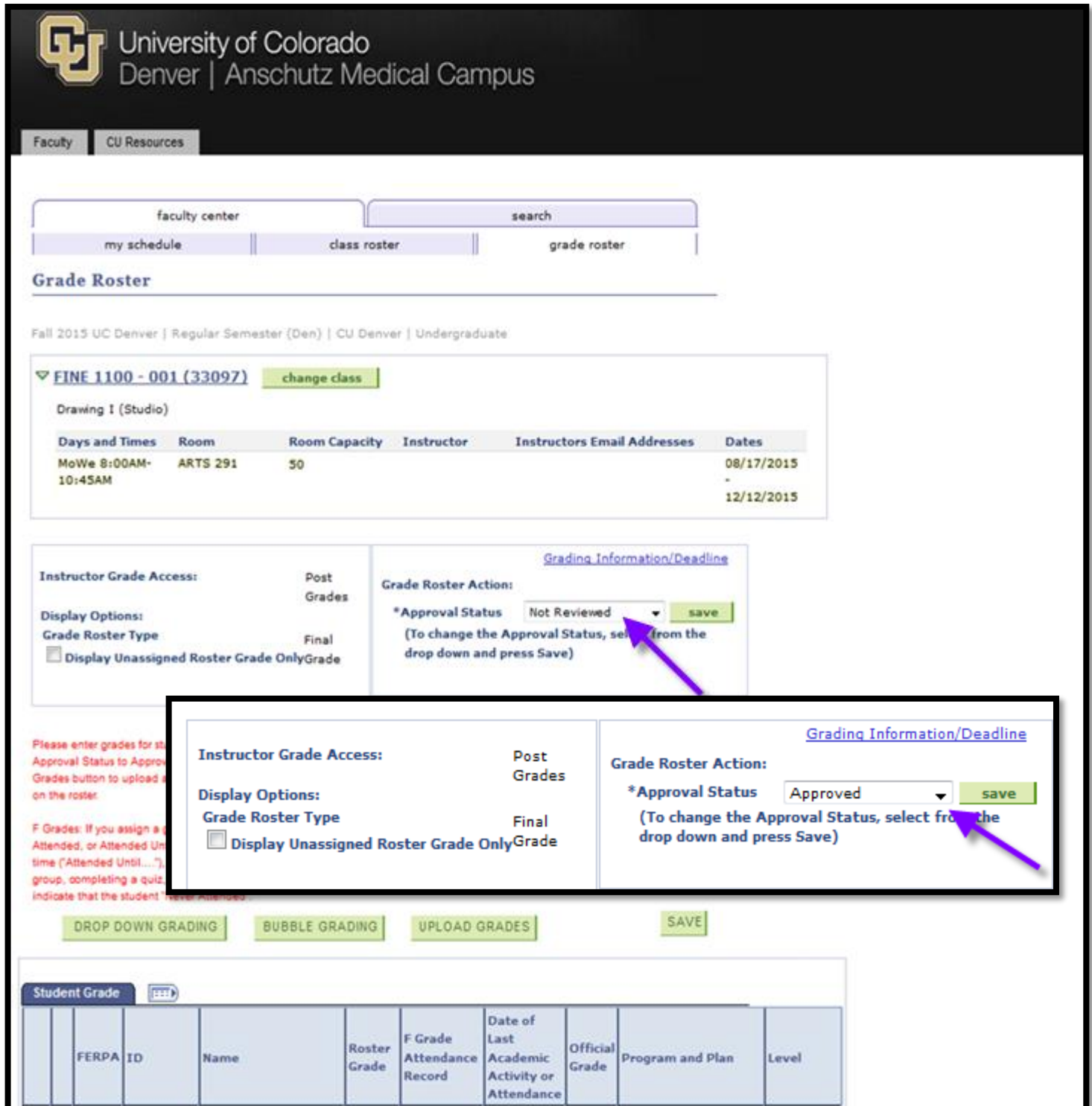


Post Access for Instructors

Instructors who previously were able to Approve their grade rosters in their faculty portal should now be able to Post those grades to student records in real time. Below are the steps required in order to Post your grades.

1. Select your particular class and enter grades as you normally would.
2. Once grades entered, change the drop down from “Not Reviewed” to “Approved”:



University of Colorado
Denver | Anschutz Medical Campus

Faculty | CU Resources

faculty center | search

my schedule | class roster | grade roster

Grade Roster

Fall 2015 UC Denver | Regular Semester (Den) | CU Denver | Undergraduate

▼ FINE 1100 - 001 (33097) [change class](#)

Drawing I (Studio)

Days and Times	Room	Room Capacity	Instructor	Instructors Email Addresses	Dates
MoWe 8:00AM-10:45AM	ARTS 291	50			08/17/2015 - 12/12/2015

Instructor Grade Access: Post Grades

Display Options: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action: [Grading Information/Deadline](#)

*Approval Status: Not Reviewed

(To change the Approval Status, select from the drop down and press Save)

Instructor Grade Access: Post Grades

Display Options: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action: [Grading Information/Deadline](#)

*Approval Status: Approved

(To change the Approval Status, select from the drop down and press Save)

Please enter grades for students. Select the Approval Status to Approve or Post Grades button to upload grades on the roster.

F Grades: If you assign a grade of F, Attended, or Attended Until... time ("Attended Until..."), group, completing a quiz, indicate that the student never finished.

[DROP DOWN GRADING](#) [BUBBLE GRADING](#) [UPLOAD GRADES](#) [SAVE](#)

Student Grade

FERPA ID	Name	Roster Grade	F Grade Attendance Record	Date of Last Academic Activity or Attendance	Official Grade	Program and Plan	Level
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- A new button "Post" will appear. At this point, you have two options:
 - You can press "Save", in which case your Approved grades will be posted to your students' records overnight.
 - Or, you can press "Post" and have the grades post to the student accounts in real time.

Instructor Grade Access: Post Grades

Display Options: Grade Roster Type: Final

Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: Approved [save]

(To change the Approval Status, select from the drop down and press Save)

Grades for this class are approved and ready for posting to the students' record. Please confirm the "Approved" status by selecting the SAVE box to the right of the status box(if you have not done so already).

After saving the "Approved" status, select the POST button to immediately post grades.

If the grades are NOT ready for posting, change the approval status to "Not Reviewed".

DROP DOWN GRADING BUBBLE GRADING UPLOAD GRADES SAVE **POST**

- If you opt to Post grades, you will receive a "Post Confirmation" screen that asks you to verify that you are certain you would like to "Post" your roster:

Post Confirmation

Post Confirmation. The grades will be posted to the student records. Once grades are posted, all changes require a Grade Change Request.

OK Cancel

- If you decide to select "OK" to post the grades, you will now see that the grades are now listed the student roster and as an official grade:

Student Grade [Filter]

The roster has been posted and changes can only be made through the Grade Change Process.

DROP DOWN GRADING BUBBLE GRADING UPLOAD GRADES

	FERPA ID	Name	Roster Grade	F Grade Attendance Record	Official Grade	Program and Plan	Level	Status
<input type="checkbox"/>	1		A		A	Schl of Educ & Human Dev GRAD - Admin Leadership & Plcy Studies/Education Licensure	Graduate	Posted
<input type="checkbox"/>	2		B		B	Schl of Educ & Human Dev GRAD - Admin Leadership & Plcy Studies/Education Licensure	Graduate	Posted

Official Grade listed here.

At this point, students will be able to see the grade listed on their student portal, and it should also appear on their transcripts. If you have questions regarding this functionality, please contact the Office of the Registrar at 303-315-2600 or registrar@ucdenver.edu.