

Instructions for faculty grading

1. Log into MyCSUDH using username and password.

CSUDH Portal - Microsoft Internet Explorer

Address: <https://my.csudh.edu/psp/pdhprrd/EMI>

MyCSUDH

home

signon

Username: example: ajones3

Password:

Activate Your Account New User?

Forgot Your Password?

Forgot your Username?

Welcome to MyCSUDH

MyCSUDH is your one-stop shop for campus resources. CSU Dominguez Hills' applicants, students, faculty, and staff may access MyCSUDH for admissions, records, registration, financial aid, ToroPay, advising, human resources, and much more from anywhere in the world (24/7), except during maintenance periods.

Maintenance Downtime
Every Tuesday, 8:00pm to midnight
Dec 28, 2008, Sunday, 12am-6am
Jan 18, 2009, Sunday, 12am-6am

Questions or Concerns
Submit an **IT HelpWeb** request.

additional links
The links below open in a new browser window.

Academics Website **Financial Aid Website**

Admissions

future students
If you are interested in becoming a student at CSU Dominguez Hills, please complete our **online prospective student form** to receive more information.

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Disclaimer | Browser Support

2. Select Faculty Center tab

CSUDH Portal - Microsoft Internet Explorer

Address: <https://my.csudh.edu/psp/pdhprrd/EMI>

MyCSUDH

home | sign out

Student | **Faculty** | Employee | Finance

Student Center
Class schedule, add/drop classes, grades, degree progress, holds, to do list, financials and more...

To register for Extended Education classes, click on the Extended Education links below.

extended education
Look up classes to add and Register for Winter Session, Extended Education, Humanities External Degree, Distance Learning, and other Extension courses.

Credit Enrollment

Open University Enrollment

Non-Credit Enrollment

personal info

Address

Phone

Email

other services

ToroPay

Order Textbooks Online

Blackboard

toroMail

additional links
The links below open in a new browser window.

Academics Website

Financial Aid Website

CSUDH Home Page

Help

toroWiki

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3. Select grade roster icon for the course you wish to grade

Jack Sadler My Info Go to...

faculty center advisement class search faculty search learning management systems Help ?

Faculty Center

Select Term 2004 Fall change

Show all classes Only classes with enrollment View My Weekly Schedule View FERPA Statement

Class Roster Gradebook Grade Roster Learning Management System

My Teaching Schedule > 2004 Fall > PeopleSoft University Find

Class	Class Name	Days and Time	Location	Class Dates	Enrolled		
ART 100-1 LAB 1007	Basic Studio in Art (Laboratory)	TuTh 3:30PM - 4:50PM	King 108	Aug 30, 2004-Dec 12, 2004	2		
ART 101-1A LEC 1557	Art Survey (Lecture)	Sa 9:00AM - 11:30AM	Angel 101	Aug 30, 2004-Dec 12, 2004	2		
ART 111-1 SEM 1008	Introductory Art Seminar (Seminar)	TuTh 10:00AM - 11:20AM	Angel 110	Aug 30, 2004-Dec 12, 2004	0		
ART 112-1 LEC 1316	History of World Art (Lecture)	MWF 10:00AM - 10:50AM	Angel 109	Aug 30, 2004-Dec 12, 2004	0		

Click Grade Roster icon for each section to obtain grade roster for that section. Your icons will appear on the left side of each course.

Class Search Faculty Search Learning Management Systems

4. Enter a grade for each student listed on the grade roster. Assign a grade by typing in the grade, or clicking on the magnifying glass icon to see a list of acceptable grades. Be sure to assign grades for students listed on the next page(s) if your roster has more than one page.

Grade Roster Type Grade Roster

Find First 1 of 1 Last

Term: 2004 Fall Class Nbr: 1557 Art Survey Section: 1A
 Session: Regular Catalog: ART 101 Seq Nbr: 1

Roster Type
 Final Grade Final Grade Display Ungraded Students Only

ID	Name	Grade Input	Official Grade	Career	Grade Basis	Status	Detail	Note
1 00000000411	Monroe, Marilyn	A		Undergrad	Graded	Pending	Detail	Note
2 SR13425	Owen, David	B		Undergrad	Graded	Pending	Detail	Note

Save Return to Search Notify Refresh

[Grade Roster Type](#) | [Grade Roster](#)

5. Be sure to click the "Save" button once you have entered the grades on this page.

6. Once you have entered a grade for every student, you must set your grade roster status to “Approved”, then click “Save” so that grades can be posted.

Faculty Center

Grade Roster

[View FERPA Statement](#)

Grade Roster Information			
Course	ART 100	Institution	PeopleSoft University
Description	Basic Studio in Art	Term	2004 Fall
Class Number	1007	Session	Regular Academic Session
Class Section	1	Career	Undergraduate
Component	Laboratory		
Day	Tues Thurs	Instructor	Sadler,Jack
Time	3:30PM 4:50PM		
Location	King 108		

Grade each student, set **Approval Status** to **Approved**, and save.

Grade Roster Type:

Approval Status: Display Ungraded Students Only

Quick Grade Input

Add grade to all students:

Find |

Student Grade		Transcript Note				
ID	Name	Grade	Grade Input	Program and Plan	Level	Status
<input type="checkbox"/> 1 00000000410	Dubois,Blanche	<input type="text"/>		Fine Arts Undergraduate - Undeclared Undergraduate	Freshman	Pending
<input type="checkbox"/> 2 00000000411	Monroe,Marilyn	<input type="text"/>		Fine Arts Undergraduate - Art (BFA)	Freshman	Pending

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Note: This is an additional step that is different from procedures from prior grade submissions. Grades cannot be posted until all rosters have been approved.

Grade Roster

[View FERPA Statement](#)

Grade Roster Information

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Approval Status: Display Ungraded Students Only

Quick Grade Input

Add grade to all students:

Find |

Student Grade | Transcript Note |

	ID	Name	Grade	Grade Input	Program and Plan	Level	Status
<input type="checkbox"/>	1 00000000410	Dubois,Blanche	<input type="text" value="A+"/>	A	Fine Arts Undergraduate - Undeclared Undergraduate	Freshman	Pending
<input type="checkbox"/>	2 00000000411	Monroe,Marilyn	<input type="text" value="B"/>	B	Fine Arts Undergraduate - Art (BFA)	Freshman	Pending

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7. If you have any problems or questions concerning grade submission, please email mdsimpson@csudh.edu or call (310) 243-3645.