

Faculty - The Faculty Center

View Grades using the Grade Roster

Instructors use the grade roster to view grades.

1. Enter **Faculty Center**
2. Navigate to: My Teaching Schedule.
3. The **My Teaching Schedule** displays for the current term in a table format.
4. As needed, click the **change term** button to select the desired term.
5. To view the grade roster, click the **Grade Roster** icon to the left of the Class (course catalog code and section number).
6. The **Grade Roster** of the selected class displays.



7. To download the **Grade Roster**, click the **Download** link under the Grade Roster. The roster information will be downloaded