

# Online Grade Roster Submission/Archive Login Instructions

1. In your internet browser (i.e., Internet Explorer, Netscape, Mozilla, Firefox, etc.), go to the FSYou Portal (AKA Blackboard):
  - a. From the FSU homepage ([www.fsu.edu](http://www.fsu.edu)), select [Faculty and Staff](#).
  - b. On the Faculty and Staff page locate, on the far right, Quick Links. Click on “Blackboard.”
  - c. Or you may navigate directly at <https://campus.fsu.edu>.
2. Login to the FSYou Portal using your Blackboard login.
  - a. If you do not know your ID or password, or have not set one up in the past, follow the links to receive help with your user name and/or password.
  - b. If you still have difficulty logging in call the ACNS Help Desk at (850) 644-8502 or e-mail: [helpdesk@us.fsu.edu](mailto:helpdesk@us.fsu.edu).
3. Once you are logged in, click on the “Secure Apps” tab on the far right.

## Roster Submission:

- I. Select Grade Roster Submission.
- II. Read the Online Grades Policy security advisory and click the “Proceed to Grade Entry” button to see a list of your rosters.
- III. You have reached the main page for grade roster submission. To begin entering grades, click the [Add/Edit](#) button. You will be requested to confirm your identity by retyping in your FSUID and password. Remember that this is for identification verification purposes only. Your FSUID and password are not saved or stored anywhere. Additional help and instructions are provided from the HELP link in the upper right hand corner of each page within the grade submission application. Below, we have provided a brief explanation of the different functions available from the main roster menu. **Remember: you must click “Submit” once all grades are entered. Failure to do so may result in charges for late grade rosters and will prevent grades from posting to the student record.**

<b>ACG2021 - 10</b>			
<b>Status: Ready To Be Graded</b>	<b>30</b> out of <b>37</b> total	<input type="button" value="Add/Edit"/>	<input type="button" value="Review"/> <input type="button" value="Summary"/>
<b>BSC1005 - 1</b>			
<b>Status: Ready To Be Graded</b>	<b>84</b> out of <b>1255</b> total , <b>2</b> new students	<input type="button" value="Add/Edit"/>	<input type="button" value="Review"/> <input type="button" value="Summary"/>
<b>HFT4866 - 1</b>			
<b>Status: Recalled, Ready for Submission</b>	<b>0</b> out of <b>35</b> total	<input type="button" value="Add/Edit"/>	<input type="button" value="Review"/> <input type="button" value="Summary"/> <input type="button" value="Submit"/>

Shows number of students who need grades and total number of students in each section.	Add/Edit: Enter grades or change previously-saved grades	Review: View a list of grades entered for a course	Summary: View a grade distribution and course GPA	Submit: “Hand-in” final grades. <b>Must be clicked for grades to post</b>
--	---	---	--	--

## Roster Archive:

- I. Select Grade Roster Archive from list.
- II. Read the Online Grades Policy security advisory and click the “Proceed to Grade Entry” button to see a list of your rosters.
- III. Select year and term. Location is optional depending on the search you are conducting. As a faculty member interested in only your courses, do not include location and click “Proceed to Search My Rosters.” To see a whole department or college, specify location and click “Proceed to Search All Rosters.”
- IV. Specify department and use the additional search criteria provided to assist with narrowing your search. “Click the Search Button.” Archive views are available 24/7 and will ultimately hold 5 years worth of data. Spring 2005 started as a pilot program so not all rosters are available online for that term.