



Online Grading on CAESAR

Step 1 To access online grading, *point* your browser at the CAESAR Web site, <http://www.northwestern.edu/caesar/>, and *Sign In* using your NetID and password. The **Faculty Center** page will appear. [Note: To ensure account security, Sign out and quit your browser when you finish.]



Step 2 The current term should default into the **Select Term** field. To change the term, use the drop-down arrow  to the right of the Select Term field to select the correct term. Then press the **change** button. Your Teaching Schedule for the term you have selected will appear on the lower part of the page. (If you are a grading proxy for another course, a list of classes for which you are a *Grading Proxy* will appear at the bottom of the page.)

Step 3 Press the Grade Roster  icon next to the course for which you wish to enter grades. The **Grade Roster** page appears. **Please be sure to read the announcements on this page. Important information relevant to online grading will be posted on this page.** [Note: CAESAR will only allow you to retrieve information for classes you are responsible for grading.]

HISTORY 391-Z - 36 Special Lectures

Lecture (41134)

2007 Summer | Regular Academic Session | Northwestern University | The Graduate School

Meeting Information				
Days & Times	Room	Instructor	Meeting Dates	Topic
TBA	TBA	Paul A. Professor	06/18/2007 - 08/24/2007	Taught in Croatia

Grade Roster Type

Final Grade

Display Unassigned Roster Grade Only

Student Grade						
ID	Name	Name	Grading Basis	Roster Grade	Program and Plan	Level
1	Student, Sally		ANC	<input type="text"/>	Summer School - Summer Non-Degree	Not Set
2	Student, Sam		ANC	<input type="text"/>	Summer School - Summer Non-Degree	Not Set

Step 4 You may begin entering grades in the Grade Roster field next to each student. The grade may be entered in upper or lower case. [Note: CAESAR will automatically convert all grade entries to upper case.]

Step 5 After entering all grades, press the **Save** icon. If there are any grades missing, a warning message will appear. You may choose to save, leaving the blank grade(s) or you may click cancel to go back and enter the missing grade(s). You may Sign In again, at any time within the deadline, to complete and finalize your grade entry.

- Online grading will be available in the fall, winter and spring terms from the ninth week of the quarter through exam week until 3 PM on the Monday after exams.
- Please save often and remember to Sign out of CAESAR when you are finished entering grades.
- For more information, please refer to the Office of the Registrar website: <http://www.registrar.northwestern.edu>, and click on the *Faculty and Staff* link or call the Office of the Registrar at 847-491-5234.