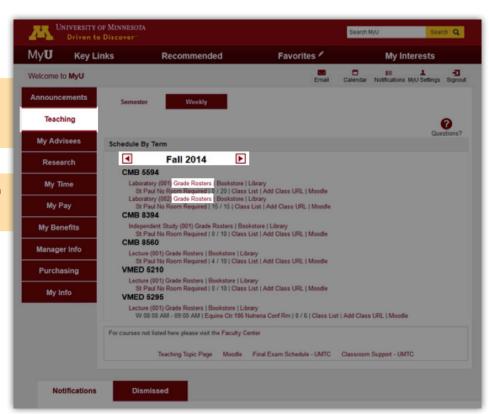
University of Minnesota

## Accessing PeopleSoft Faculty Center

Log in to MyU.umn.edu with your Internet ID and password.

Click on the **Teaching** tab to view your classes. Use the arrows to navigate to another term.

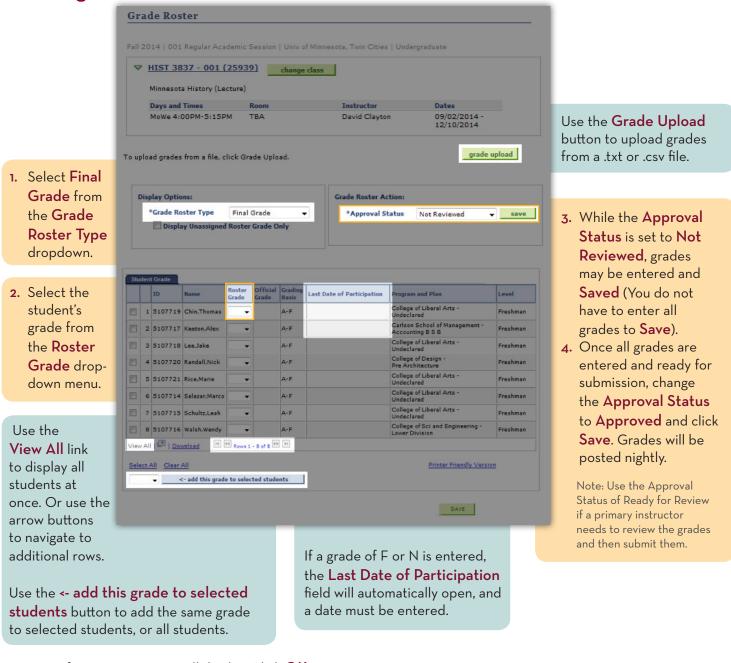
To get to the Faculty Center, click on the **Grade Rosters** link by a class.



in Faculty Center

**Grade Rosters** are generated near the end of the term. You must be given grade access on the class section (as primary instructor, secondary instructor, teaching assistant, or proxy) by your departmental scheduler in order for the **grade roster** to appear in your Schedule or under the grade roster sub tab.

## **Entering Grades**



5. A confirmation message will display. Click OK.



6. To enter grades for another class, click the change class button to return to the My Schedule tab. Then, click the grade roster icon by the class.