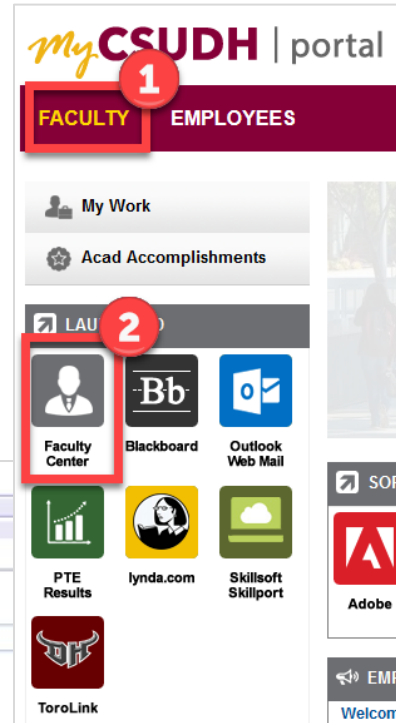


# HOW TO POST FINAL GRADES IN MYCSUDH

1. Login to the portal and click on **Faculty tab**.
2. Click on the **Faculty Center** icon.
3. Click Grade Roster icon for each section to obtain the grade roster for that section. Your icons will appear on the left side of each course.



Faculty Center my schedule | Advisor Center class roster | Search grade roster

**Faculty Center**

**My Schedule**

Fall | CSU Dominguez Hills | [change term](#) | [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule - CSU Dominguez Hills						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
IDS 220-01 (40091)	Inter Top In Hum Studs (Lecture)	10	We 7:00PM - 9:45PM	SBS B231	Au	De
IDS 326-31 (40092)	Perspectives In Human Studies (Lecture)	20	Sa 1:30PM - 5:30PM	SCC 1304	Au	Au
IDS 226-42 (40096)	Perspectives In Human Studies (Lecture)	9	TBA	INTERNET	Au	De
IRR 494-01 (42201)	Independent Study (Supervision)	0	TBA	TBA	Au	De
IRR 494-02 (42202)	Independent Study (Supervision)	0	TBA	TBA	Au	De
IRR 494-03 (42203)	Independent Study (Supervision)	1	TBA	TBA	Au	De
IRR 495-02 (41294)	Special Topics (Lecture)	3	We 7:00PM - 9:45PM	SBS B231	Au	De
IRR 495-31 (41292)	Special Topics (Lecture)	5	Sa 1:30PM - 5:30PM	SCC 1304	Au	Au
IRR 495-41 (41295)	Special Topics (Lecture)	3	TBA	INTERNET	Au	De

[View Weekly Teaching Schedule](#) | [Go to top](#)

4. Enter a grade for each student listed on the grade roster.
  - a. Assign a grade by typing in the grade or clicking on the magnifying glass icon to see a list of acceptable grades.
  - b. Be sure to assign grades for students listed on the next page(s) if your roster has more than one page.

The screenshot shows a table with columns: ID, Name, Roster Grade, Official Grade, Academic Career, WU Last Date of Attendance, Incomplete Contract, and Grading Basis. A red box highlights the 'Roster Grade' dropdown menu for the first student, which is set to 'WU'. A red callout box with white text says: "Be sure to click the 'Save' button once you have entered the grades on this page." A red box also highlights the 'SAVE' button at the bottom right of the interface.

5. Once you have entered a grade for every student, you must set your grade roster status to "Approved", then click "Save" so that grades can be posted.

The screenshot shows the 'Grade Roster' page for 'SOC 200 - 01 (4821)'. It includes a table with student information and a 'Grade Roster Action' section where '\*Approval Status' is set to 'Not Reviewed'. A red callout box with white text says: "Grade each student, then set Approval Status to Approved, and click Save". A red arrow points from the callout box to the 'SAVE' button at the bottom of the page.

**NOTE: THIS IS AN ADDITIONAL STEP THAT IS DIFFERENT FROM PROCEDURES FROM PRIOR GRADE SUBMISSIONS. GRADES CANNOT BE POSTED UNTIL ALL ROSTERS HAVE BEEN APPROVED.**

### Grade Roster

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Spring 2011 | Regular Academic Session | CSU Dominguez Hills | Undergrad and Ext Ed Credit

▼ **IDS 320 - 01 (21195)** change class

Inter Top In Hum Stud: -

Days and Times	Room	Instructor	Dates	Topic
We 7:00PM-9:45PM	SAC 1103			

**Display Options:**

\*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Approved ▼ **Posted**

[Find](#) | [View All](#) | |

Student Grade [...]

	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Grading Basis	Status

If you have any problems or questions concerning grade submission, please email [mdsimpson@csudh.edu](mailto:mdsimpson@csudh.edu) or call Admissions and Records at (310) 243-3645 (option 2 for records).