



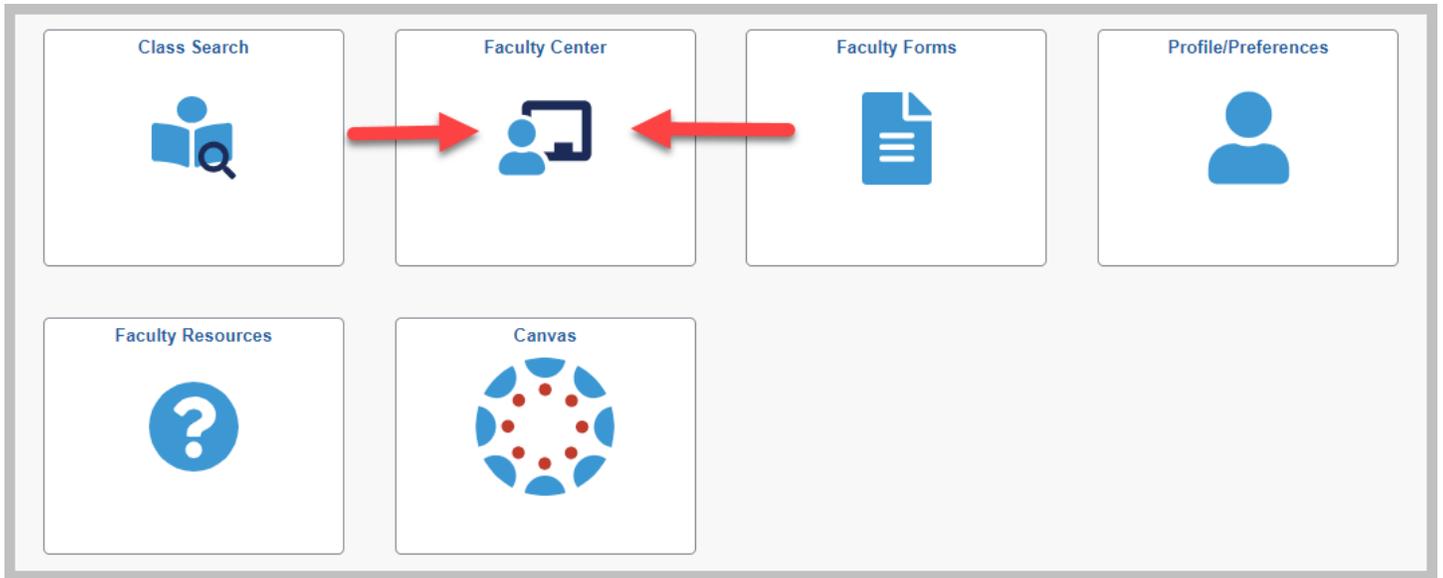
# SURF Instructor Grade Roster

Faculty Self Service

## Grade Rosters

**Final Grade Rosters** are available from Faculty Self-Service **one week prior to final exams** by the A&R office.

1. Once you have logged into SURF, click the **Faculty Center** tile.



2. Verify you are viewing the correct term. If you would like a different term click on the **change term** link near the top of the page.

Census Roster	Class Roster	Class Perm	Instr Drop	Grade Roster	Class	Class Title	Enrolled	Wait List Total	Days & Times	Room	Class Dates
✓	👤	👤	📄	📄	1	U H (Lecture)	7	42	MW 7:30AM - 8:45AM	OC3102	Aug 19, 2019- Dec 14, 2019



# SURF Instructor Grade Roster

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3. To view a roster, click the Grade Roster icon  next to a class displayed in your Teaching Schedule.

Note: If you do not see the grade roster icon for a specific class, a grade roster has not been generated. Please contact Eva Viveros in Admissions and Records @ 760-795-6624.

Faculty Center

## My Schedule

Fall 2019 | MiraCosta Community College [Change Term](#) [View Personal Data Summary](#)

Select display option  
 Show All Classes  Show Enrolled Classes Only

**Legend** Class Permissions Class Roster Grade Roster Positive Attendance Instructor Drop Census Roster

**My Teaching Schedule > Fall 2019 > MiraCosta Community College**

Personalize | View All | First 1-5 of 5 Last

Census Roster	Class Roster	Class Perm	Instr Drop	Grade Roster	Class	Class Title	Enrolled	Wait List Total	Days & Times	Room	Class Dates
					H (C)	(blurred)	42		MW 7:30AM - 8:45AM	OC3102	Aug 19, 2019- Dec 14, 2019
					H (C)	(blurred)	38		TuTh 1:30PM - 2:45PM	OC3102	Aug 19, 2019- Dec 14, 2019
					H (C)	(blurred)	36	3	MW 12:00PM - 1:35PM	San Elijo 601	Sep 4, 2019- Dec 11, 2019
					H (C)	(blurred)	2		TuTh 1:30PM - 2:45PM	OC3102	Aug 19, 2019- Dec 14, 2019
					H (C)	(blurred)	2		MW 12:00PM - 1:35PM	San Elijo 601	Sep 4, 2019- Dec 11, 2019

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



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4. Enter grades.
  - a. The Grade Roster Type should be set to **Final Grade**.
  - b. Use the Roster Grade drop down menu to enter the appropriate final grade for each student.
  - c. Use may use the following drop down    - d. For students with a grading basis of pass/no pass, enter P (Pass, At least Satisfactory) or NP (No Pass, Less than Satisfactory).
  - e. The last date of attendance is required for all student's with a final grade of a **F**. These students will have an asterisk next to their name.
  - f. Grades are saved at the time of entry. **SAVING your grades DOES NOT SUBMIT THEM!**

The screenshot shows the 'Grade Roster Action' section with 'Grade Roster Type' set to 'Final Grade' and 'Approval Status' set to 'Not Reviewed'. Below is a table with columns: Student Grade, ID, Name, Last Date of Attendance (F), Roster Grade, and Official Grade. A dropdown menu for 'Roster Grade' is open, showing options A, B, C, D, and F. A callout box points to the dropdown with the text: 'Select the appropriate grade from the drop down list for the first student on the roster, then repeat for the remaining students. Only grades on the drop down list can be used. + and - are not valid grades.'

Student Grade	ID	Name	Last Date of Attendance (F)	Roster Grade	Official Grade
<input type="checkbox"/>	67131081 *	Asular, Maria		A	ABC
<input type="checkbox"/>	67131079 *	Asular, Michelle, S		B	ABC
<input type="checkbox"/>	67143373	Alexandrou, Marina, Anagnostis		C	ABC
<input type="checkbox"/>	67131043 *	Alfred, Barbara		D	ABC
<input type="checkbox"/>				F	ABC

5. After final grades have been entered for all students and reviewed for accuracy, make sure the Approval Status is set to **Approved**.

Note: You will not be able to change grades online once you submit.

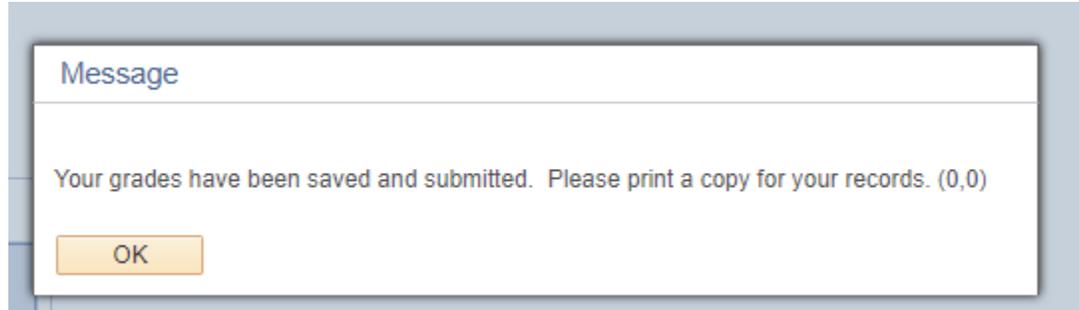
The screenshot shows the 'Grade Roster Action' section with 'Grade Roster Type' set to 'Final Grade' and 'Approval Status' set to 'Approved'. The 'Display Unassigned Roster Grade Only' checkbox is unchecked. A 'save' button is visible next to the 'Approval Status' dropdown.



# SURF Instructor Grade Roster

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The following message will appear once submitted.



Note: Admissions and Records will post grades for students to view online through Surf normally within 24-48 hours.

## FAQS

### 1. **Who can I call for help? Where can I go for further HELP using SURF?**

- If you need additional help technical help with **SURF for Instructors**, please call the **HelpDesk** at **ext. 6800** from on campus and **(760) 795-6800** from off campus.
- If you would like assistance with printing rosters on **SURF for Instructors**, please contact Cristina Villalobos at Cvillalobos@miracosta.edu.

### 2. **Can I assign an incomplete grade?**

Incomplete or "I" grades cannot be inputted via SURF, please follow these instructions. Incompletes are allowable for "incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term." They are typically assigned to students who are unable to complete the final examination, or submit a final project.

- Complete a Petition for Incomplete Grade form available in A&R or online [http://www.miracosta.edu/student-services/admissions/downloads/IncompleteGradePetition\\_fillable.pdf](http://www.miracosta.edu/student-services/admissions/downloads/IncompleteGradePetition_fillable.pdf)
- Using SURF, post the evaluative grade the student would receive if the contract was not an option (this would be the same grade annotated on the contract if the conditions for the incomplete are not met).
- Upon completion of the terms of the petition, please submit a grade change form to Admissions, indicating the final evaluative grade.
- If the student does not complete the terms of the petition, the grade will revert to the original evaluative grade at the end of the following semester.



# SURF Instructor Grade Roster

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**3. Can I assign a withdrawal grade?**

No, a "W" grade (drop) cannot be assigned after the 75% withdrawal deadline. Students with extenuating circumstances must petition to the Committee on Exceptions (Counseling Office) after the W deadline.

**4. How do I change a grade?**

You can change a grade via the Faculty Center under Faculty Forms using the Grade Change Form.

**5. How are student's notified of their grades?**

You can use the notify buttons at the bottom of your grade roster to email your students their grades. SURF will send a generic email to students letting them know that their grades have been entered. A&R gas to post the grades before the student can log into their **Student Center** to see their final course grade.