# 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."
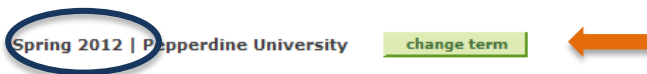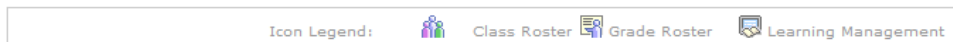
Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster
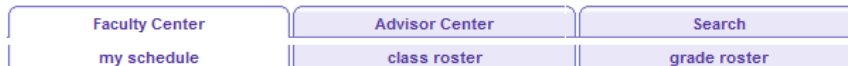
Faculty Center

My Schedule

Other Links

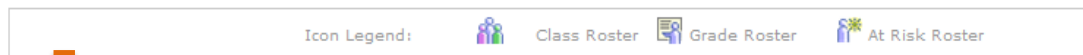Seaver International Programs Visiting Faculty Application
Student Weekly Schedule

Spring 2012 | Pepperdine University   [change term]

Select display option: ⦿ Show All Classes   ◯ Show Enrolled Classes Only

Icon Legend:	👥 Class Roster	📋 Grade Roster	🖥 Learning Management

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 Diss Supervis	13	TBA	West LA Grad Campus	Jan 6, 2012- Apr 20, 2012

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

2. 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.

3. 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.