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. You may also use the search box to search for course CRN, subject or course number.

5. Select the course you want to grade by clicking on it. The class roster will populate below so you will need to scroll down.

6. To enter grades, simply select the grade you want to give in the Final Grade drop-down menu.

7. When you have entered all of the grades, remember to click save.
Candidate Grades

8. 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: 🏢

9. 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

10. 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

11. 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.

To view course information, see how many grades are remaining and see student information, click the small arrow at the top of the 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.

12. 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 = In Progress
- Red = Not Started
Exporting Grades to Excel

1. You can export student grades by clicking the tools button at the top of the page. Select ‘Export Template’.

2. Choose Excel type and click export.

3. You also have the option to import grades. Click the tools menu from the top and select Import.
4. The import wizard will pop-up. Click into the browse box to select the excel file you want to import. Select upload and continue.

5. Continue through the import wizard until you get to the validation table. You can download this to see any errors that may occur. Otherwise, continue to the finish screen and select Save.

Please note: It is easier to export grades to Excel first, rather than mapping a file you have already created. You will be required to have columns for Term, CRN, CUID and Grade. If you are planning to give F or Incomplete grades, this process will not work for you and you will need to enter those grades individually.