The faculty web access to enter and submit grades is available on the first day of finals for each term (subject to change). This guide shows how to enter grades, add incomplete grade agreements, and change grades during the grading period.

1. Login to MySJSU

1. Go to one.sjsu.edu

2. Click the MySJSU tile.
   If you can't find the MySJSU tile, search for it in the "What would you like to do?" search bar at the top of the page.

   If you see the MySJSU sign-in page, please continue to Step #3.

   If you see the SJSU Faculty Center Homepage, please continue to Step #4.

3. Enter your 9-digit SJSU ID and Password. Click the Sign In button.

   If you have forgotten your password, go to the Reset Password page and enter the 9-digit SJSU ID. Choose one of the two options listed to reset your password.

   You can also go to the FAQ section in the Password Help page for additional assistance.

   If you continue to have problems, please contact IT Service Desk.
     408-924-1530
     itservicedesk@sjsu.edu
4. Click on the **Faculty Center** tile.

5. In the My Schedule, if you see your term listed you can proceed to Step #5.

6. If it is not the desired term, you can click the **Change Term** button to select the appropriate term.

7. Select the desired term and click the **Continue** button.
8. Click on the **Grade Roster** icon next to the desired class.

   **Note:**
   If you do not see the Grade Roster icon, it might be that the grade roster has not been generated.

   Check the [Registration calendar](#) for the desired term to see when the Faculty Web Access for Grade Posting opens.

9. Enter student grades on this page.

10. Click the dropdown under the **Roster Grade** column and select the available grades to assign to students.
11. You can also select multiple students or select all students to assign the same grade:
   a. Click the checkbox to manually select students or click the Select All button to check all students.
   b. You can deselect one or more students by manually unchecking the checkbox. To deselect all the checkboxes, click the Clear All button.
   c. Click the dropdown and select the appropriate grade.
   d. Click the **< Add this grade to selected students** button.

   Repeat this process until all grades are entered.

12. Click the **Save** button to save the grades entered.

13. This message will pop up. Click the **OK** button.
Enter Incomplete Grade Agreement Information for “I” Grade(s)

14. For “I” grades entered, the “Incomplete Grade Agreement” column with the Add link will appear.

You must add an incomplete grade agreement before you can proceed to approve your grade roster.

Click the Add link under the Incomplete Grade Agreement column for the student with an “I” grade.

15. The highlighted fields are required.
   a. Reason Code – reason for the “I” grade
   b. Grade Without Further Work – grade the student will receive if the student does not complete the further work outlined in the Agreement.
   c. Deadline for Completion – date the student must submit completed coursework.

   Note: You can change the Deadline for Completion to an earlier date.

   d. Work Required for Removal of “I” Grade – outlines the coursework the student needs to complete.
16. Click the **OK** button once you have completed entering the information for the Incomplete Grade Agreement.

17. After clicking OK, you will return to the Class Roster or Grade Roster page.

   The link under the Incomplete Grade Agreement column will change from **Add** to **Update**.

18. You may continue to add Agreements for students with an “I” grade.

19. Once all grades and incomplete grade agreements are entered and you are ready to submit, select **Approved** from the **Approval Status** dropdown menu.

   Then click the **Save** button
20. If this message pops up, then that means there is one or more “I” grades without an incomplete grade agreement.

Click the **OK** button.

21. Change the Approval Status back to **Not Reviewed**.

Go back to **Step #14** to add any missing incomplete grade agreements.

22. If this message pops up, you have successfully completed grading this class.

Click the **OK** button.

23. The Grade boxes disappeared.
Change Grades

24. **Grade Rosters with Posted Status**

Once grade rosters have been posted, you will not be able to change it via the grade roster. You must do so via the change grade process. Refer to [How to submit a Change of Grade?](#) on the Grading website.

25. If the grade roster has **not been posted** and the Approval Status is **Not Reviewed**, then you can change the grade(s) entered.

26. Proceed to change the grade(s). Once you are finished, go back and follow **Step #19**.