Carnegie Mellon University
University Registrar's Office

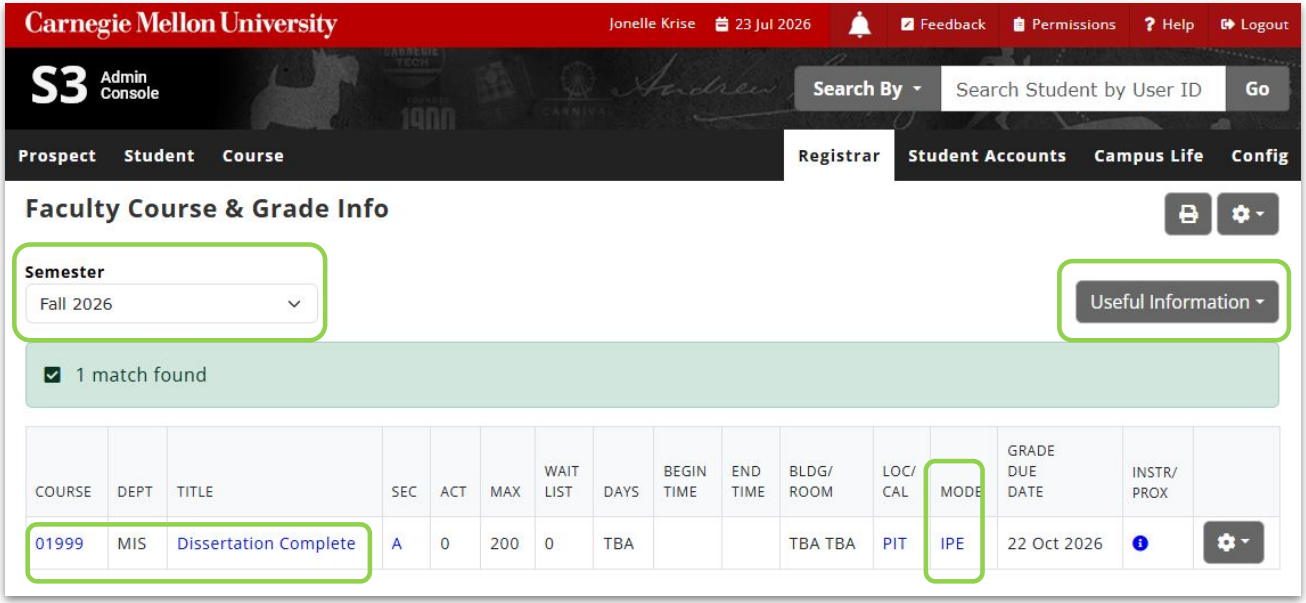
S3 Faculty Course & Grade Information Roster Guide

7/2026

Faculty Course & Grade Info Landing Page

The **Faculty Course & Grade Info** landing page displays the course(s) for which you are listed as an instructor. From here, you can:

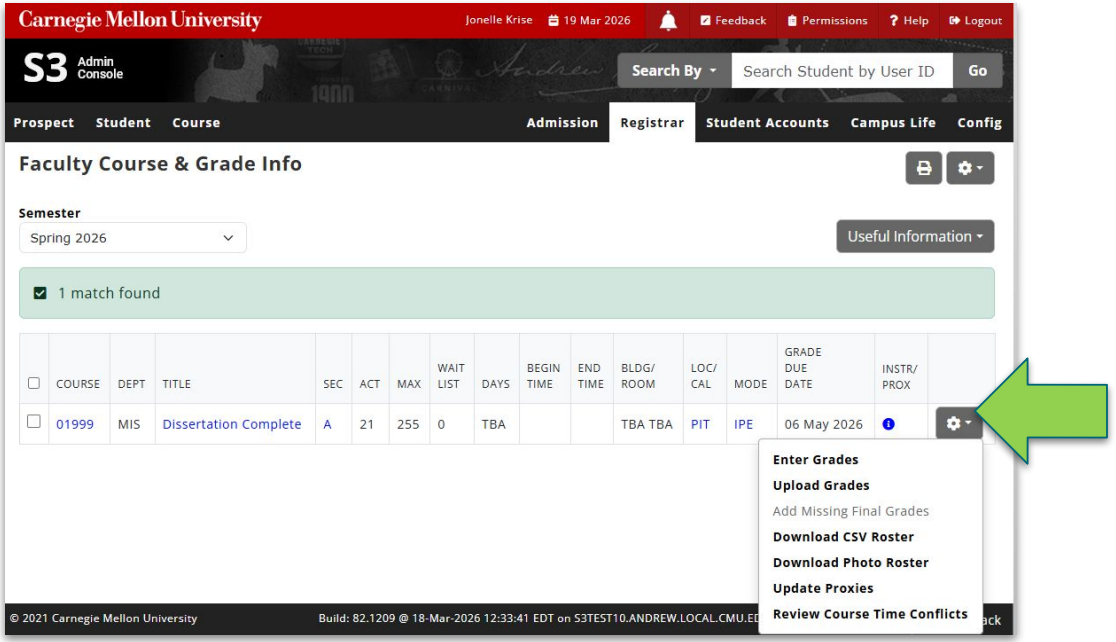
- Select from the drop-down near the top of the page to view available prior and future semesters.
- Access **Useful Information** (guides, forms, etc.)
- View your **Course Roster** page by selecting either the blue hyperlinked course number or title.
- View **delivery modes** for each of your course sections



Landing Page Gear Wheel Options

Use the Gear Wheel on the Faculty Course & Grade Info landing page to:

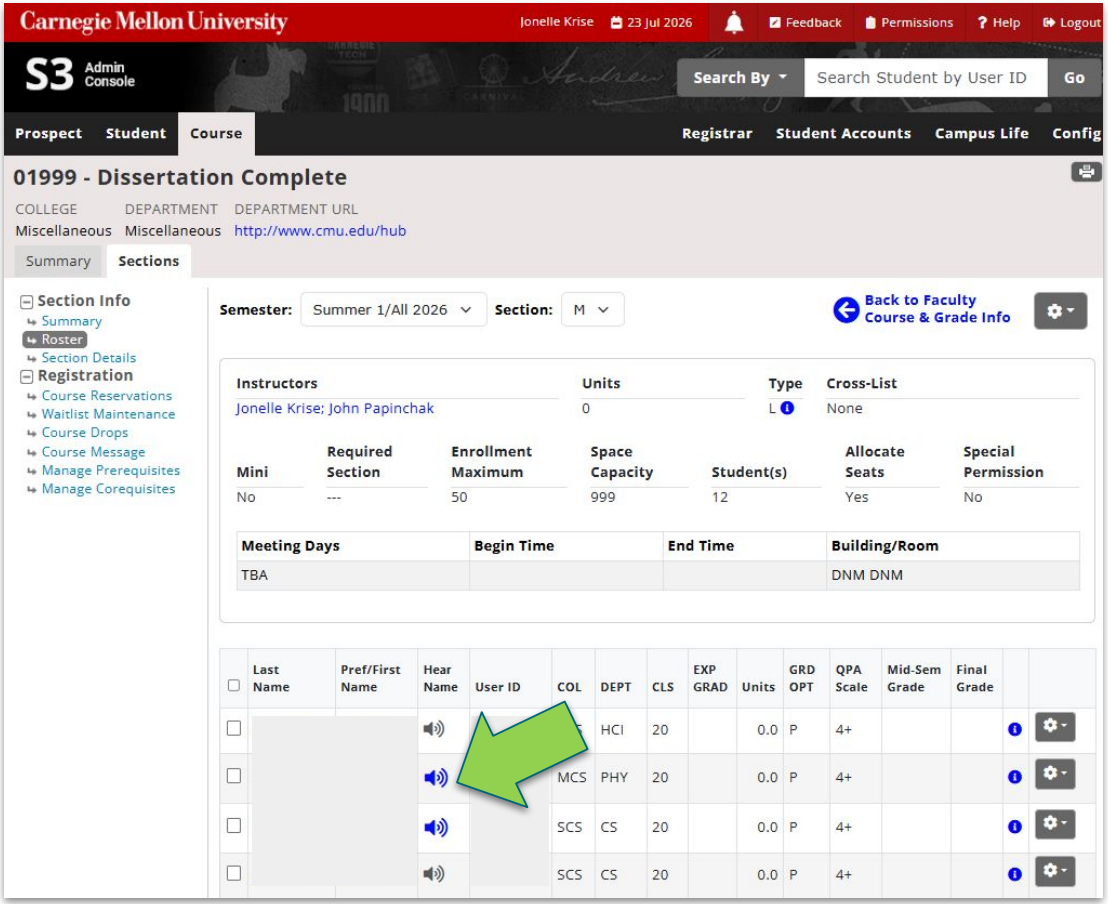
- **Enter and upload grades** *(during the grading period only)*
- **Enter missing grades** *(only available during the 30-day period after final grades are due; not available for mid-semester grades)*
- **Download course rosters**
- **Assign a grading proxy** for your course section



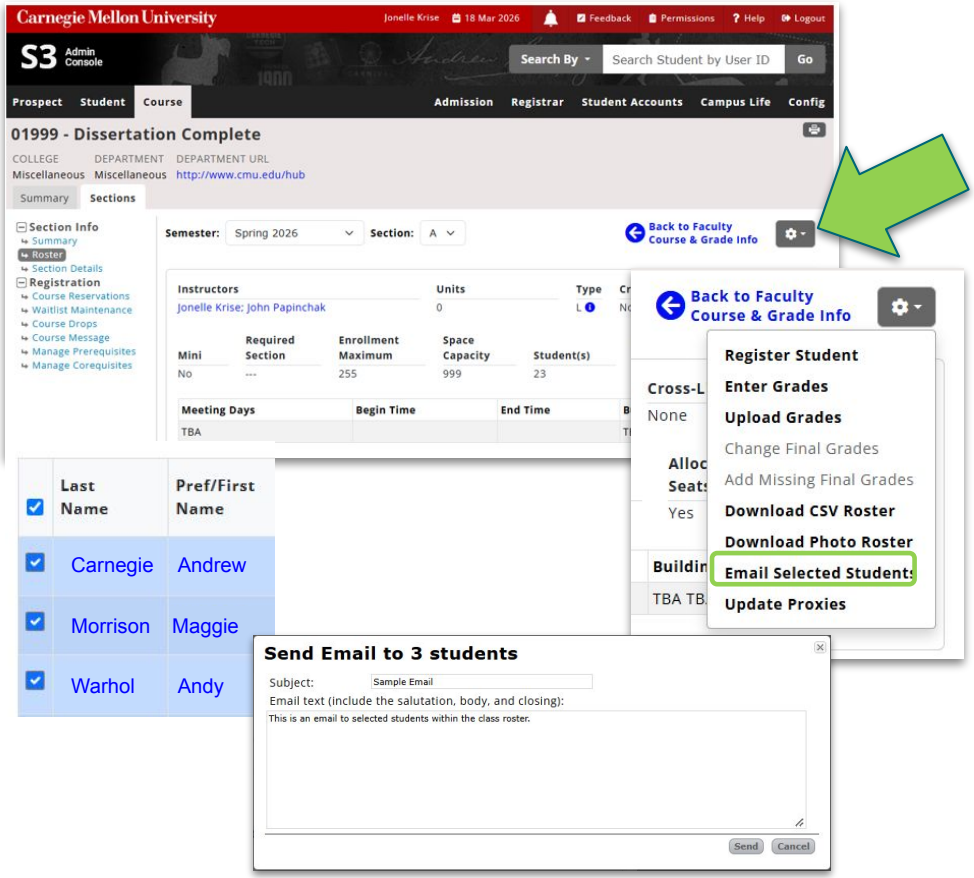
Course Roster Page

From the Course Roster page, you may:

- Use the gear wheel to **email students and download course photo rosters and rosters in CSV** (comma separated) format. Note: CSV rosters include the default grade.
- **View course section times**. Course sections display in the local time of the teaching location (Pittsburgh courses display in Eastern Time, Silicon Valley courses display in Pacific Time, etc.)
- **Listen to student name recordings**. Click on the speaker icon next to a student's name. If a recording has not been provided, the speaker will be grayed out.



Roster Page Gear Wheel Options

Email Students:

- On your roster page, check the boxes next to the names of the students you would like to email. Selecting the box at the top of the columns next to “Last Name” will send email to all students.
- Click the Gear Wheel icon on the upper-right corner of the page.
- Choose Email Selected Students from the drop-down menu.
- Enter the subject and text of your email and click Send.
- You will receive a copy of the email you have sent to the student(s).