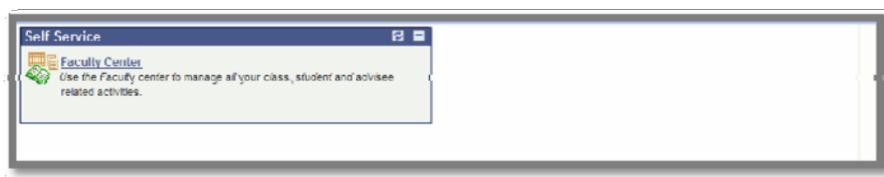


# How to Grade in PAWS

Please be advised that the Grading feature in PAWS is only available during the Grading Window, which occurs at the close of each semester.

## Entering Grades

1. Sign into PAWS.
2. Select the Faculty Center link.



3. On the resulting page, you will see your teaching schedule for the current term.
4. Select the **Grade Roster icon**  located next to the course for which you are entering grading information.

**My Schedule**

2010 Spring | The College of New Jersey [change term](#) [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

**My Teaching Schedule > 2010 Spring > The College of New Jersey**

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">ENGL 552-01</a>	SEMINAR IN DRAMA (Seminar)	30	MoTh 4:00PM - 5:20PM	Art and Multimedia 230	Jan 19, 2010 - Apr 29, 2010
	<a href="#">ADA 499-01</a>	DIGITAL ARTS: THESIS PROJECT (Seminar)	13	Th 12:30PM - 4:20PM	Art and Multimedia 220	Jan 19, 2010 - Apr 29, 2010
				Th 12:30PM - 4:20PM	Art and Multimedia 218	Jan 19, 2010 - Apr 29, 2010

5. On the next page, you will see the **Grade Roster**. Make sure that the correct Grade Roster Type is selected. For example, if you are entering Final Grades, make sure that Final Grade appears in the drop-down box.
6. While you are adding or editing grades, the Approval Status drop-down box should remain at "Not Reviewed", which is the default.

2010 Spring | Regular Academic Session | The College of New Jersey | Undergraduate

▼ [HES 282 - 01 \(40830\)](#) [change class](#)

SPORTS CONCEPTS AND SKILLS (DisLec)

Days and Times	Room	Instructor	Dates
TuFr 10:00AM-11:20AM	Team Room	Angela Academics	01/19/2010 - 04/29/2010
TuFr 10:00AM-11:20AM	Packer Hall 130	Angela Academics	01/19/2010 - 04/29/2010

**Display Options:**

\*Grade Roster Type [Final Grade](#) ▼

Display Unassigned Roster Grade Only

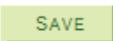
**Grade Roster Action:**

\*Approval Status [Not Reviewed](#) ▼ [save](#)

- Select each student's grade from the drop-down box next to the student's name in the Roster Grade column. (See picture below.)

	Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	<input type="checkbox"/>		<a href="#">A_Student,Chris</a>	A		GRD	School of Science - Computer Science	Junior
2	<input type="checkbox"/>		<a href="#">Academics,Olive</a>	A		GRD	School of Engineering - Engineering Science	Freshman
3	<input type="checkbox"/>		<a href="#">Alpha,Mary</a>	A-			School of Science - Computer Science	Junior
4	<input type="checkbox"/>		<a href="#">Bliss,Alex</a>	B		GRD	Schl of Nursing & Exercise Sci - Health and Exercise Science	Junior
5	<input type="checkbox"/>		<a href="#">Book,Albert</a>	B+		GRD	School of Science - Biology	Junior
6	<input type="checkbox"/>		<a href="#">Bookend,Avana</a>	B+		GRD	School of Science - Computer Science	Junior

## Saving Grades

- After you have entered the grades, click the Save button  at the bottom of the screen.

**Please Note:** *Selecting SAVE does not submit or post the grades. Selecting SAVE saves your entries and allows you to return to your roster to modify your entries at a later time. In order to post your grades, you must complete the following:*

## Posting Grades

**Please Note:** *Grades cannot be posted until a grade is entered for every student on your roster. After you have entered a grade for each student, you can begin the posting process.*

- Change the Approval Status to 'Approved'. To change the approval status, select Approved from the Approval Status drop-down box.

2010 Spring | Regular Academic Session | The College of New Jersey | Undergraduate

▼ [HES 282 - 01 \(40830\)](#) [change class](#)

SPORTS CONCEPTS AND SKILLS (DisLec)

Days and Times	Room	Instructor	Dates
TuFr 10:00AM-11:20AM	Team Room	Dan Chandler	01/19/2010 - 04/29/2010
TuFr 10:00AM-11:20AM	Packer Hall 130	Dan Chandler	01/19/2010 - 04/29/2010

Display Options:

\*Grade Roster Type:  ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status:  ▼ 

- The Post Button  will now appear at the bottom of your Grade Roster.

- Click the Post Button to submit your grades.

[View All](#) | [Download](#) | Rows 1 - 20 of 25

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

## Grade Changes

***It is important to note:*** Once course grades have been posted, students are able to view their grades via PAWS. In the event that an incorrect grade is posted, faculty can request a grade change.

*Grade change requests must be submitted as follows:*

- To change a letter grade to a different letter grade, approval by the chair of the department and dean of the school are required. The instructor must complete a Change of Grade request form, which is available in the department's office.
- To convert an existing Incomplete to a letter grade, please visit <http://recreg.tcnj.edu/incomplete-and-in-progress-grade-change-form/>

For more details on Incomplete Grade policies and procedures, please visit our information page at: <http://policies.tcnj.edu/policies/digest.php?docId=9050>