Faculty Grade Entry – Search & Sort Rosters

All semesters are visible in Faculty Grade Entry in CyberBear for most of the year. However, during final grade entry at the end of a semester, the page typically displays only the rosters for that semester.

**Search**

- Search by any criteria on the page, but it must match exactly
  - Summer Session 2021 yields results:

  ![Course List](image)

  - Summer 2021 does not:

  ![Course List](image)

- You can search then sort if needed:

  ![Course List](image)
• If you can’t find the course, try different search criteria or increase the Per Page limit in the bottom right corner

Sort

• Faculty Grade Entry automatically sorts numerically by CRN

Remember:

• CRNs change each semester
• Spring CRNs start with 3
• Summer CRNs start with 5
• Autumn CRNs start with 7
- Sort by any column on the page, using the up/down arrows

<table>
<thead>
<tr>
<th>Term</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>202130 - Spring Semester 2021</td>
<td>31776</td>
</tr>
<tr>
<td>201930 - Spring Semester 2019</td>
<td>33544</td>
</tr>
<tr>
<td>202150 - Summer Session 2021</td>
<td>50432</td>
</tr>
<tr>
<td>202170 - Autumn Semester 2021</td>
<td>71302</td>
</tr>
<tr>
<td>202070 - Autumn Semester 2020</td>
<td>74444</td>
</tr>
</tbody>
</table>

- If you can’t find the course, increase the Per Page limit or page over in the bottom right corner