

Electronic Grade Submission Instructions

To Submit Grades:

Simply go to the Texas State Homepage at www.txstate.edu

1. Click on "**CatsWeb**" (toward the middle of the homepage)
2. Click on "**Business Menu**"
3. Log on with your **user-id/password**.(same as you use for your email)
4. Then click on "**Submit Grades**"
5. Click on the **radio** button to select the class for which to enter grades.
6. Click on the "**Submit**" button. It should bring up the class roster.
7. Valid grades are displayed at the top of the roster. **Blank grades are not allowed.**
"W" grades are valid, only if there is a Drop Date present.
8. After the grades are entered click on "**Submit**". * **See Note below**
9. The system will return a **Verification Screen** with the following message.

All grades entered for this class were successfully processed.

Grade Distribution	
A	3
B	7
C	8
D	3
F	2

10. **If you submit your grades electronically, do NOT submit the paper copy.**

After the grades have been submitted the class will show **Posted** the next time you visit the "**Submit Grades**" link, as shown below.

Select a class for grade entry

To enter grades directly into an electronic grade roster select a class from the list below then click the "Submit" button at the bottom of the page.

Posted MATH 1315 0751 COLL ALGEBRA
 MATH 1315 0761 COLL ALGEBRA
Posted MATH 1315 0771 COLL ALGEBRA

If you wish to print a hard copy of the grades, use the "**Inquire Class Roster**" link from your main menu **after** you have submitted your grades.

Note:

If the class has **more than 50 students enrolled**, the program will bring up the next 50 students **after** you click on the "**Submit**" button.

If you are using Microsoft Internet Explorer and are having problems, please see the "[Security Settings for Microsoft Explorer](#)" link.

Questions or Problems?

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