Entering Final Grades: step-by-step guide

The process of entering final grades has not changed with the upgrade to MyUNLV 9.2. However, the main basic navigation of the system has changed slightly. The login page, landing page and initial navigation look quite different. However, once you get past the first step of navigation you will find all of the business pages you know and love haven't changed a bit! If you would like full information about basic navigation, visit the Basic Navigation for Faculty Users.

Entering Final Grades: step-by-step guide

1 Navigation to the Grade Roster
   1 Faculty Center Tile
   1 Grade Roster Tile
   3 Entering Grades

Navigation to the Grade Roster

There are two ways to get to your grade rosters, the Faculty Center Tile and the Grade Roster Tile. You may choose the pathway you prefer.

Faculty Center Tile

This tile takes you to the main Faculty Center page, just like the link to the Faculty Center did in MyUNLV 9.0. From there, getting to your class rosters, grade rosters or other term information will function exactly the same as MyUNLV 9.0.

- Click on the Faculty Center Tile.
From the **Faculty Center**, the best way to navigate to the grade roster is to click on the **grade roster** icon on your schedule page. The icon can be found to the left of the class for which you will be entering grades.
Please Note: Make sure you are looking at the correct term on your “My Schedule” page. You may change term by clicking the change term button.

NOTE: If you do not see the grade roster icon, you do not have access to the grading roster. This can happen for several reasons:
➢ Grade rosters have not been published for the specific term.
➢ Your class is a non-graded Lab component, non-graded components do not have a grade roster.
➢ You were not granted grading access for the course (contact your departmental administrator with questions).

Grade Roster Tile
The grade roster tile will take you directly to the first grade roster in your class schedule list.

Since this will take you to the first class in your schedule list, if you have multiple classes - you can move from class to class by clicking the Change Class button.
Entering Grades

No matter which way you navigate, you will be entering grades in the same way. To enter final grades, select Final Grade (1) from the Grade Roster drop down menu.

NOTE: If you find your grade roster is incorrect (missing students, problems with grading basis, etc.) contact the Registrar’s Office for assistance.

- To enter individual grades, select the appropriate grade from the Roster Grade drop down menu.
- The grades will not be visible to the students until you approve and the Registrar’s office posts the final roster.
If you have multiple students with the same grade, you may enter multiple grades at the same time.
  ○ Check the box to the left of the students who earned the grade in which you are entering. (1)
  ○ Select the grade from the drop down menu at the bottom of the page. (2)
  ○ Click the “add this grade to selected students” button. (3)
NOTE: You may enter some grades, save the page and return at a later date to complete grade entry. When you return, you may limit the view of students to those who need grades by clicking the “Display Unassigned Roster Grade Only” checkbox.

- When entering a final “F” or “I” grade for a student, you will be asked to report the student’s last date of attendance. This will be used for Financial Aid reporting.
● Select the proportion of class the student attended.
  ○ Choose *fully attended* if the student attended the entire course.
  ○ Choose *partially attended* if the student attended some of the course.
  ○ Choose *never attended* if the student never participated in the course.
● Enter the final date the student attended. This date will populate with the beginning (for *never attended*) or ending (for *fully attended*) date of the semester.
NOTE: If you select partially attended, simply enter your best estimate of the last date of attendance (the last exam a student took, the last assignment they turned in, etc.).

- Your final step is to approve grades. Once you have finished entering ALL grades, you must approve your roster. The Registrar’s Office will run an overnight process to post the roster. Approved and posted grades are visible to students on their own MyUNLV Self Service Student Center. You must enter ALL grades prior to approving your grade roster.
  - Select Approved (1)
  - Click “Save,” once saved, you cannot change grades (2)
Once approved, the grades on your roster will no longer be updateable. Once the posting process has taken place, you will see you can no longer change the Approval Status.

**NOTE:** You may see a [Request Grade Change](#) link. This link is not active. The current process for requesting a grade change through the Registrar's office is still in place.
## Grade Roster

### Course Information
- **Course Code**: MUS 139*
- **Course Title**: Intro to Music Technology (Lecture)
- **Room**: BMC-135
- **Instructor**: Professor Doctor
- **Dates**: 08/23/2010 - 12/11/2010

### Display Options
- Grade Roster Type: Final Grade
- Display Unassigned Roster Grade Only

### Grade Roster Action
- Approval Status: Approved

### Student Grades

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bargen, Frodo</td>
<td>B+</td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - University Studies</td>
<td>Senior</td>
</tr>
<tr>
<td>2</td>
<td>Brandyburg, Marjad</td>
<td>B+</td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Music BM</td>
<td>Freshman</td>
</tr>
<tr>
<td>3</td>
<td>Canethor, Boromir</td>
<td>B+</td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Music BM</td>
<td>Junior</td>
</tr>
<tr>
<td>4</td>
<td>Cinadan, Aragorn</td>
<td>B+</td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Computer Engineering</td>
<td>Freshman</td>
</tr>
<tr>
<td>5</td>
<td>Ramsee, Samwise</td>
<td>B+</td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - English BA</td>
<td>Junior</td>
</tr>
<tr>
<td>6</td>
<td>Slowin, Domle</td>
<td>B+</td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Music BM</td>
<td>Senior</td>
</tr>
<tr>
<td>7</td>
<td>Greenleaf, Legolas</td>
<td>B+</td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Music BM/Civil Engineering</td>
<td>Sophomore</td>
</tr>
<tr>
<td>8</td>
<td>Grey, Gandalf Tha</td>
<td>B+</td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - History BA</td>
<td>Sophomore</td>
</tr>
<tr>
<td>9</td>
<td>Rohan, Éowyn</td>
<td>B+</td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Music Education-Instrument BM/Solar and Renewable Energy MIN</td>
<td>Sophomore</td>
</tr>
<tr>
<td>10</td>
<td>Undómiel, Arwen</td>
<td>B+</td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Music Education-Instrument BM</td>
<td>Sophomore</td>
</tr>
</tbody>
</table>