For Course Instructors and Grade Administrators:

The intention of this document is to provide clarification of on the various roster statuses for instructors and grade administrators.
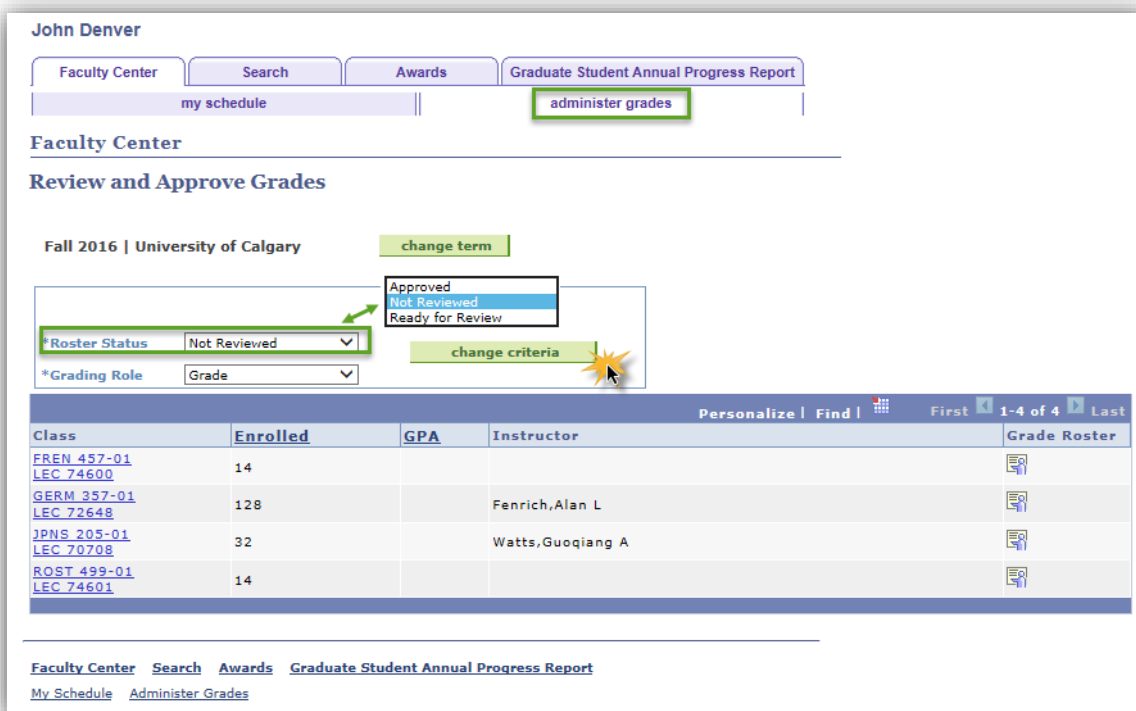
There are three roster status levels for each list of grade rosters:

Not Reviewed status lists all grade rosters that are waiting for grades to be assigned by the course instructor. *When grades are assigned, the roster status is set to **Ready for Review***.

Ready for Review status lists grade rosters that have had all grades assigned, have been saved, and are now awaiting approval. *When grades are approved, the roster status is set to **Approved***.

Approved status lists all grade rosters that have been approved and posted.

Under the **Not Reviewed** roster status, instructors will see a list of courses they are teaching, in the term specified, that have not had grades assigned (see sample below).

When an instructor assigns all grades for a course and sets the roster status to **Ready for Review**, the course will no longer be listed under the **Not Reviewed** status on this page. It will, however, be listed under the **Ready for Review** status and instructors can access it there.

Once the grade roster is approved, instructors may also view it under the **Approved** status.

When making roster status selections, it is essential to click the 'change' button.

Note: If there are no grade rosters available in the roster status chosen, the following error message will appear:

There is no information for the transaction you requested.

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For more information on processing grades, go to:
http://www.ucalgary.ca/ittraining/user-guides/student-administration/faculty-centre-grading