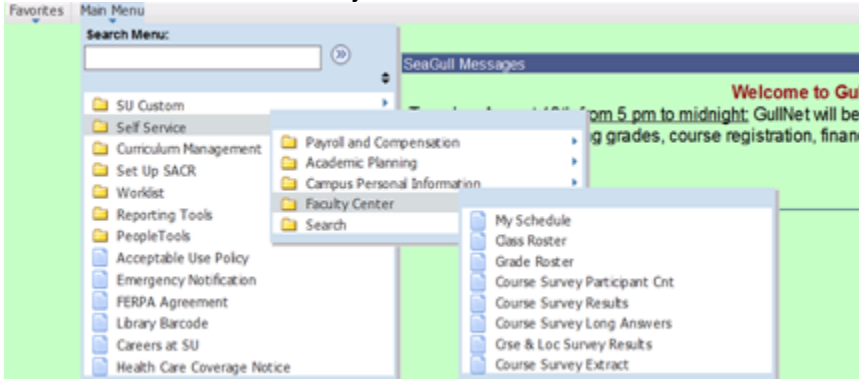


Accessing Class Rosters and Entering Grades in GullNet

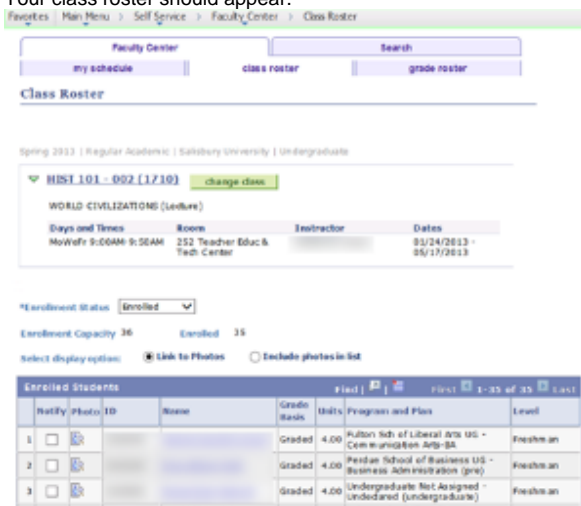
Faculty will find their Grade Rosters in the Faculty Center within GullNet.

Viewing Your Roster

1. Open **GullNet**.
2. Click **Main Menu>Self Service>Faculty Center>Class Roster**.

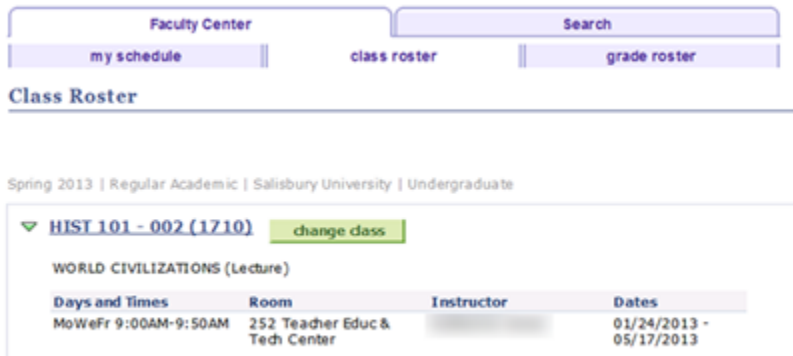



3. Your class roster should appear.

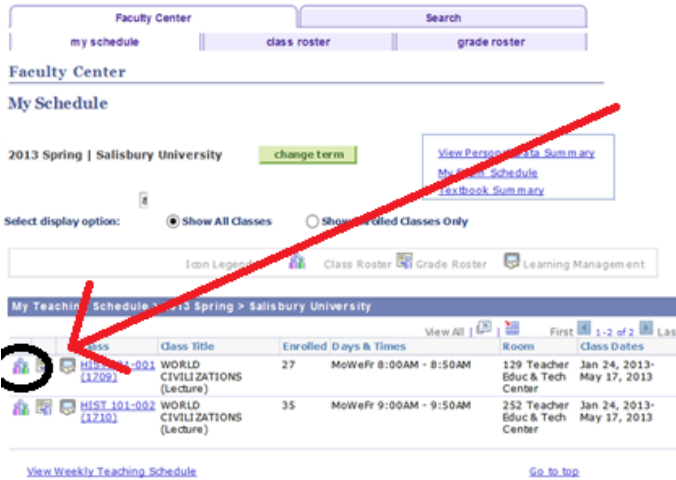


If your roster does not appear:

1. Click the green **Change Class** button.



- In **Faculty Center**, find the course you are looking to display the roster for in the **My Teaching Schedule** display. Click the **Class Roster** icon  for that course on the far left hand side of the display.



Faculty Center




my schedule class roster grade roster

Faculty Center



My Schedule

2013 Spring | Salisbury University [change term](#) [View Personal Data Summary](#)
[My Exam Schedule](#)
[Textbook Summary](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2013 Spring > Salisbury University


Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 HIST 101-001 [1209]	WORLD CIVILIZATIONS (Lecture)	27	MoWeFr 8:00AM - 8:50AM	129 Teacher Educ & Tech Center	Jan 24, 2013- May 17, 2013
 HIST 101-002 [1210]	WORLD CIVILIZATIONS (Lecture)	35	MoWeFr 9:00AM - 9:50AM	252 Teacher Educ & Tech Center	Jan 24, 2013- May 17, 2013

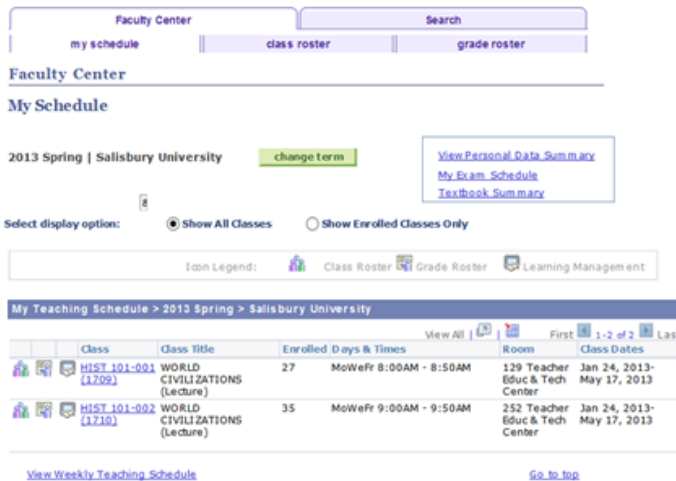
[View Weekly Teaching Schedule](#) [Go to top](#)

- Your roster will display for the selected course.
 - If you do not see your schedule, click the green **Change Term** button and select the semester you wish to view.

Entering Grades

- Open **GullNet**
- Click **Main Menu>Self Service>Faculty Center**.

- In **Faculty Center**, find the course you are looking to enter grades for in the **My Teaching Schedule** display. Click the **Teacher** icon  for that course.



Faculty Center




my schedule class roster grade roster

Faculty Center



My Schedule

2013 Spring | Salisbury University [change term](#) [View Personal Data Summary](#)
[My Exam Schedule](#)
[Textbook Summary](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > 2013 Spring > Salisbury University

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[View Weekly Teaching Schedule](#) [Go to top](#)

4. Select the desired grade to enter for each student.

CMAT 248 - 001 INTRO TO PUBLIC RELATIONS
 Lecture (1771)
 Fall 2007 | Regular Academic Session | Salisbury University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 9:30AM - 10:45AM	134 Fulton Hall	Paul	08/27/2007 - 12/14/2007

*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only
 Approval Status: **Not Reviewed**

<- add this grade to all students

ID	Name	Grade In	Last Date of Attendance	Official Grade	Program and Plan	Level
1 1234567	Example, Adam Edward	A			Fulton Sch of Liberal Arts UG - Communication Arts-BA	Junior
2 1234567	Sample, Winifred Jane	B			Fulton Sch of Liberal Arts UG - Communication Arts-BA	Sophomore
3 1234567	Test, Amy Allison	C			Fulton Sch of Liberal Arts UG - Art-BA/Communication Arts-BA	Sophomore
4 1234567	Test, Kimberly Winona	C			Fulton Sch of Liberal Arts UG - Communication	Junior

5. After you have entered your desired grades, scroll to the bottom and click **Save**.

13	1234567	Sample, John James	B			BA/Spanish Fulton Sch of Liberal Arts UG - Communication Arts-BA/Marketing Management	Sophomore
14	1234567	Sample, Samuel Charles	D			Fulton Sch of Liberal Arts UG - Communication Arts-BA	Sophomore
15	1234567	Sample, Victoria Lynn	A			Fulton Sch of Liberal Arts UG - Communication Arts-BA/Spanish-BA	Junior
16	1234567	Test, Arnold Alex	A			Fulton Sch of Liberal Arts UG - Communication Arts-BA	Junior
17	1234567	Test, Elizabeth Barrett	B			Fulton Sch of Liberal Arts UG - Communication Arts-BA	Sophomore
18	1234567	Test, Ulysses S.	D			Undergraduate Non-Degree - UND/Yes prior undergrad work	Junior

6. After you enter grades, you must set the Approval Status.

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Meeting Information

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*Grade Roster Type: **Final Grade** Display Unassigned Roster Grade Only
 Approval Status: **Not Reviewed**

<- add this grade to all students

- If you are still reviewing or finalizing your grades, select **Ready to Review**. Click **Save**.
- When you are certain of all grades and are ready to submit, select **Approved** and click **Save**.

Related articles

Content by label

There is no content with the specified labels

