



# 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.**

## Table of Contents

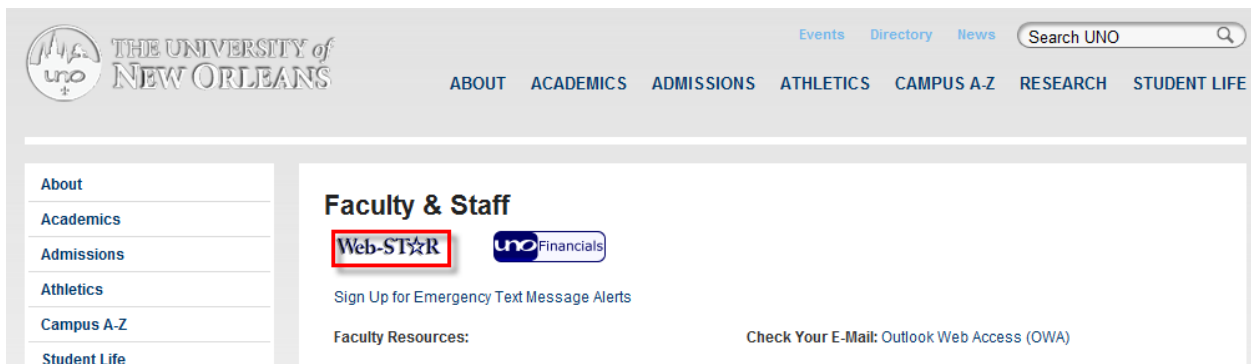
Navigation to Web-STAR.....	4
Entering Final Grades .....	6

## Navigation to Web-STAR

<b>Step 1.</b>	Navigate to the UNO Home Page: <a href="http://www.uno.edu/">http://www.uno.edu/</a>
<b>Step 2.</b>	Select the Faculty & Staff link.



<b>Step 3.</b>	Select the  logo.
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**Step 4.** Select the **Faculty** link.




**Step 5.** Enter your UNO username and password.

**ORACLE®**  
**PEOPLESOFT ENTERPRISE**

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>	<p><b>Select a Language:</b></p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Magyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr><tr><td><a href="#">UK English</a></td><td></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>	<a href="#">UK English</a>	
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## Entering Final Grades

<b>Step 1.</b>	Welcome to the Web-STAR Faculty Center Home Page. The Faculty Center is your starting point.
<b>Step 2.</b>	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
 <a href="#">ENGL 100-001 (28116)</a>	Intensive English Int Students (Seminar)	16	MoWe 9:30AM - 12:15PM	Engineering Building 320	Jan 13, 2007- May 1, 2007
 <a href="#">ENGL 2238-006 (20456)</a>	Introduction to Fiction (Lecture)	22	MoWe 12:30PM - 1:45PM	Bicentennial Educ Bldg 102	Jan 13, 2007- May 1, 2007
 <a href="#">ENGL 2238-007 (20457)</a>	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](#)

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