4 link. 





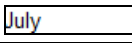





The screenshot shows the HCC Faculty Self-Service interface. The main content area displays the 'Grade Roster' for Professor Great, showing a class 'HIST 1302 - 0014 (82046) United States History after 1877 (Lecture)'. Below this is a table of students with columns for 'Grade Basis', 'Last date of Educational Activity', and 'Level'. An error message modal is overlaid on the table, indicating that the date '03/04/2011' is invalid because it falls before the class start date.

Grade Basis	Last date of Educational Activity	Level
GRD		Freshman
GRD		Sophomore
GRD		Freshman
GRD	03/04/2011	Sophomore
GRD		Freshman
GRD		Freshman
GRD		Freshman
GRD		Sophomore
GRD		Sophomore

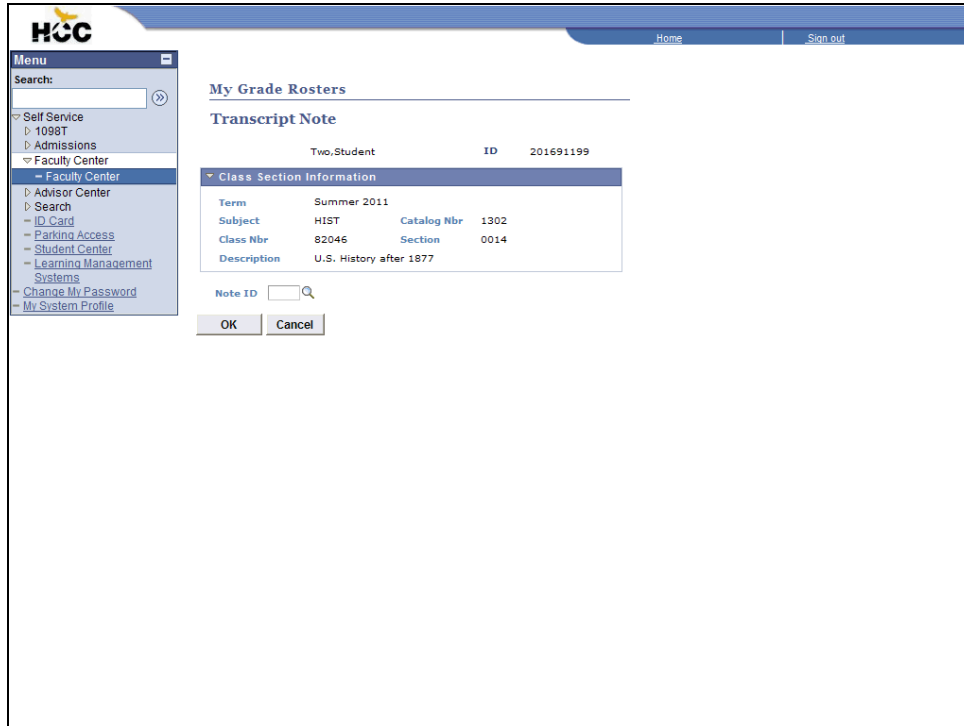
Step	Action
17.	Note: An error message appears and the date field is highlighted in red. The Last Date of Educational Activity must fall between the class start and end date. Click the OK button then enter a valid date. 


The screenshot shows the HCC Faculty/Self Service interface. The main content area displays the Grade Roster for Professor Great. The class is HIST 1302 - 0014 (82046), United States History after 1877 (Lecture). The table below shows the student grades for this class.

ID	Name	Roster Grade	Official Grade	Grade Basis	Last date of Educational Activity	Level
1 202465104	Eight_Student	B		GRD		Freshman
2 200428484	Eleven_Student	A		GRD		Sophomore
3 106224037	Five_Student	B		GRD		Freshman
4 200711085	Four_Student	FX		GRD	03/04/2011	Sophomore
5 202693723	Nine_Student			GRD		Freshman
6 201145289	One_Student			GRD		Freshman
7 202918948	Seven_Student			GRD		Freshman
8 200236355	Six_Student			GRD		Sophomore
9 105517435	Ten_Student			GRD		Sophomore

Step	Action
18.	Click the Last date of Educational Activity button. 
19.	Click the list. 
20.	Click the July list item. 
21.	Click the 8 link. 
22.	Click the Scrollbar to scroll to the bottom of the page.
23.	Click the Roster Grade list. 
24.	Click the A list item. 
25.	Click the Roster Grade list. 
26.	Click the D list item. 

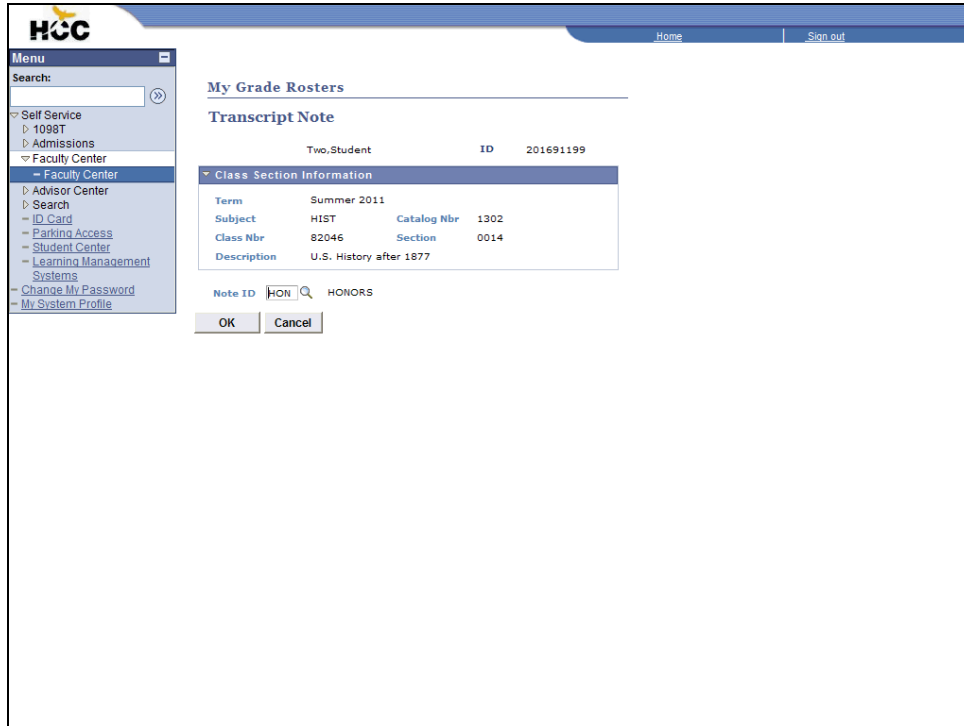
Step	Action
27.	Click the Roster Grade list. <input data-bbox="370 296 440 327" type="text"/>
28.	Click the I list item. <input data-bbox="370 390 440 411" type="text"/>
29.	Click the Roster Grade list. <input data-bbox="370 464 440 495" type="text"/>
30.	Click the FX list item. <input data-bbox="370 558 440 579" type="text"/>
31.	Click the Last date of Educational Activity button. <input data-bbox="370 632 407 663" type="text"/>
32.	Click the list. <input data-bbox="370 716 407 747" type="text"/>
33.	Click the June list item. <input data-bbox="370 800 496 831" type="text"/>
34.	Click the 30 link. <input data-bbox="370 884 407 915" type="text"/>
35.	Click the Roster Grade list. <input data-bbox="370 968 440 999" type="text"/>
36.	Click the A list item. <input data-bbox="370 1062 440 1083" type="text"/>
37.	Click the Roster Grade list. <input data-bbox="370 1136 440 1167" type="text"/>
38.	Click the C list item. <input data-bbox="370 1251 431 1272" type="text"/>
39.	Click the Roster Grade list. <input data-bbox="370 1335 440 1367" type="text"/>
40.	Click the A list item. <input data-bbox="370 1419 431 1440" type="text"/>
41.	The last student is an Honors student. Click the Transcript Note tab. <input data-bbox="370 1503 521 1524" type="text"/>
42.	Click an entry in the Note column. <input data-bbox="370 1587 415 1608" type="text"/>



Step	Action
43.	Click the Look up Note ID (Alt+5) button. 



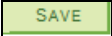



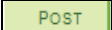
Step	Action
44.	Click an entry in the Description column. Select HONORS . HONORS



Step	Action
45.	Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>

The screenshot shows the HCC Faculty/Self Service interface. At the top, there are navigation links for 'Home' and 'Sign out'. Below this, a summary box displays 'Days and Times' (MoTuWeTh 10:30AM-1:00PM), 'Room' (Pineмонт Center Rm 163), 'Instructor' (Professor Great), and 'Dates' (06/06/2011 - 07/10/2011). There are also 'Display Options' and 'Grade Roster Action' sections. The main part of the page is a table with columns for 'ID', 'Name', 'Roster Grade', 'Official Grade', 'Grade Basis', 'Last date of Educational Activity', and 'Level'. The table lists 11 students with their respective grades and levels. At the bottom, there are buttons for 'Select All', 'Clear All', 'notify selected students', 'notify all students', and a 'SAVE' button.

ID	Name	Roster Grade	Official Grade	Grade Basis	Last date of Educational Activity	Level
1	Eight_Student	B		GRD		Freshman
2	Eleven_Student	A		GRD		Sophomore
3	Five_Student	B		GRD		Freshman
4	Four_Student	FX		GRD	07/08/2011	Sophomore
5	Nine_Student	A		GRD		Freshman
6	One_Student	D		GRD		Freshman
7	Seven_Student	I		GRD		Freshman
8	Six_Student	FX		GRD	06/30/2011	Sophomore
9	Ten_Student	A		GRD		Sophomore
10	Three_Student	C		GRD		Sophomore
11	Two_Student	A		GRD		Freshman

Step	Action
46.	Click the Save button. 
47.	Click the Scrollbar to return to the top of the page.
48.	Click the Approval Status list. 
49.	Click the Approved list item. 
50.	Click the Save button. 
51.	Click the Scrollbar to return to the bottom of the page.
52.	Click the Post button. 
53.	End of Procedure.