The University of New Orleans

Web-STAR (PeopleSoft Campus Solutions v 9.0):
Final Grade Entry
Welcome to the Final Grade Entry Job Aid! This document contains the information and tools needed to learn the Final Grade Entry process.

Goal
To have the skills and knowledge to Enter Final Grades

Participate at the end of this module, you will be able to………

Objectives
1. Enter Final Grades

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.
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Navigation to Web-STAR

**Step 1.** Navigate to the UNO Home Page: [http://www.uno.edu/](http://www.uno.edu/)

**Step 2.** Select the Faculty & Staff link.

**Step 3.** Select the Web-STAR logo.
Step 4. Select the Faculty link.

Step 5. Enter your UNO username and password.
Entering Final Grades

<table>
<thead>
<tr>
<th>Step 1.</th>
<th>Welcome to the Web-STaR Faculty Center Home Page. The Faculty Center is your starting point.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2.</td>
<td>Select the Grade Roster icon next to the class you desire to grade.</td>
</tr>
</tbody>
</table>
Step 3. Select “Final Grade” under Grade roster Type, if it is not currently selected.

Step 4. Select the drop down menu in the Roster Grade column to select the appropriate grade for each student.
<table>
<thead>
<tr>
<th>Step 5.</th>
<th>Select <strong>Save</strong> button.</th>
</tr>
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<tbody>
<tr>
<td>Step 6.</td>
<td>Review the grades entered.</td>
</tr>
</tbody>
</table>
| Step 7.      | If the grades entered are accurate, change the Approval Status from “**Not Reviewed**” to “**Approved**”.
| Step 8.      | Click the **Save** button. |
| Step 9.      | You can use the **Download** link on the bottom of your screen to download the roster to Excel. |