

Instructors now have the ability to grade students who have completed an Honors Course Contract or a Collective Honors Contract while completing their grade roster. Students that have an approved contract will receive an Honors Requirement Designation that will appear on your grade roster.

1. Log onto Enroll & Pay. On your Instructor Homepage, select the **KU Faculty** tile.



2. Select the appropriate grade roster on your Faculty Center. If you are unable to view your class, verify that the correct term is selected. Click on the "change term" box, if necessary.

Jayhawk Instructor

Faculty Center Search

My Schedule | [Class Roster](#) | [Grade Roster](#)

Faculty Center

My Schedule

2021 Spring | University of Kansas Change Term

Select display option

Show All Classes Show Enrolled Classes Only

My Teaching Schedule > 2021 Spring > University of Kansas

Class Roster	Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		MATH 101-1150 (41750)	College Algebra: (Lecture)	1	MWF 8:00AM - 8:45AM	On-line Lawrence	Feb 1, 2021- May 14, 2021
		MATH 101-1200 (41751)	College Algebra: (Lecture)	0	MWF 8:00AM - 8:45AM	On-line Lawrence	Feb 1, 2021- May 14, 2021
		MATH 101-1400 (45199)	College Algebra: (Lecture)	3	MWF 9:00AM - 9:45AM	On-line Lawrence	Feb 1, 2021- May 14, 2021

- If you have a course that requires a Requirement Designation, you will need to fill out an additional piece of information on the student by clicking on the Requirement Designation tab.

Jayhawk Instructor

Faculty Center Search

My Schedule | Class Roster | **Grade Roster** [Help for Grade Entry](#)

Grade Roster [View FERPA Statement](#) [Grade Options](#)

2021 Spring | Regular Academic Session | University of Kansas | Undergraduate

MATH 101 - 1750 (41754) [Change Class](#)
College Algebra: _____ (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	On-line Lawrence	Jayhawk Instructor	02/01/2021 - 05/14/2021

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

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

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

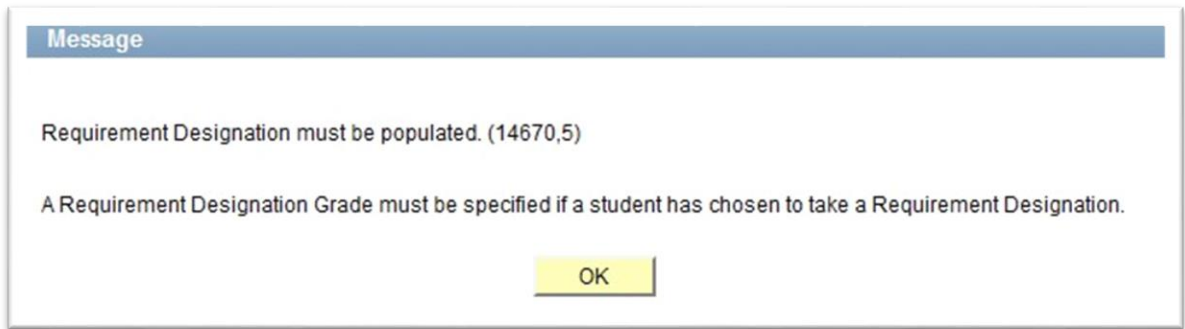
Grade Import: Last Import [Lawrence Blackboard Import Grades](#)

ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Incomplete	Failure
1 1111111	Jay.Baby			Liberal Arts&Sci Undergraduate	Junior	Note	Attendance
2 2222222	Jayhawk.Crimson			Liberal Arts&Sci Undergraduate	Sophomore	Note	Attendance
3 3333333	Student.Jayhawk			Liberal Arts&Sci Undergraduate	Freshman	Note	Attendance

- Complete the Roster Requirement Designation (RD) Grade by selecting either Satisfied or Not Satisfied from the pull down. Once you have completed grading, follow the usual procedure and make sure you click on the **Save** button at the bottom.

ID	Name	Roster Grade	Official Grade	Requirement Designation	Roster RD Grade
1 1111111	Jay.Baby			Honors Designation	Satisfied
2 2222222	Jayhawk.Crimson				
3 3333333	Student.Jayhawk			Honors Designation	Not Satisfied
4 4444444	Jayhawk.Blue				Satisfied

5. You will receive an error message if there are ungraded components in the grade roster:



Students will be able to view this information in their Academic Summary or on their Official Transcripts. Students that have satisfied the additional Honors Requirement Designation requirement will have a grade of “S” on their transcript:

Course		Description	Attempted	Earned	Grade	Points
C&PE	221	Chem Engineering Thermodynms	3.000	0.000		0.000
CE	477	Intr Envrn Engineerng&Sciences	3.000	3.000	B	9.000
Req Designation:		Honors Designation			Grade: S	

Students that have received a Non-Satisfactory grade on their Honors Requirement Designation will have a grade of an “N” on their transcript:

Course		Description	Attempted	Earned	Grade	Points
CE	455	Hydrology	3.000	0.000		0.000
CE	477	Intr Envrn Engineerng&Sciences	3.000	3.000	B	9.000
Req Designation:		Honors Designation			Grade: N	

Contact Information:

For issues related to the Honors Course Contract or the Collective Honors Contract, contact the University Honors Program, (785) 874-4225, honors@ku.edu

For issues related to course grading, contact Student Records, Office of the University Registrar, (785) 864-4423, studentrecords@ku.edu.