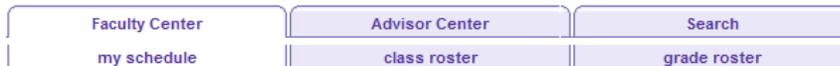


Grading Instructions

The instructor of record is responsible for inputting and submitting all grades for his or her respective courses.

1. Log in to WaveNet at: <https://wavenet.pepperdine.edu>. Select "Faculty Center" from the drop down menu of the "Faculty Services" tab on the left-hand side of the page. Your Faculty Center will appear. Check to make sure you are on the correct term for grading. If not, click the green "Change Term" button; select the correct term, and click "Continue."



Faculty Center

My Schedule

Other Links

Seaver International Programs Visiting Faculty Application
Student Weekly Schedule



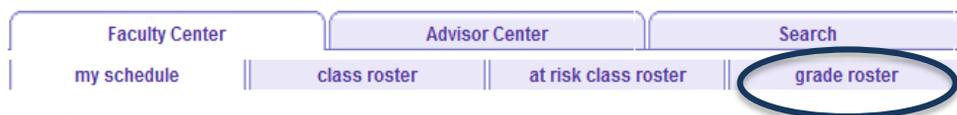
Select display option: Show All Classes Show Enrolled Classes Only



My Teaching Schedule > Spring 2012 > Pepperdine University						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
PSY 708-20 (2884)	PsychoRx Multicult Context (Lecture)	16	Mo 12:30PM - 3:00PM	West LA Grad Campus 342	Jan 9, 2012-	Apr 16, 2012
PSY 716-20 (2898)	Develop Foundations CI Psy (Lecture)	17	Mo 4:00PM - 6:45PM	West LA Grad Campus 346	Jan 9, 2012-	Apr 16, 2012
PSY 716-21 (2899)	Develop Foundations CI Psy (Lecture)	15	We 4:15PM - 7:00PM	West LA Grad Campus 341	Jan 11, 2012-	Apr 18, 2012
PSY 731-20 (2900)	Thry/Tech Psydym Psyth:B (Lecture)	16	We 1:30PM - 4:15PM	West LA Grad Campus 341	Jan 11, 2012-	Apr 18, 2012
PSY 771-24 (2923)	Practicum Clinical Intensive (Practicum)	4	We 9:30AM - 11:00AM	West LA Grad Campus 341	Jan 11, 2012-	Apr 18, 2012
PSY 777-20 (2931)	Practicum Supervision Consult (Practicum)	11	We 11:00AM - 12:00PM	West LA Grad Campus 341	Jan 11, 2012-	Apr 18, 2012
PSY 779-20 (3551)	Cognitive Bases of Behavior (Lecture)	0	TBA	West LA Grad Campus	Jan 6, 2012-	Apr 20, 2012
PSY 795-04	Clinical Dis Supervision	12	TBA	West LA Grad Campus	Jan 6, 2012-	Apr 20, 2012

<https://hcm.pepperdine.edu/psp/hcprd89/EMPLOYEE/HRMS/c/>

- Select either the "Grade Roster" tab, or the grade roster icon to the immediate left of the class for which you would like to enter grades. Once you have entered the grade roster for the selected class, select the grade you wish to assign from the pull down menu located to the immediate right of the student's name. To avoid error in the assignment of grades, do not import grades from your grade book in Sakai, enter grades directly into the grade roster. Be sure to double check all grading calculations. NOTE: GSEP **does not** use the grades of 'NG', 'WP', or 'WF'; do not assign these grades for any reason. If a student is listed on your roster, but **did not attend** class, and a 'W' has not been assigned, do not enter a grade. Instead, email the [GSEP Registration Office](#) with the student's name, CWID, and course number.



Faculty Center

My Schedule

Other Links

Seaver International Programs Visiting Faculty Application
Student Weekly Schedule

Fall 2012 | Pepperdine University

change term

Select display option:

Show All Classes

Show Enrolled Classes Only



My Teaching Schedule > Fall 2012 > Pepperdine University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 ED 791-27 (3760)	Dissertation Research (Dissertation)	2	TBA	TBA	Sep 4, 2012- Dec 14, 2012
 EDEL 791-27 (3801)	Dissertation Research (Dissertation)	2	TBA	TBA	Sep 4, 2012- Dec 14, 2012
EDOC 791-27 (3764)	Dissertation Research (Dissertation)	0	TBA	TBA	Sep 4, 2012- Dec 14, 2012

- Once all grades have been entered, be sure to click the "SAVE" button at the bottom of the page. After clicking the "save" button the "Status" column will read "Pending", entered grades will appear in the "Roster Grade" column, and the following confirmation verbiage will be displayed in RED: "Your grades have been saved. You may make additional changes until the grades are posted by the Registrar's Office." After the University Registrar's office posts your saved grades to student records, the "Status" column will read "Posted" and all grades from the "Roster Grade" column will appear in the "Official Grade" column. NOTE: You may change a grade as long as the status is "Pending;" however, at the end of the grading period when the status has changed to "Posted," you must submit the grade change through the [GSEP Registration Office](#).

*Enrollment Status: **Enrolled**

Enrollment Capacity 20 Enrolled 8

Notify	ID	Name	Grade Basis	Units	Program and Plan	Level	Status Note
<input type="checkbox"/>	1000		Graded	4.00	Seaver Undergraduate - International Studies (Eur)/Spanish	Senior	
<input type="checkbox"/>	100		Graded	4.00	Seaver Undergraduate - History	Junior	
<input type="checkbox"/>	100		Graded	4.00	Seaver Undergraduate - History/Philosophy	Senior	
<input type="checkbox"/>	100		Graded	4.00	Seaver Undergraduate - History/Spanish	Senior	
<input type="checkbox"/>	1001		Graded	4.00	Seaver Undergraduate - History/Asian Studies	Senior	
<input type="checkbox"/>	1001		Graded	0.00	Seaver Undergraduate - History/English	Junior	Withdrawn
<input type="checkbox"/>	1002		Graded	4.00	Seaver Undergraduate - Intl Studies (Intercultural)/Rhetoric and Leadership	Sophomore	
<input type="checkbox"/>	1000		Graded	4.00	Seaver Undergraduate - History/Asian Studies	Senior	

Select All Clear All notify selected students notify all students Printer Friendly Version

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Status
1		B	B	GRD	Education - Social Entrepren and Change	Graduate	Posted
2		A	A	GRD	Education - Social Entrepren and Change	Graduate	Posted
3		A	A	GRD	Education - Social Entrepren and Change	Graduate	Posted
4		A	A	GRD	Education - Social Entrepren and Change	Graduate	Posted
5		A-	A-	GRD	Education - Social Entrepren and Change	Graduate	Posted