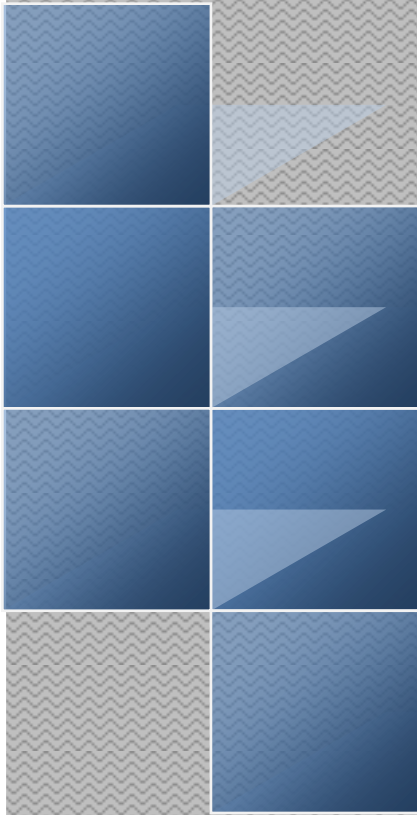




The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):

Final Grade Entry



Final Grade Entry Job Aid

Welcome to the **Final Grade Entry** Job Aid! This document contains the information and tools needed to learn the Final Grade Entry process.

Goal To have the skills and knowledge to Enter Final Grades

Participate at the end of this module, you will be able to.....
Objectives

1. Enter Final Grades

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.

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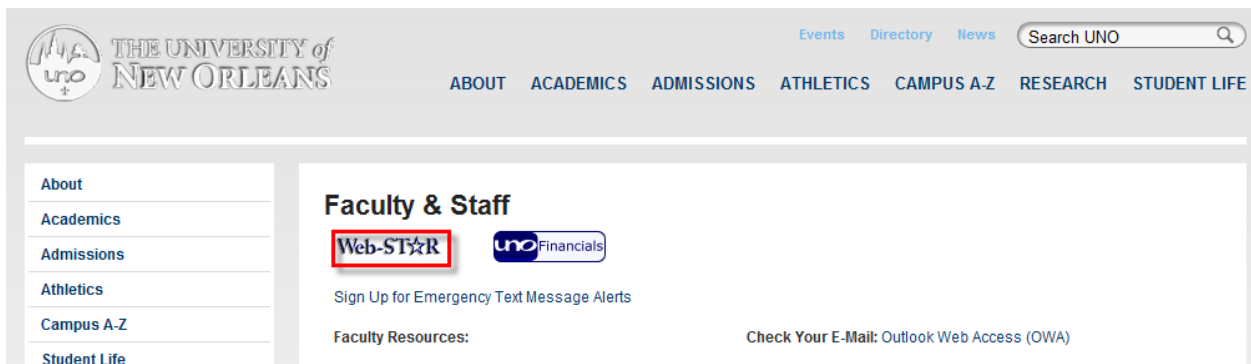
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Navigation to Web-STAR

Step 1.	Navigate to the UNO Home Page: http://www.uno.edu/
Step 2.	Select the Faculty & Staff link.



Step 3.	Select the  logo.
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Step 4. Select the **Faculty** link.



Step 5. Enter your UNO username and password.



Entering Final Grades

Step 1.	Welcome to the Web-STAR Faculty Center Home Page. The Faculty Center is your starting point.
Step 2.	Select the Grade Roster icon  next to the class you desire to grade.

ORACLE

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Faculty Center Search




my schedule class roster grade roster

Faculty Center




My Schedule

2007 Spring | University of New Orleans [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 > 2007 Spring > University of New Orleans

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 ENGL 100-001 (28116)	Intensive English Int Students (Seminar)	16	MoWe 9:30AM - 12:15PM	Engineering Building 320	Jan 13, 2007- May 1, 2007
 ENGL 2238-006 (20456)	Introduction to Fiction (Lecture)	22	MoWe 12:30PM - 1:45PM	Bicentennial Educ Bldg 102	Jan 13, 2007- May 1, 2007
 ENGL 2238-007 (20457)	Introduction to Fiction (Lecture)	26	MoWe 2:00PM - 3:15PM	Bicentennial Educ Bldg 102	Jan 13, 2007- May 1, 2007

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

My Exam Schedule > 2007 Spring > University of New Orleans

You have no final exams scheduled at this time.

[Go to top](#)

Step 3. Select **"Final Grade"** under Grade roster Type, if it is not currently selected.

Faculty Center
 Grade Roster [View FERPA Statement](#)

PED0 412 - 101 Therapy With Children Adol
 Lecture (1024)
 Fall 2009 | 16 Week Regular | Bowie State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Tu 4:15PM - 7:25PM	Center for Learning & Tech-134	Instructor Name	08/31/2009 - 12/23/2009

*Grade Roster Type: **Mid-Term Grade** Display Unassigned Roster Grade Only
 *Approval Status: Not Reviewed

[-> add this grade to all students](#)

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Graduation Status	Expected Grad Term	Program and Plan	Level
<input type="checkbox"/>		Clark,Keovonna			GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Deal,Demetrius Lanice			GRD		Sprg 2012	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Echols,Jessica Elizabeth			GRD		Sprg 2010	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Edwards,Tanya Amy			GRD		Sprg 2013	Professional Studies - UGRD - Pedology	Senior
<input type="checkbox"/>		Emmons,Joseph D.			GRD		Sprg 2011	Professional Studies - UGRD - Pedology	Junior
<input type="checkbox"/>		Ford,Glendon Lawrence			GRD		Sprg 2012	Professional Studies - UGRD - Pedology	Senior

Step 4. Select the drop down menu in the **Roster Grade** column to select the appropriate grade for each student.

Faculty Center
 Grade Roster [View FERPA Statement](#)

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<input type="checkbox"/>		Ford,Glendon Lawrence			GRD		Sprg 2012	Professional Studies - UGRD - Pedology	Senior

Step 5.	Select Save button.
Step 6.	Review the grades entered.
Step 7.	If the grades entered are accurate, change the Approval Status from “ Not Reviewed ” to “ Approved ”.
Step 8.	Click the Save button.
Step 9.	You can use the Download link on the bottom of your screen to download the roster to Excel.