University of NorthernIowa

Entering Final Grades (Faculty)

Purpose: Once the grade roster is created by the Registrar's Office, the roster is available for grade entry by Faculty (approximately two weeks before grades are due). After Faculty enter, approve, and save final grades, the Registrar's Office posts grades. The following instructions describe how Faculty enter and approve final grades using Faculty Center.
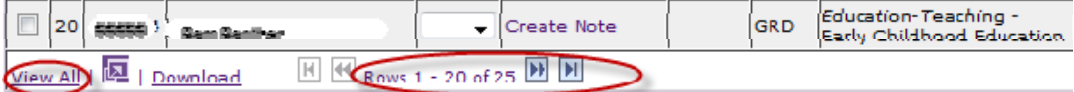
Step	Action
1.	Log onto MyUNIverse. Click the *Resources* tab. Click the **Faculty Center** link in the *Faculty Center* pagelet.
2.	On the **my schedule** tab, <u>**make sure you are on the desired term**</u>. *Note:* This tab defaults to the last term you viewed. To change the term, click the yellow **change term** button.

Step	Action
3.	Click the **Grade Roster** icon next to the class for which you would like to enter grades. NOTE: Clicking the **grade roster** tab takes you to the first grade roster on your list and continues to return to the last grade roster used. It is best to use the **Grade Roster** icon to go directly to the grade roster you need.
4.	On the Grade Roster, in the *Grade Roster Type* field, ensure **Final Grade** is selected. The *Approval Status* is initially set to **Not Reviewed**. To view the *Notes* column, click the **Show Tabs** button.

Step	Action
5.	Entering grades on the Grade Roster: • Use the drop-down box in the **Roster Grade** field to select the desired grade for each student. • You may add the same grade to multiple students by using the select checkbox to choose the students, select the grade, and click the **add this grade to selected students** at the bottom. • If you select an "F" grade, you must enter a note. This is to support Federal Financial Aid reporting requirements. If you have more than 20 students, use the **View All** or page navigation buttons at the bottom of the roster to see additional students.

Step	Action
6.	Notes may be entered for any grade by clicking the **Create Note** link. The system will prompt you to enter a note if you select an "F" grade. **Grade Roster Notes** Use this page to associate a note to the roster. You can view all notes, but only change those you have created. You can add as many categories as neccessary to the student's grade roster. **Grade Roster Information** Term 2113 SPRING 2012 Class Nbr 51926 **Seq Nbr** 2 Student ID ###### Pam Panther, Academic Career UGRD **Grade Roster Note Category** Faculy Note Category Stopped Attending ▼ Approximate Date 02/01/2012 Entered by Last Update Date/Time **Optional Comments** Student stopped attending the first week in Feb. I emailed the student but there was no response. Entered by Last Update Date/Time OK Cancel Select the **Faculty Note Category**: • **Based on Performance** – Use this selection if the student did attend yet academically earned an "F" • **Never Attended** – Select if appropriate • **Stopped Attending** – If selected, complete the Approximate Date field **Optional Comments** – Comments may be entered (free text entry with Spell Check feature) Click the **OK** button.

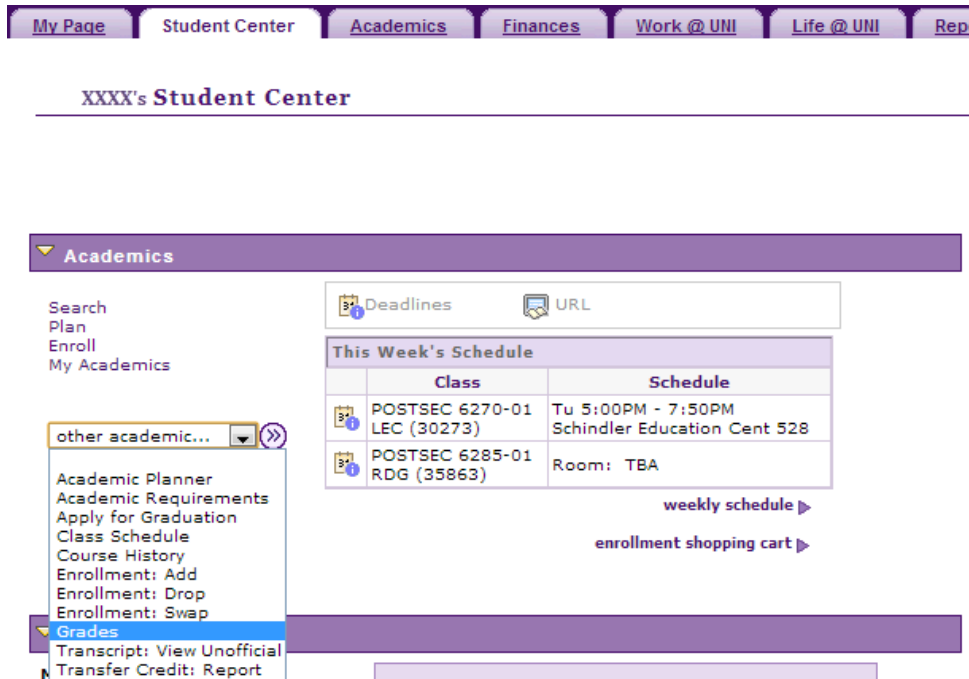| Step	Action
7.	Once grades are entered, click the **Save** button. *Note:* You can continue to revise and update the page by saving the information. As long as you do not approve grades, you are able to revise them. The following message will display until grades are approved and saved: ✖ **Final Grade Entry is Not Complete**
8.	Once all students have been graded, and you are ready to approve the grades, in the *Grade Roster Action* section, update the **Approval Status** to *Approved*. **Grade Roster Action:** ***Approval Status** [Approved ▼] [save] *Note:* A grade must be entered for every student, in order to approve grades. You will get a message if you do not have all grades entered; the system will prevent you from approving.
9.	Click the **Save** button. *Result:* Grades have now been approved. The following message now displays and will continue to display for this grade roster: ✔ **Final Grade Entry is Complete** IMPORTANT: Once the Registrar's Office posts the grades, they will be available for students to view via Student Center.

Changing Grades:

If you wish to change a grade…	Then…
that has been approved and posted already…	Submit a grade change request form with the appropriate signatures to the Registrar's Office. The form is available in all departmental offices.

How do students view grades once they have been posted?
Students view grades in their **Student Center** (in My UNIverse).

- Students select **Grades** from the drop-down list in the *Academics* section.
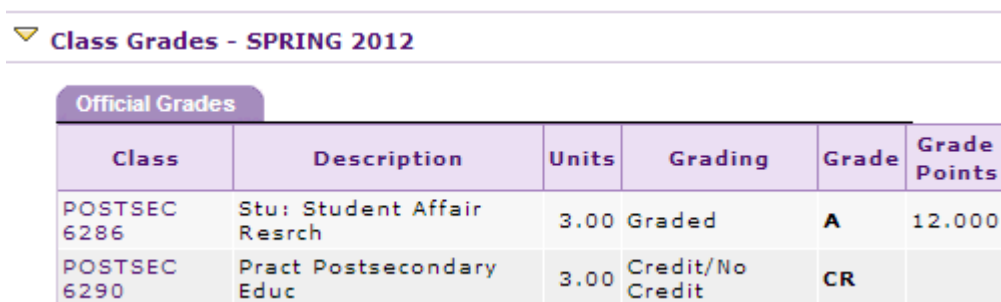
- Students select the *Official Grades* tab.