

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>



Campus Solutions - Production

User ID

Password

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

The screenshot shows the Wake Forest Baptist Health portal interface. At the top left is the logo and name. A navigation bar at the top right contains links for Home, Worklist, Add to Favorites, and Sign out. On the left is a vertical menu with a search box and various categories. The 'Faculty Center' category is expanded, showing 'My Schedule' as a sub-option. In the main content area, the 'Faculty Center' header is visible, followed by a description and a link to 'My Schedule'. Red arrows highlight the 'Self Service' link in the menu, the 'Faculty Center' link in the expanded menu, and the 'My Schedule' link in the main content area.

Wake Forest Baptist Health

Home | Worklist | Add to Favorites | Sign out

Menu

Search: [input]

- My Favorites
- Self Service
- Campus Personal Information
- Involvement
- Faculty Center
 - My Schedule
- Search
 - AWS Service Tester
 - Learning Management Systems
 - Advisory Management
- Work Center
 - Faculty SS Term Filter
 - Community Directory Search
 - Advising Notes
- Workforce Administration
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
- Student Financials
- Set Up SACR
- Worklist
- Reporting Tools
- People Tools
 - Integration Broker
 - My Personalizations
 - My Dictionary


Main Menu > Self Service > Faculty Center

Use the Faculty center to manage all your class related activities.

My Schedule

View your class and exam schedules.

https://psappprd1.is.wfubmc.edu:8042/pspro/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.SS_FACULTY.GBL?PORTALPARAM_PTCNAV=HC_SS_FACULTY_GBL&EOPP.SCNode=HRMS&EOPP.SCPortal=EMPLOYEE&EOPP.SCName=HC_SS_FACULTY_CTR_GBL&EOPP.SCLabel=Faculty Center&EOPP.SCPTfn...

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

Wake Forest Baptist Health

Home | Worklist | Add to Favorites | Sign out

Tina M. Payne Student ID 0043751

Faculty Center

My Schedule

Spring 2016 | Wake Forest Sch of Med change term View Personal Data Summary
My Exam Schedule
MSPE: Evaluation

Select display option: Show All Classes Show Enrolled Classes Only Unposted Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Evaluation Data

My Teaching Schedule > Spring 2016 > Wake Forest Sch of Med

Class	Class Title	Session	Enrolled	Class Dates
MCB 712-1 (1059)	Biological Spectroscopy (Lecture)	Regular Academic Session	2	01-12-2016-03-06-2016
MCB 732-1 (1051)	Fundamentals of Bacteriology (Lecture)	Regular Academic Session	4	01-12-2016-03-06-2016
MCB 752-1 (1063)	Found of Translational Science (Lecture)	Regular Academic Session	7	01-12-2016-03-06-2016
NEUR 702-1 (1134)	Intro to Neurosc II (Lecture)	Regular Academic Session	21	01-16-2016-05-10-2016
NEUR 706-1 (1138)	Tutorial in Neuroscience (Lecture/Small Group)	Regular Academic Session	19	01-16-2016-05-10-2016
NEUR 790-1 (1145)	Behavioral Pharmacology JC (Lecture)	Regular Academic Session	2	01-16-2016-05-10-2016
MCB 705-1 (1058)	Intro to MCB Research (Research)	Regular Academic Session	6	02-16-2016-04-27-2016
MCB 723-1 (1064)	Topics in Cancer Biology (Lecture)	Regular Academic Session	5	03-16-2016-05-01-2016
MCB 731-1 (1176)	Fundamentals of Virology (Lecture)	Regular Academic Session	5	03-16-2016-04-27-2016
MCB 753-1 (1786)	Av Topics in Regen Med (Lecture)	Regular Academic Session	9	03-16-2016-04-27-2016

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

My Exam Schedule > Spring 2016 > Wake Forest Sch of Med

You have no final exams scheduled at this time. [Go to top](#)

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

Wake Forest Baptist Health

Home | Worklist | Add to Favorites | Sign out

Menu

Search: []

Class Gradebook | Cumulative Grades | **Grade Roster** | Message | Grade Roster Print Version

Tina M. Payne Student ID 0043751

Grade Roster

Spring 2016 | Regular Academic Session | Wake Forest Sch of Med | Graduate

NEUR 790 - 1 (1145) [change class](#)

Behavioral Pharmacology Journal Club (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Jeffrey L. Weiner, Ph.D.	01/16/2016 - 05/10/2016

Display Options: *Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: Not Reviewed [save](#)

Student Grade								
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Note
<input type="checkbox"/>	1				GRD	Master of Science - Biomedical Science	Graduate	Note
<input type="checkbox"/>	2				GRD	Doctor of Philosophy - Neuroscience	Graduate	Note

View All | Download | Rows 1 - 2 of 2

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

<- add this grade to selected students

[notify selected students](#) [notify all students](#) [Next Class](#)

[SAVE](#)