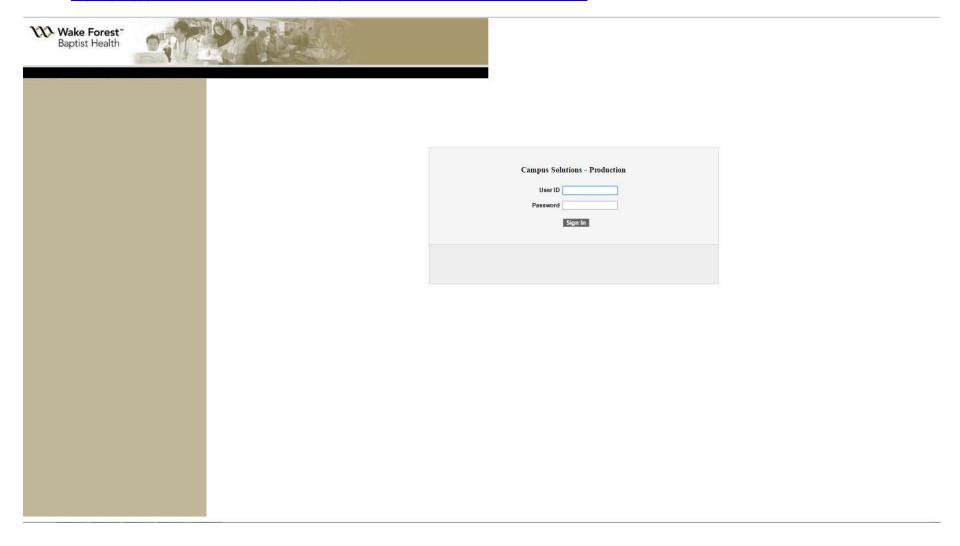
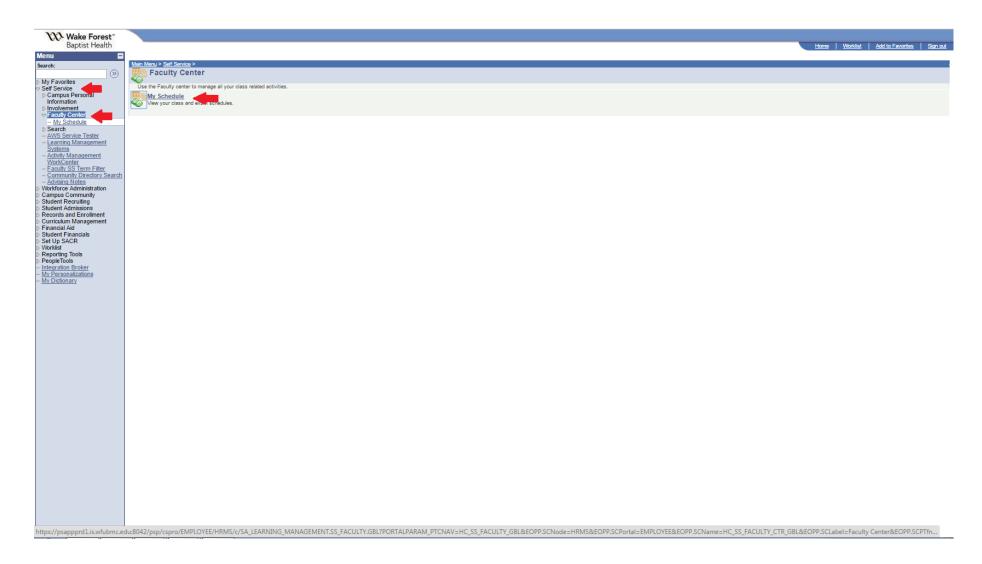
Instructions for Grade Submission:

1. Log in to PeopleSoft Student Administration with Medical Center username and password.

https://psappprd1.is.wfubmc.edu:8042/psp/cspro/EMPLOYEE/HRMS/h/?tab=DEFAULT

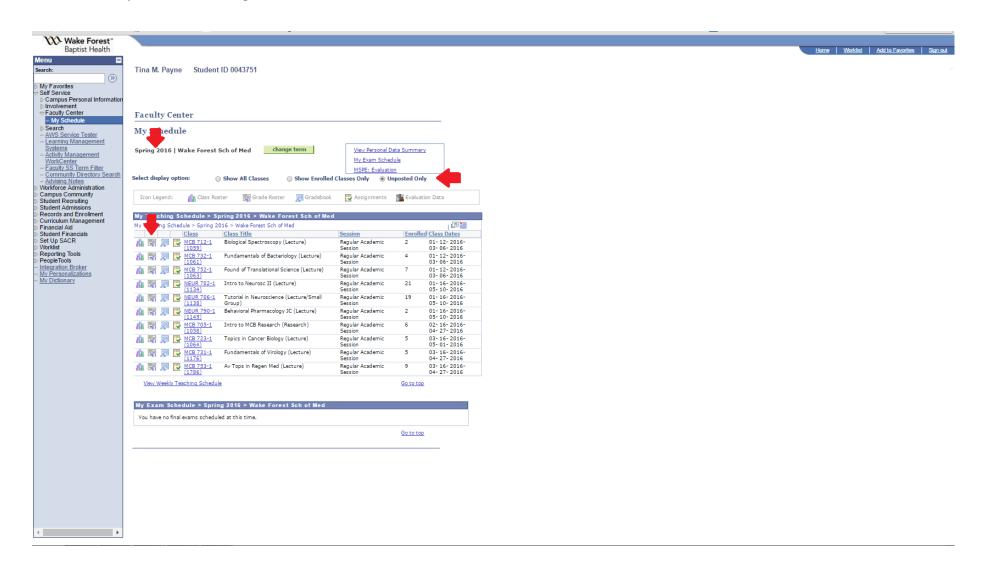


2. Click on Self Service; click on the Faculty Center, then click My Schedule



next to t

3. Make sure you are in the correct term and Unposted Only is selected, then click on the Grade Roster icon course you want to enter grades.



4. Enter each student's grade, change the approval status to Approved, and click the SAVE button at the bottom.

