

Submit (Authorize) Grades

If you have previously saved grades and you are now ready to return to submit the grades.

1. [Login](#), if you are not logged in already.
2. Click the **Faculty Center** tab then the **Online Grading** tab.

Alternately you can navigate to the Faculty Center by Clicking **Main Menu > Campus Solutions > Self Service > Online Grading > Online Grading**

3. In the **Online Grading** section, click the desired Course link:

Available Courses

Dept / Faculty	Career	Course	Course Description
43390	Undergrad	ASTRON 1F03	Intro: Astron & Astrophys
53150	Undergrad	BIOCHEM 2FE3	Metabolism&Physiological Chem
53150	Undergrad	BIOCHEM 3A03	Biochem Resrch Pra

- a. Scroll to the bottom of the page to the **Roster Submission** section.

I authorize that these grades are complete and ready for review. I understand that, once approved/submitted by my Faculty (and Department if required), grade changes must be done using the grade change process.

Do not submit roster for review

Approval History

Course: ANTHROP 2W03 - The Aztecs & Incas
Combined Course(s): ANTHROP 2W03 - C1
Roster Type: Final

- b. Select the 'I authorize that these grades are complete and ready for review' check box.
- c. Click the 'Submit' button.

The screenshot shows a web interface for submitting a roster. At the top, there is a dropdown menu and a button labeled '<- add this grade to selected students'. Below this are two buttons: 'notify selected students' and 'notify all students'. The main section is titled 'Roster Submission' and contains a red-bordered box with a checked checkbox and the text: 'I authorize that these grades are complete and ready for review. I understand that, once approved/submitted by my Faculty (and Department if required) , grade changes must be done using the grade change process.' Below this text are three buttons: 'Submit', 'Save', and 'Do not submit roster for review'.

- d. Scroll down the page to view the **Approval History** section, which displays details pertaining to the grade(s) submission for the course.

The screenshot shows the 'Approval History' section. It includes the following information:

- Course:** ANTHROP 2W03 The Aztecs & Incas
- Combined Course(s):** ANTHROP 2W03 - C1
- Roster Type:** Final

Class Nbr	Roster	Date	Time	Action	Action By
10133	Final	2015/02/18	10:37 AM	Submitted	CSUSER007

Note: Undergraduate course grade rosters cannot be partially submitted for approval. When submitting grade roster for undergraduate course, please ensure all grades are entered into roster before submitting for approval.