

## Entering Final Grades Using Grade Roster

Even though you enter grades or have them imported from BlackBoard, they do not become official until the grade is posted. Posting grades is an important step because it officially assigns the final class grades to the students' career term record.

There are 3 levels of entering a grade:

- Not Reviewed
- Ready for Review
- Approved

It is recommended that you save often throughout the process of entering grades in the Grade Roster.

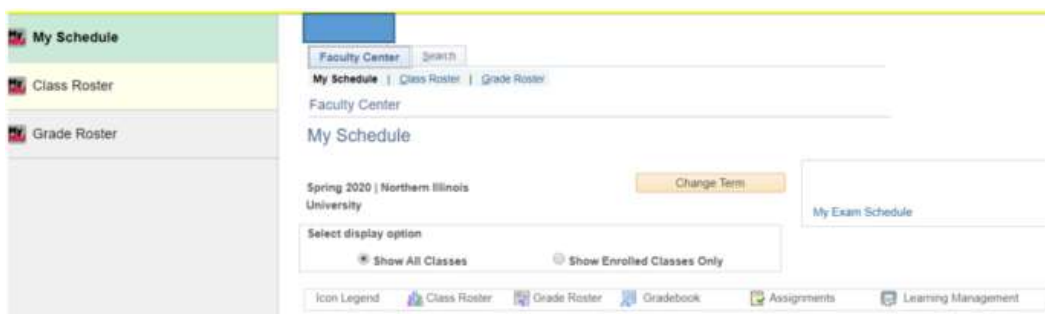
Note: For any students assigned the grade of 'U' or 'F', you will need to enter the Last Attended Date. The last date of attendance must be in the system before you will be able to approve and post the grade rosters. For information on entering the last date of attendance, see specific details in Steps 10-14.

After successful login to [MyNIU](#) Student System:

1. Click the Faculty Center tile.



2. The faculty Center "My Schedule" page should appear.



- Click the grade roster icon corresponding to the class to be graded.



- The Approval Status area shows the various levels or "states" that a grade roster can go through.
  - Instructors that will be involved in the grading process are identified in the schedule of classes' setup process. For each class, personnel are identified as well as their individual access. Access refers to what they can do with the grades. The following access levels are set up in schedule of classes.
    - Grade: Can enter grades only
    - Approve: Can enter grades and set roster to approved or ready for review status
    - Post: Can grade and approve as well as post the grades to the students' records.
- The 3 types of Approval Status in the Grade Roster Page are below and correspond to access levels granted when the class was initially set up in MyNIU.
  - Approved
  - Not Reviewed (initial status)
  - Ready for Review
- At the lowest level, Not Reviewed, grades are entered. This is the only level that will allow the entry of grades. If a grade roster is elevated to either Ready for Review or Approved, it implies that someone will be checking the Grade Roster grades against actual class performance data. If it is necessary to change a grade entered on the roster, then the Approval Status will need to be changed back to Not Reviewed. This process continues until the instructors are satisfied that all grades entered are correct. At this state, the roster can be placed in the Approved state. Note that the Approved state does not post the grades to the students' records, it simply flags the roster as one that is ready to allow for the posting of grades.
- Enter individual grades by selecting the appropriate grade from the drop-down menu for each student.

Roster Grade	Official Grade	G B
A- ▼		G
C ▼		G
B+ ▼		G
B ▼		G
B- ▼		G
C+ ▼		G

8. The Grade Roster allows the ability to assign the same grade to all students who have been selected using the checkboxes to the left of the students' IDs. This is an optional tool but one that can be used to save time in entering grades. If all students are to receive the same grade, click the Select All button before adding the specific grade to all selected students. Grades for individual students can be changed as needed.

The screenshot shows a portion of a web interface. At the top, there are two orange buttons: "Select All" and "Clear All". To the right of these buttons is a blue link labeled "Printer F". Below the buttons is a dropdown menu with a dashed border, currently showing the letter "B". To the right of the dropdown is a large orange button with the text "<- Add this grade to selected students".

9. For students assigned the grade of 'U' or 'F', the Last Attend Date must be entered. For students assigned the grade of 'I', more information needs to be indicated. The last date of attendance or additional 'I' grade information must be in the system before the grade roster can be approved and posted. The message below will appear when a grade of 'I', 'F', or 'U' has been entered. If no 'U' or 'F' grades are entered, skip to step 16.


The screenshot shows a "Message" box with a white background and a thin border. The text inside reads: "Warning -- Grades of I, F, or U have been assigned. (22000,2). The grade roster cannot be approved and posted until further information is provided. Click 'OK' here and then click 'No' to discard changes in the next box. Last dates of attendance can significantly affect student financial aid. To the best of your knowledge, please provide the Date the Student Last Attended your class, or indicate one of the following: the student Attended All Classes, the student Never Attended Classes". At the bottom left of the message box is an orange "OK" button.

10. Dismiss the message by clicking OK and click No on the "Save Warning" pop-up box.

11. When the pop-up box is dismissed, the page below will appear.

The screenshot shows the "NIU Attend Dt Entr" interface. At the top, there are fields for "Term: 2202", "Class Nbr: 1019", "Description: Intro Geographic Info Systems", "Subject Area: GEDG", "Catalog Nbr: 359", and "Class Section: 0001". There are also instructions: "Enter Last Attended Date or check attended All Classes for each Student with grade F or U". Below this is a section titled "Class Attendance Date Entry" which contains a table with columns: "Empl ID", "Last Name", "First Name", "Roster Grade", "Last Attend Date", "Attended All Classes", and "Never Attended". One row is visible for Empl ID "01", Last Name "BROGAN", and Roster Grade "F". Below the table is an "Incomplete Grade Entry" section with a bulleted list of instructions. At the bottom, there is another table with columns: "Empl ID", "Last Name", "First Name", "Roster Grade", "Reason for incomplete (254 max char)", "Remaining tasks/exams/work to be completed (254 max char)", and "Due Date (if different)". One row is visible for Empl ID "01", Last Name "ANDREWS", and Roster Grade "I". At the bottom left of the interface is a "Return" button.

12. For students with a grade of 'U' or 'F', enter the last date of attendance in the Last Attend Date box, to the best of your knowledge, or check one of the checkboxes, Attended All Classes or Never Attended.

Roster Grade	Last Attend Date	Attended All Classes	Never Attended
F	<input type="text" value="31"/> 	<input type="checkbox"/>	<input type="checkbox"/>

13. For students with a grade of 'I', enter the Reason for Incomplete and Remaining tasks, as well as the Due Date (if different than the default date). To enlarge the dialog boxes, click on the pop-out icon.

Reason for Incomplete (254 max char) 

Depending on the browser, the dialog box may also be enlarged by clicking on the bottom-right corner and dragging.



14. After entering the appropriate information, click Save at the bottom of the page, then click Return.
15. The system will return to the grade roster.
16. If all grades are entered correctly, the Approval Status can be set to Ready for Review (if not already set) and saved.
17. Once reviewed, the grade roster Approval Status can be changed to Approved and the roster can be saved.
- a. At this time, the Post button will appear at the bottom of the page.
18. Once approved and saved, the grade roster can be posted by clicking the Post button.
19. The Grade Roster Action will now reflect that the grade roster has been posted.