Grade Entry
1. After logging into iROAR, click on the Faculty Services tab.

![Faculty Services](image)

2. Click Final Grades.

![Final Grades](image)

3. This will take you to the grade entry interface. All courses in the current term as well as past terms will display. You may use the term sort arrows to display your courses in term order. You will need to do this for each page of results.

![Grade Entry Interface](image)

Please note: You may have more than one page of courses, especially if you have taught numerous courses in numerous terms. Please make sure to look at the bottom of the screen to see if you have more than one page of results. You can also select to view more results per page.
4. To enter grades, click the Final Grades tab. Select the course you want to grade by clicking on the line it is displayed on. Scroll down to see the class roll once it populates.

If there is a green check in the ‘Rolled Grades’ column, this means the courses have rolled to academic history and cannot be changed using grade entry. Any changes to these grades must be submitted in the Grade Correction section of iROAR.
Candidate Grades

5. To sort the page by candidates, double click the arrow in the candidate column heading. You will need to do this on every results page, as iROAR will not bring all candidates to the top for the entire document.

Candidates will be differentiated to other students with this symbol: 🎓

6. Click on the student to start entering their grade. Click the drop-down menu in the Final Grade column and select a grade.

Please note: You may enter all grades at once, or enter candidate grades first and enter other grades at another time. Deadlines for entering candidate grades are different than deadlines for entering all grades.
Assigning F Grades

7. If you are entering a final grade of ‘F’ a last attend date is required. You can enter the last date of attendance by clicking on the calendar icon in the ‘Last Attend Date’ box for the student, and selecting the date.

Assigning I Grades

8. If you are entering an ‘Incomplete Grade’ a last attend date is also required. You will be taken to the ‘Incomplete Grade’ tab and asked to input an extension date. Do not change the date that is already populated, as this is the academic calendar date for the incomplete grade entry deadline.

You must click on the Roster tab to enter the last date of attendance and return to grade entry for the rest of your class roll.
Please note: Correct errors as they display at the top of the page. To return to entering grades, click the Roster tab at the top.

If you cannot see the Last Attend Date, you may need to use the right-hand arrow key to move the information box out of the way.

Maximize usage of your screen by clicking the arrow next to the information box. This will move the box to the right-hand side of the grade entry screen.

Please note: Before you click save, you have the ability to reset your grades. This will clear all grades that have NOT been saved.

8. When you have entered a grade for ALL students, click save.
Grades have been submitted when you receive a ‘save successful’ notification in the top right-hand side of the page and no errors are displaying.

Please note: As you are grading students, you will see your progress above. There is a bar called Grading Progress, that will slowly fill in orange as you save and submit final grades.

Grade Status Bar Indicator:

- Green = Complete
- Yellow = Incomplete
- Blank = Not Started
Exporting Grades to Excel

1. You can export student grades by clicking the tools button on the right-hand side. Select ‘Export Grade Template’ from the tools menu.

2. Choose Excel type and click export.

3. You also have the option to import grades. Click the tools menu from the right-hand side and Import. Follow directions from the Import Wizard.
Please note: It is easier to export grades to Excel first, rather than mapping a file you have already created.