


Frostburg State University – Office of the Registrar

Instructions to complete the grade roster in PAWS

1. Once at the main menu, click on **Self Service**. Then click on **Faculty Center**, then **My Schedule**. Verify the term for recording the grades and change if necessary. Below **My Teaching Schedule**, click on the **grade roster icon**  beside the course you are grading. In the column labeled **“Roster Grade”**, select the letter grade from the drop down box. Once all grades are entered, click on **Save**.
2. Next, verify your grades by selecting **Final Grading Completed** from the **“Approval Status”** bar and then click on **SAVE**. All students must have an assigned grade prior to changing the **“Approval Status”** to **Final Grading Completed**.
3. Students who have stopped attending but do not have a posted grade of **“W”** or **“WF”** may not have submitted the withdrawal form to the Registrar’s Office. You may call the Registrar’s Office at 687-4348 to verify a student’s withdrawal prior to submitting the grade roster. If no withdrawal form has been submitted to the Registrar’s Office by the last day of class, the student should have the grade of **“FX”** assigned. **Upon entering a grade of “FX”, a box will appear in order to enter the student’s last date of contact.** The box must have a date entered for acceptance of roster. If the student has never attended, enter the first day of classes as the last contact date.
4. If a student is not listed on the roster, please ask the student to report to the Office of the Registrar, Pullen Hall, Room 144. The student will not receive the grade until the required paperwork is submitted to the Registrar’s Office.
Note: There may be students with a name change since you last viewed your roster.
5. You may change a grade prior to our office posting them by changing the Approval Status to **Grading in Progress**. After changing the grade, remember to select **Final Grading Completed** again and **SAVE**. Once we have posted the grades, you will not have access to the approval status bar and all grade changes will require a change of grade form with the Chair’s approval.