

Updated Gullnet Grading Instructions

Accessing Rosters and Grading Instructions:

Log into your FACULTY/STAFF Gullnet Account

1. Click on "SELF SERVICE" from the menu on the left
2. Click on "FACULTY CENTER"
3. Click on "MY SCHEDULE"
4. Click on the grade roster icon to the left of class code underlined in blue (middle icon)
4. After all grades have been entered, change the Approval Status to "READY FOR REVIEW."
5. Recheck your work. Errors can be corrected by changing the Approval Status back to "NOT REVIEWED."
6. After all grades have been reviewed for accuracy, change the Approval Status to "APPROVED" and click SAVE
7. To grade another course click on "CHANGE CLASS"

Please Note:

- Grade rosters will only display 20 students at a time. You must click "view all" or click on the right arrow to advance to the next page.
- Rosters must be in the Approved Status in order to be caught in the grade-posting process that runs hourly. Courses not set in the Approved Status will be considered not submitted.
- Grade rosters may also be accessed by clicking on "Grade Roster" instead of "My Schedule" in step 3. The view in "My Schedule" is similar to what you were previously seeing. The "grade Roster" view will only show one course at a time and will default to the first course in your schedule. To grade another course click on "Change Class." This will bring you back to the "MY SCHEDULE" page.

New Options:

- There is a new option called "Display Unassigned Roster Grade Only." If you do not grade all of your students and check this box it will display only those students that you have not graded in that course.
- You can download your entire roster with your grades to an excel spreadsheet by clicking the "Download button" at the bottom of your roster.
- You can now email all of your students the same way you can in your Class Roster by clicking on the "Notify selected Students" or "Notify All Students" button at the bottom of your roster.