

Note: Step 7 is instructions for emailing your students who are listed on your roster in LionPATH.

1. Before You Begin: Know Your Role

Every instructor is assigned one of two roles in LionPATH:

- **Grade Role** — Usually TAs or secondary instructors
 - Can enter grades
 - Can mark the roster **Ready for Review**
- **Approve Role** — Primary instructors
 - Can enter grades
 - **Must approve** the roster before grades are posted
 - Only Approvers can change a roster to **Approved**

Your role determines what actions you can take.

2. Logging In

1. Go to <https://lionpathsupport.psu.edu>
2. Select **Students/Faculty/Staff Login**
3. Log in with WebAccess
4. If you need help logging in, contact the IT Service Desk at **814-865-HELP** or email ITServiceDesk@psu.edu

3. Navigate to Your Grade Roster

From the left-hand Menu:

1. **Self Service**
2. **Faculty Center**
3. **My Schedule**

Check the **term** displayed at the top. If it's not correct, select **Change Term**, choose the correct semester, and click **Continue**.

Favorites ▾ Main Menu ▾ > My Schedule

LIONPATH CS92Q_RW

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

Spring 2020 | The Pennsylvania State Univ

Change Term My Exam Schedule

Select display option

Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster

My Teaching Schedule > Spring 2020 > The Pennsylvania State Univ

Personalize | View All | First 1-3 of 3 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status	Final Grade Status
MATH 141-001 (20867)	CALC ONLY GEOM II (Lecture)	87	MoTuWeFr 8:00AM - 8:50AM	Willard Bldg 162	Jan 13, 2020-May 1, 2020	Not Reviewed	

Favorites ▾ Main Menu ▾ > My Schedule

LIONPATH CS92Q_RW

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

Select Term

View FERPA Statement

Continue

Select a term then select Continue.

Term	
<input type="radio"/> Spring 2021	The Pennsylvania State Univ
<input type="radio"/> Fall 2020	The Pennsylvania State Univ
<input type="radio"/> Summer 2020	The Pennsylvania State Univ
<input checked="" type="radio"/> Spring 2020	The Pennsylvania State Univ
<input type="radio"/> Fall 2019	The Pennsylvania State Univ
<input type="radio"/> Summer 2019	The Pennsylvania State Univ
<input type="radio"/> Spring 2019	The Pennsylvania State Univ
<input type="radio"/> Fall 2018	The Pennsylvania State Univ



On your schedule, find the class you want to grade and click the **Grade Roster** icon next to it.

LIONPATH CS92Q_RW

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

Spring 2020 | The Pennsylvania State Univ Change Term My Exam Schedule

Select display option

Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster

My Teaching Schedule > Spring 2020 > The Pennsylvania State Univ

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status	Final Grade Status
MATH 141-01 (20867)	CALC ANLY GEOM II (Lecture)	87	MoTuWeFr 8:00AM - 8:50AM	Willard Bldg 162	Jan 13, 2020-May 1, 2020	Not Reviewed	
MATH 141B-007 (20942)	CALC & BIOL II (Lecture)	64	MoTuWeFr 12:20PM - 1:10PM	Willard Bldg 060	Jan 13, 2020-May 1, 2020	Not Reviewed	
SC 240-006 (22966)	LA Experience (Lecture)	30	TBA	APPT	Jan 13, 2020-May 1, 2020	Not Reviewed	

4. Understanding the Grade Roster Page

At the top, verify:

- You are in the correct **class**
- You are in the correct **term**

If not, click **Change Class**.

LIONPATH CS92Q_RW

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

Grade Roster

Spring 2020 | Regular Academic Session | The Pennsylvania State Univ | Undergraduate

Change Class

MATH 141 - 001 (20867)
Calculus with Analytic Geometry II (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeFr 8:00AM-8:50AM	Willard Bldg 162	Amine Benkiran	01/13/2020 - 05/01/2020

Required fields for F, DF, or NG grades

If you assign **F**, **DF**, or **NG**, you must also enter:

- **Attendance Category**
 - Participated Entire Semester
 - Participated Partial Semester
 - Never Attended
- **Last Date of Attendance**
 - Required only if “Participated Partial Semester” is selected

You cannot mark the roster **Ready for Review** or **Approved** until these fields are completed.

5. Roster Tools You’ll See

Display Options

- Shows the **Final Grade** roster
- Lets you hide/show students without grades (helpful for large classes)

Grade Roster Action

This is where you manage the roster status:

- **Not Reviewed**
 - Default status
 - Allows grade entry
 - Keep this status until all grades and attendance info are entered
- **Ready for Review**
 - Signals to the Approver that grades are ready
 - Grades cannot be changed unless the Approver switches back to **Not Reviewed**
- **Approved**
 - Final step before posting
 - All students must have grades
 - All F/DF/NG grades must have attendance info
 - Once approved, the Registrar posts grades hourly

Always click “Save” after changing the roster status.

The screenshot displays two panels. The left panel, titled "Display Options", contains a dropdown menu for "*Grade Roster Type" set to "Final Grade" and a checkbox for "Display Unassigned Roster Grade Only". The right panel, titled "Grade Roster Action", contains a dropdown menu for "*Approval Status" set to "Approved", a "Save" button, and a "Canvas Final Grades" button. A red box highlights the "Approved" selection in the dropdown menu.

6. Entering Grades

For each student:

1. Select the grade from the **Roster Grade** dropdown
2. If the grade is F, DF, or NG:
 - Choose an **Attendance Category**
 - If “Participated Partial Semester,” enter the **Last Date of Attendance**

	ID	Name	Roster Grade	Official Grade	Attendance Category	Last Date of Attendance	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		F ▼		Participated Partial Semester ▼	10/15/2016	GRD	Education - Education (PMAJ)	1st Sem (<14.1 Credits)
<input type="checkbox"/>	2		DF ▼		Participated Entire Semester ▼		GRD	Education - Education (PMAJ)	1st Sem (<14.1 Credits)
<input type="checkbox"/>	3		NG ▼		Never Attended ▼		GRD	Education - Education (PMAJ)	1st Sem (<14.1 Credits)
<input type="checkbox"/>	4		B- ▼				GRD	Education - Education (PMAJ)	2nd Sem (14.1=29.0 Credits)
<input type="checkbox"/>	5		A ▼				GRD	Education - Education (PMAJ)	1st Sem (<14.1 Credits)
<input type="checkbox"/>	6		C ▼				GRD	Education - Education (PMAJ)	1st Sem (<14.1 Credits)
<input type="checkbox"/>	7		▼				GRD	Education - Education (PMAJ)	1st Sem (<14.1 Credits)

After all grades are entered, update the **Approval Status** at the top.

Grades **do not post** until the roster is **Approved**.

7. Helpful Tools at the Bottom of the Roster

- **View All** — Shows more than 20 students at once
- **Select All** — Assign the same grade to multiple students
- **Notify Students** — Sends email (students still cannot see grades until posted)
- **Save** — Use this before leaving the page

[View All](#)
[Download](#)
Rows 1 - 7 of 7

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

▼

<- add this grade to selected students

notify selected students

notify all students

[SAVE](#)

8. Checking Grade Statuses

On your **My Schedule** page:

- **Grade Roster Status**

- Matches the Approval Status (Not Reviewed, Ready for Review, Approved)
- **Final Grade Status**
 - Blank → Not ready
 - Ready to Post → Approved but not yet posted
 - Posted → Registrar has posted grades; students can now see them

My Teaching Schedule > Spring 2020 > The Pennsylvania State Univ

Personalize | View All | | First 1-3 of 3 Last

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SC 240-006 (22966)	LA Experience (Lecture)	30	TBA	APPT	Jan 13, 2020-May 1, 2020	Approved	Ready to Post