

Instructions for faculty grading

1. Log into MyCSUDH using username and password.

MyCSUDH | portal

Signon

User ID

Password

Sign In

If you have any comment or suggestion on my.csudh.edu, you can complete [this feedback form](#) so we can make your experience better.



SYSTEM NOTICES

Student/Faculty Center Maintenance
Every Tuesday Night 8pm-12am

Skillport Maintenance
Every Tuesday 10pm to 11pm, also Saturday 10am to 12pm

- HELPFUL GUEST LINKS**
- CSUDH Home Page
 - About CSUDH
 - Academics Website
 - Admissions Office
 - Financial Aid Website
 - Student Financial Services
 - Toro Events & Activities
 - Visit Us

CAMPUS ANNOUNCEMENT

MyCSUDH.edu. Save time. Avoid the Lines.
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.

Degree Roadmaps --- Your Path To Graduation
Map your coursework and get on the right path to your CSUDH degree. Click on Degree Roadmaps for help in planning your education.

A Message on Student Fees
The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be

- QUICK LINKS**
- Class Search
 - Class Schedules
 - Academic Calendar
 - University Advising Center
 - Student Services
 - Course Catalogs

2. Select Faculty Center tab

MyCSUDH | portal

Search Home Sign out

Welcome

FACULTY EMPLOYEES

My Work

Acad Accomplishments

LAUNCHPAD

- Faculty Center
- Blackboard
- Outlook Web Mail
- PTE Results
- Software
- lynda.com
- Skillsoft Skillport
- ToroLink



SYSTEM NOTICES

System Status
All systems are operating normally.

Skillport Maintenance
Every Tuesday 10pm to 11pm, also Saturday 10am to 12pm.

Student & Faculty Center Maintenance
Every Tuesday Night 8pm-12am.

EMPLOYEE ANNOUNCEMENTS

IT Division Launches Inaugural Newsletter, ToroTech Times
The IT Division's inaugural newsletter, ToroTech Times, is now available online. This quarterly newsletter is part of the greater Policy and Communication plan specified in the proposed University IT Governance model. The goal is to increase campus-wide communication. The link to the newsletter is available on our new Communication page.

Points of Distinction
There are a lot of reasons why California State University, Dominguez Hills stands out among the nation's exceptional urban universities. Our university has an exciting and distinctive history, a vibrant academic environment, exciting research programs, and a tradition of service in the South Bay.

Welcome to the Employee Home Page
California State University Dominguez Hills is an Affirmative Action/Equal Opportunity

MY QUICKLINKS

- Manage My QuickLinks

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

The screenshot shows the 'Faculty Center My Schedule' page for Fall 2011 at CSU Dominguez Hills. It features a navigation bar with 'my schedule', 'class roster', and 'grade roster' buttons. Below, there are options to 'change term' and 'My Exam Schedule'. A 'Select display option' section has radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' shows icons for Class Roster, Grade Roster, and Learning Management. The main table, 'My Teaching Schedule > Fall 2011 > CSU Dominguez Hills', lists various classes with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. A red circle highlights the 'Grade Roster' icon in the left margin of the table.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
JDS 320-01 (40091)	Inter Top In Hum Stud: (Lecture)	10	We 7:00PM - 9:45PM	SBS B231	Aug 27, 2011- Dec 20, 2011
JDS 326-31 (40093)	Perspectives In Human Studies (Lecture)	20	Sa 1:30PM - 5:30PM	SCC 1304	Aug 27, 2011- Aug 27, 2011
JDS 326-42 (40095)	Perspectives In Human Studies (Lecture)	9	TBA	INTERNET	Aug 27, 2011- Dec 20, 2011
LBR 494-01 (42201)	Independent Study (Supervision)	0	TBA	TBA	Aug 27, 2011- Dec 20, 2011
LBR 494-02 (42202)	Independent Study (Supervision)	0	TBA	TBA	Aug 27, 2011- Dec 20, 2011
LBR 494-03 (42203)	Independent Study (Supervision)	1	TBA	TBA	Aug 27, 2011- Dec 20, 2011
LBR 495-02 (41394)	Special Topics (Lecture)	3	We 7:00PM - 9:45PM	SBS B231	Aug 27, 2011- Dec 20, 2011
LBR 495-31 (41393)	Special Topics (Lecture)	5	Sa 1:30PM - 5:30PM	SCC 1304	Aug 27, 2011- Aug 27, 2011
LBR 495-41 (41395)	Special Topics (Lecture)	3	TBA	INTERNET	Aug 27, 2011- Dec 20, 2011

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

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.

The screenshot shows the 'Student Grade' entry page. It has tabs for 'Student Grade' and 'Transcript Note'. A table lists student information with columns for ID, Name, Roster Grade, Official Grade, Academic Career, WU Last Date of Attendance, Incomplete Contract, and Grading Basis. The 'Roster Grade' column contains dropdown menus with values like 'WU', 'I', 'AU', and 'B'. Below the table are buttons for 'View All', 'Download', 'Rows 1 - 5 of 5', 'Printer Friendly Version', 'Select All', 'Clear All', '<- add this grade to selected students', 'notify selected students', 'notify all students', and a green 'SAVE' button.

ID	Name	Roster Grade	Official Grade	Academic Career	WU Last Date of Attendance	Incomplete Contract	Grading Basis
1 004370976	Bright,Keesley M	WU		Undergraduate	10/15/2012		GRD CR/NC
2 004364554	Francis,Cheyenne		W	Undergraduate			Administra
3 004361263	Hall,Michael Anthony	I		Undergraduate		Add	GRD CR/NC
4 004361302	Perez,Juan	AU		Undergraduate			Audit
5 004394129	Yamanaka,Shannon M	B		Undergraduate			GRD CR/NC

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.

Grade Roster

[View FERPA Statement](#)

Fall 2012 | Regular Academic Session | CSU Semester University | Undergraduate

▼ **SOC 200 - 01 (4821)** change class

Introduction to Data Analysis (Seminar)

Days and Times	Room	Instructor	Dates
MoWe 3:30PM-4:45PM	PSY Room 304	Bob Burns	09/24/2012 - 12/21/2012

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed ▼ save

[Find](#) | [View All](#) | |

Student Grade	Transcript Note							
ID	Name	Roster Grade	Official Grade	Academic Career	WU Last Date of Attendance	Incomplete Contract	Grading Basis	
<input type="checkbox"/> 1 004370976	Bright, Keeley M	WU ▼		Undergraduate	10/15/2012 B		GRD CR/NC	
<input type="checkbox"/> 2 004364554	Francis, Cheyenne		W	Undergraduate			Administra	
<input type="checkbox"/> 3 004361263	Hall, Michael Anthony	I ▼		Undergraduate		Add	GRD CR/NC	
<input type="checkbox"/> 4 004361302	Perez, Juan	AU ▼		Undergraduate			Audit	
<input type="checkbox"/> 5 004394129	Yamanaka, Shannon M	B ▼		Undergraduate			GRD CR/NC	

View All | | [Download](#) | Rows 1 - 5 of 5

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

▼ <- add this grade to selected students

notify selected students notify all students

SAVE

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

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.

Faculty Center Search

my schedule class roster grade roster

Grade Roster

Spring 2011 | Regular Academic Session | CSU Dominguez Hills | Undergrad and Ext Ed Credit

▼ [IDS 320 - 01 \(21195\)](#) [change class](#)

Inter Top In Hum Stud: - Int'l Perspective on LGBT (Lecture)

Days and Times	Room	Instructor	Dates	Topic
We 7:00PM-9:45PM	SAC 1103	Vivian Price	01/22/2011 - 05/25/2011	Internat'l Persp on LGBT

Display Options:

*Grade Roster Type ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status ▼ **Posted**

[Find](#) | [View All](#) | |

Student Grade

ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Grading Basis	Status
				UGRD Degree and ...			

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