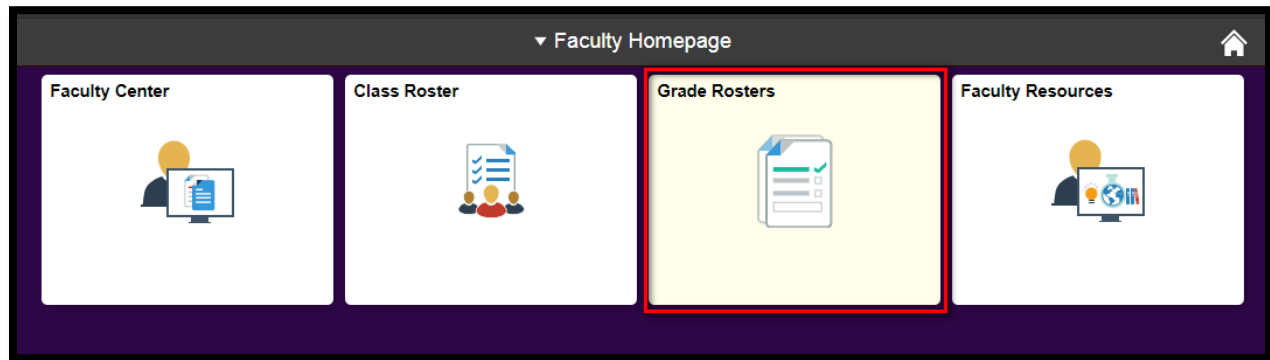


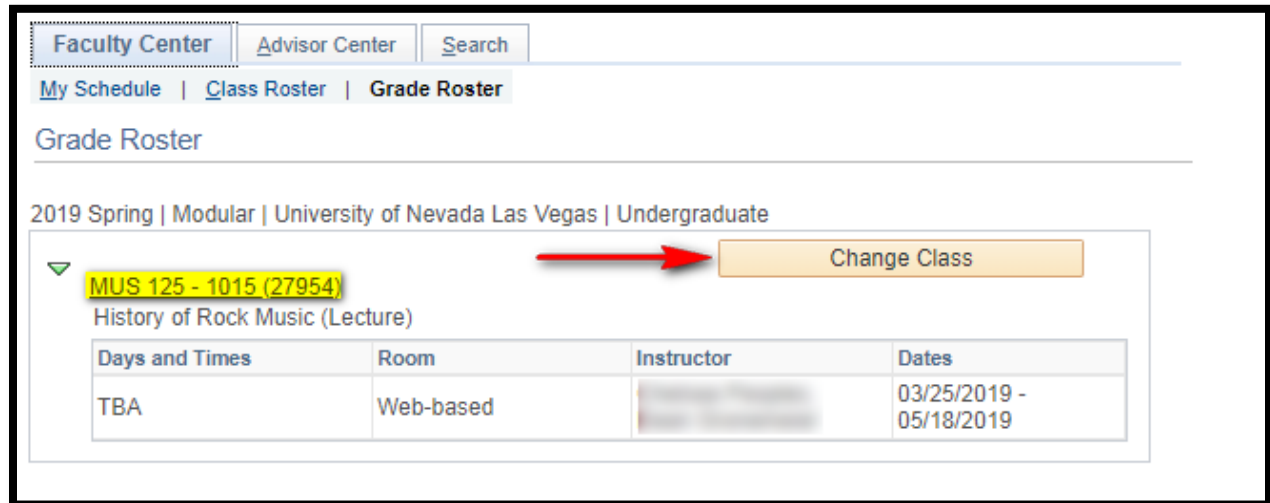
Instructors may enter final grades anytime beginning when the grade rosters are created and the deadline for submitting final grades. In a given semester, grade rosters are generated for regular and mid-semester classes on the first day of the Finals Week and for modular courses they are generated on the last day of the course.

Final Grades

1. Log into MyUNLV account and navigate to the Faculty Homepage (if you are not already there)
 - a. Click on the Grade Rosters Tile



- i. Verify the correct roster is showing. You may need click Change Class to choose the correct grade roster from your Schedule



ii. This is located to the left of the class for which you will be entering grades

Faculty Center

My Schedule

2019 Spring | University of Nevada Las Vegas

Change Term

[View Personal Data Summary](#)
[My Exam Schedule](#)

Select display option

☒ Show All Classes
☐ Show Enrolled Classes Only

Icon Legend

Class Roster
 Grade Roster
 Learning Management

My Teaching Schedule > 2019 Spring > University of Nevada Las Vegas

Personalize | View All |
First 1-3 of 3 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	MUS 125-1001 (22401)	History Rock Music (Lecture)	38	MoWe 2:30PM - 3:45PM	FDH 109	Jan 22, 2019-May 11, 2019
	MUS 125-1014 (30163)	History Rock Music (Lecture)	0	TBA	Web-based	Apr 1, 2019-May 4, 2019
	MUS 125-1015 (27954)	History Rock Music (Lecture)	7	TBA	Web-based	Mar 25, 2019-May 18, 2019

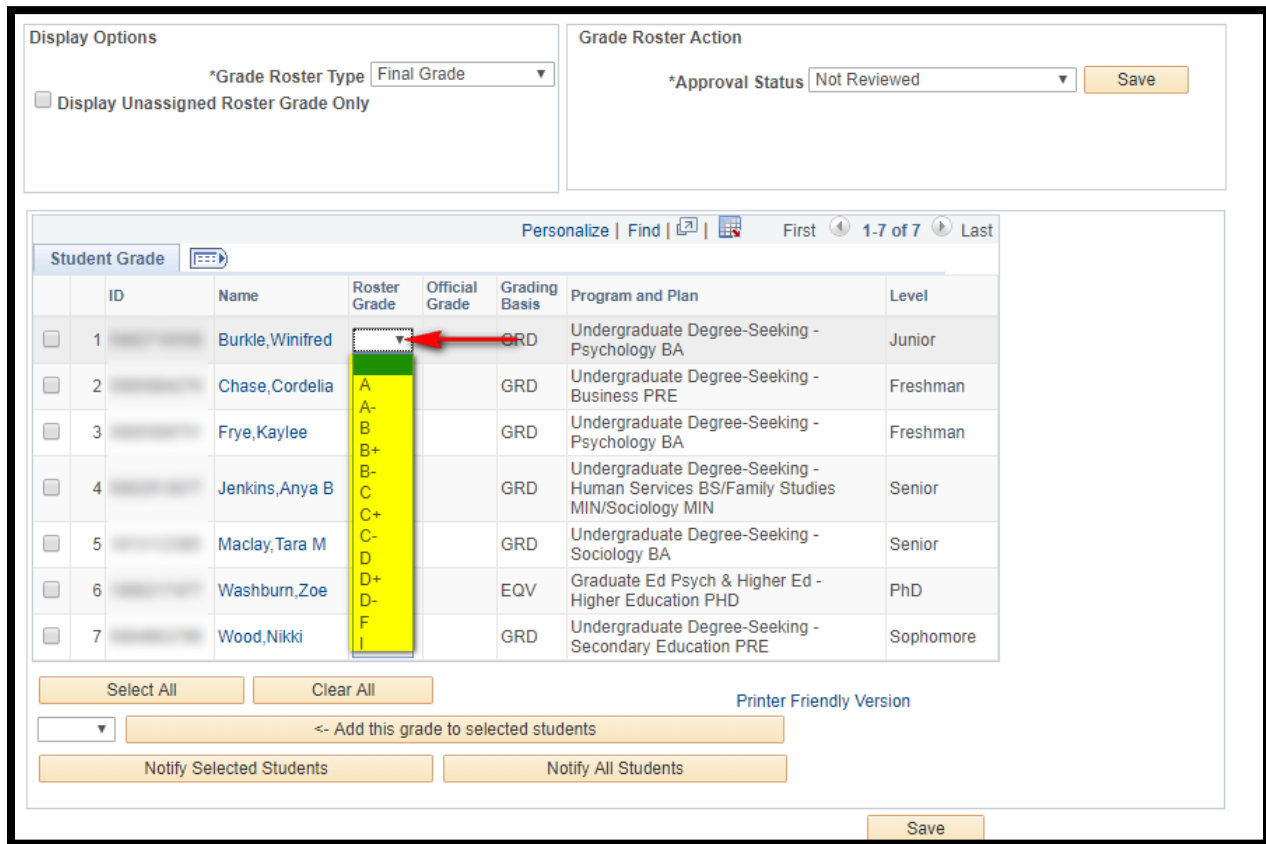
View Weekly Teaching Schedule

Go to top

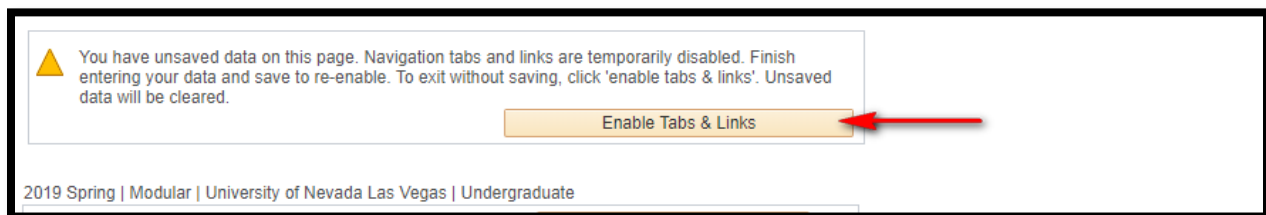
- b. If you do not see the grade roster icon, you do not have access to the roster for one of the following reasons:
 - i. Grade Rosters have not been generated for the term
 - ii. Your class is a non-graded lab or discussion component
 1. Non-graded components do not have a grade roster
 - iii. You were not granted grading access for the course
 1. Contact your department administrator with questions
- c. If your grade roster is incorrect (missing students, problem with grading basis, etc) contact the Registrar's Office for assistance
 - i. Keep in mind, if a student has a preferred name in MyUNLV the preferred name rather than the primary (or legal) name is the one that will display on your rosters

2. Enter individual grades by selecting the appropriate grade from the Roster Grade drop down menu

- a. Grades are not visible to the student and can be edited until you update the roster status



- b. As you enter grades, you will notice a message indicating the navigation tabs are temporarily disabled
 - i. MyUNLV does this to prevent an exit without saving. You may enable the tabs by saving the page or clicking the “enable tabs and links”



1. It is highly recommended to save the page rather than enabling the tabs and links without saving

- c. If you have multiple students with the same grade, you can enter them all at once
 - i. Check the box to the left of the students who earned the grade you plan to enter

Display Options

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed Save

Personalize | Find | First 1-7 of 7 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	Burkle, Winifred	A		GRD	Undergraduate Degree-Seeking - Psychology BA	Junior
<input checked="" type="checkbox"/>	2	Chase, Cordelia			GRD	Undergraduate Degree-Seeking - Business PRE	Freshman
<input type="checkbox"/>	3	Frye, Kaylee			GRD	Undergraduate Degree-Seeking - Psychology BA	Freshman
<input checked="" type="checkbox"/>	4	Jenkins, Anya B			GRD	Undergraduate Degree-Seeking - Human Services BS/Family Studies MIN/Sociology MIN	Senior
<input checked="" type="checkbox"/>	5	Maclay, Tara M			GRD	Undergraduate Degree-Seeking - Sociology BA	Senior
<input type="checkbox"/>	6	Washburn, Zoe			EQV	Graduate Ed Psych & Higher Ed - Higher Education PHD	PhD
<input type="checkbox"/>	7	Wood, Nikki			GRD	Undergraduate Degree-Seeking - Secondary Education PRE	Sophomore

Select All
Clear All
Printer Friendly Version

<- Add this grade to selected students

Notify Selected Students
Notify All Students

Save

ii. Select the grade from the drop down menu at the bottom of the page

Display Options
☐ Display Unassigned Roster Grade Only

Grade Roster Action
 *Grade Roster Type Final Grade
 *Approval Status Not Reviewed Save

Personalize | Find | First 1-7 of 7 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 5002716558	Burkle, Winifred	A		GRD	Undergraduate Degree-Seeking - Psychology BA	Junior
<input checked="" type="checkbox"/>	2 5005684276	Chase, Cordelia			GRD	Undergraduate Degree-Seeking - Business PRE	Freshman
<input type="checkbox"/>	3 5005509751	Frye, Kaylee			GRD	Undergraduate Degree-Seeking - Psychology BA	Freshman
<input type="checkbox"/>	4 5002913677	Jenkins, Anya B			GRD	Undergraduate Degree-Seeking - Human Services BS/Family Studies MIN/Sociology MIN	Senior
<input type="checkbox"/>	5 013112385	Maclay, Tara M			GRD	Undergraduate Degree-Seeking - Sociology BA	Senior
<input type="checkbox"/>	6 000217477	Washburn, Zoe			EQV	Graduate Ed Psych & Higher Ed - Higher Education PHD	PhD
<input type="checkbox"/>	7 5004803799	Wood, Nikki			GRD	Undergraduate Degree-Seeking - Secondary Education PRE	Sophomore

Select All Clear All Printer Friendly Version

<- Add this grade to selected students

Notify Selected Students Notify All Students

iii. Click the "Add this grade to selected students" Button

Personalize | Find | First 1-7 of 7 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	Burkle, Winifred	A		GRD	Undergraduate Degree-Seeking - Psychology BA	Junior
<input checked="" type="checkbox"/>	2	Chase, Cordelia	B		GRD	Undergraduate Degree-Seeking - Business PRE	Freshman
<input type="checkbox"/>	3	Frye, Kaylee			GRD	Undergraduate Degree-Seeking - Psychology BA	Freshman
<input checked="" type="checkbox"/>	4	Jenkins, Anya B	B		GRD	Undergraduate Degree-Seeking - Human Services BS/Family Studies MIN/Sociology MIN	Senior
<input checked="" type="checkbox"/>	5	Maclay, Tara M	B		GRD	Undergraduate Degree-Seeking - Sociology BA	Senior
<input type="checkbox"/>	6	Washburn, Zoe			EQV	Graduate Ed Psych & Higher Ed - Higher Education PHD	PhD
<input type="checkbox"/>	7	Wood, Nikki			GRD	Undergraduate Degree-Seeking - Secondary Education PRE	Sophomore

Select All Clear All Printer Friendly Version

B <- Add this grade to selected students

Notify Selected Students Notify All Students

Save

1. Be sure to click the Clear All button once you have added the grades before you move on to the next grade or student

Display Options

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed

Save

Personalize | Find |

First 1-7 of 7 Last

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 5002716558	Burkle, Winifred	A		GRD	Undergraduate Degree-Seeking - Psychology BA	Junior
<input type="checkbox"/>	2 5005684276	Chase, Cordelia	B		GRD	Undergraduate Degree-Seeking - Business PRE	Freshman
<input type="checkbox"/>	3 5005509751	Frye, Kaylee			GRD	Undergraduate Degree-Seeking - Psychology BA	Freshman
<input type="checkbox"/>	4 5002913677	Jenkins, Anya B	B		GRD	Undergraduate Degree-Seeking - Human Services BS/Family Studies MIN/Sociology MIN	Senior
<input type="checkbox"/>	5 1013112385	Maclay, Tara M	B		GRD	Undergraduate Degree-Seeking - Sociology BA	Senior
<input type="checkbox"/>	6 1000217477	Washburn, Zoe			EQV	Graduate Ed Psych & Higher Ed - Higher Education PHD	PhD
<input type="checkbox"/>	7 5004803799	Wood, Nikki			GRD	Undergraduate Degree-Seeking - Secondary Education PRE	Sophomore

Select All

Clear All

Printer Friendly Version

B

<- Add this grade to selected students

Notify Selected Students

Notify All Students

Save

3. You may enter some of the grades and save the page to return at a later date
 - a. Leave the Approval Status as Not Reviewed and click Save

Display Options

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed Save

Personalize | Find | First 1-7 of 7 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	Burkle, Winifred	A		GRD	Undergraduate Degree-Seeking - Psychology BA	Junior
<input type="checkbox"/>	2	Chase, Cordelia	B		GRD	Undergraduate Degree-Seeking - Business PRE	Freshman
<input type="checkbox"/>	3	Frye, Kaylee			GRD	Undergraduate Degree-Seeking - Psychology BA	Freshman
<input type="checkbox"/>	4	Jenkins, Anya B	B		GRD	Undergraduate Degree-Seeking - Human Services BS/Family Studies MIN/Sociology MIN	Senior
<input type="checkbox"/>	5	MacLay, Tara M	B		GRD	Undergraduate Degree-Seeking - Sociology BA	Senior
<input type="checkbox"/>	6	Washburn, Zoe			EQV	Graduate Ed Psych & Higher Ed - Higher Education PHD	PhD
<input type="checkbox"/>	7	Wood, Nikki			GRD	Undergraduate Degree-Seeking - Secondary Education PRE	Sophomore

Select All Clear All Printer Friendly Version

B -< Add this grade to selected students

Notify Selected Students
Notify All Students

Save

4. When Entering a final “F” or “I” grade you will be asked to report the student’s last date of attendance

Display Options

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed

Personalize | Find |

First 1-7 of 7 Last

Student Grade	Transcript Note	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>		1	Burkle, Winifred	<div>A A- B B+ B- C C+ C- D D+ D- E F</div>		GRD	Undergraduate Degree-Seeking - Psychology BA	Junior
<input type="checkbox"/>		2	Chase, Cordelia			GRD	Undergraduate Degree-Seeking - Business PRE	Freshman
<input type="checkbox"/>		3	Frye, Kaylee			GRD	Undergraduate Degree-Seeking - Psychology BA	Freshman
<input type="checkbox"/>		4	Jenkins, Anya B			GRD	Undergraduate Degree-Seeking - Human Services BS/Family Studies MIN/Sociology MIN	Senior
<input type="checkbox"/>		5	MacLay, Tara M	<div>I S U</div>		GRD	Undergraduate Degree-Seeking - Sociology BA	Senior
<input type="checkbox"/>		6	Washburn, Zoe			EQV	Graduate Ed Psych & Higher Ed - Higher Education PHD	PhD
<input type="checkbox"/>		7	Wood, Nikki			GRD	Undergraduate Degree-Seeking - Secondary Education PRE	Sophomore

[Printer Friendly Version](#)

B

<- Add this grade to selected students

- a. This is used for Financial Aid reporting

- b. Select the portion of the class the student attended
 - i. If you select Fully attended or never attended the last date of the attendance will automatically populate

Last Date Attended

Washburn, Zoe ID [REDACTED]

Due to VA and Financial Aid regulations, the last day of attendance must be recorded for students receiving grades of W, I, F or U. If the student never attended, check the Never Attended checkbox and the day before the first day of class will display. For all other students, select the last date attended.

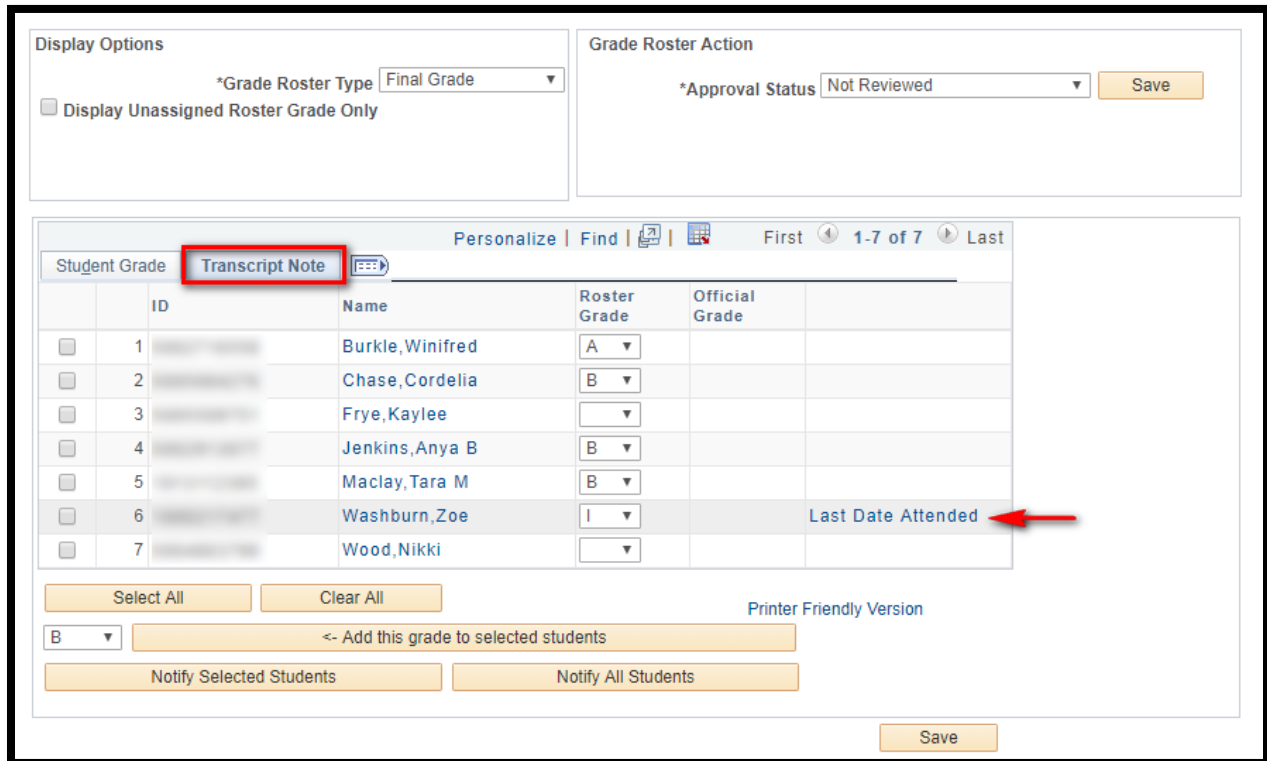
☒ **Fully Attended** ☐ **Partially Attended** ☐ **Never Attended**

Last Date of Attendance [REDACTED]

OK Cancel

- ii. If you select partially attended you will need to enter a date in the Last Date of Attendance box
 1. Simply use your best estimate for the date (for example the last exam the student took, last assignment they turned in, etc)

- c. If you added multiple F or I grades at once using the "Assign this grade to selected students" option at the bottom of the page, you will not automatically be directed to the Last Date of Attendance screen
 - i. However you will not be able to submit your grades without entering the date
 - ii. Click on the Transcript note tab and click the Last Date Attended link



Display Options

*Grade Roster Type: Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Not Reviewed Save

Personalize | Find | First 1-7 of 7 Last

Student Grade	ID	Name	Roster Grade	Official Grade	
<input type="checkbox"/>	1	Burkle, Winifred	A		
<input type="checkbox"/>	2	Chase, Cordelia	B		
<input type="checkbox"/>	3	Frye, Kaylee			
<input type="checkbox"/>	4	Jenkins, Anya B	B		
<input type="checkbox"/>	5	Maclay, Tara M	B		
<input type="checkbox"/>	6	Washburn, Zoe	I		Last Date Attended
<input type="checkbox"/>	7	Wood, Nikki			

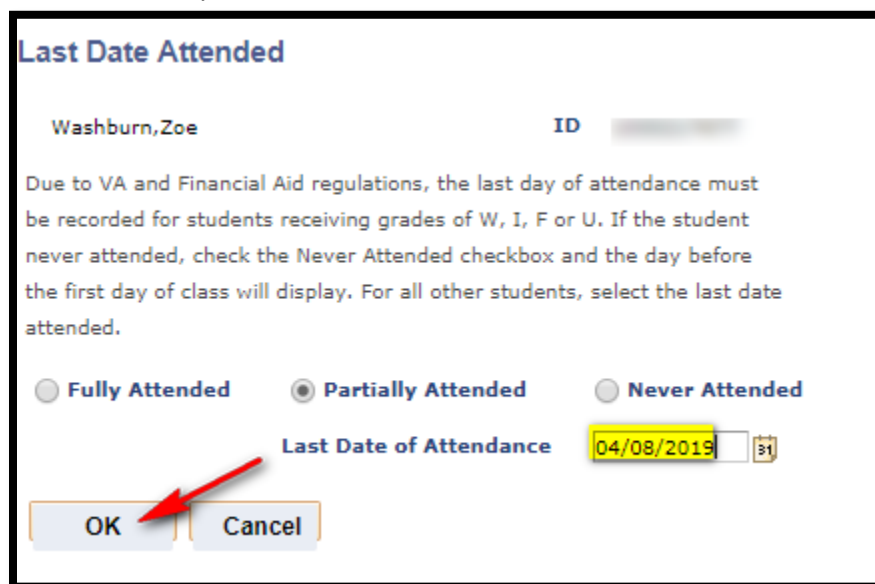
Select All Clear All Printer Friendly Version

B <- Add this grade to selected students

Notify Selected Students Notify All Students

Save

- iii. This will allow you to enter the last date of attendance for the student



Last Date Attended

Washburn, Zoe ID

Due to VA and Financial Aid regulations, the last day of attendance must be recorded for students receiving grades of W, I, F or U. If the student never attended, check the Never Attended checkbox and the day before the first day of class will display. For all other students, select the last date attended.

☐ Fully Attended ☒ Partially Attended ☐ Never Attended

Last Date of Attendance 04/08/2019

OK Cancel

- d. If you attempt to submit your grades and have not entered all of them, you will receive an error

Display Options
*Grade Roster Type: Final Grade
☐ Display Unassigned Roster Grade Only

Grade Roster Action
*Approval Status: Approved Save

Message
All students in the Grade Roster must be graded. (14670,6)
All students in the Grade Roster must be graded before it can be approved.
OK

Student Grade	ID	Name	Roster Grade	Official Grade
<input type="checkbox"/>	1	Burkle, Winifred	A	
<input type="checkbox"/>	2	Chase, Cordelia	B	
<input type="checkbox"/>	3	Frye, Kaylee		
<input type="checkbox"/>	4	Jenkins, Anya B	B	
<input type="checkbox"/>	5	MacLay, Tara M	B	
<input type="checkbox"/>	6	Washburn, Zoe	I	

Last Date Attended

- e. If you cannot see which students are missing grades right away, check the number of rows on the page
- i. The grade roster only shows you the first 20 students, if you have more than 20 students enrolled in the course you will have additional pages

Personalize | Find | First 1-7 of 7 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	Burkle, Winifred	A		GRD	Undergraduate Degree-Seeking - Psychology BA	Junior
<input type="checkbox"/>	2	Chase, Cordelia	B		GRD	Undergraduate Degree-Seeking - Business PRE	Freshman
<input type="checkbox"/>	3	Frye, Kaylee			GRD	Undergraduate Degree-Seeking - Psychology BA	Freshman
<input type="checkbox"/>	4	Jenkins, Anya B	B		GRD	Undergraduate Degree-Seeking - Human Services BS/Family Studies MIN/Sociology MIN	Senior
<input type="checkbox"/>	5	MacLay, Tara M	B		GRD	Undergraduate Degree-Seeking - Sociology BA	Senior
<input type="checkbox"/>	6	Washburn, Zoe	I		EQV	Graduate Ed Psych & Higher Ed - Higher Education PHD	PhD
<input type="checkbox"/>	7	Wood, Nikki			GRD	Undergraduate Degree-Seeking - Secondary Education PRE	Sophomore

Select All Clear All Printer Friendly Version

<- Add this grade to selected students

Notify Selected Students Notify All Students

Save

- ii. Click the View All link or use the arrows to advance to the next page(s)
- iii. You can also filter your roster to display ONLY the students without grades by clicking the “Display Unassigned Roster Grade only” check box

Display Options

*Grade Roster Type: Final Grade

☒ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Not Reviewed Save

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 5005509751	Frye, Kaylee	▼		GRD	Undergraduate Degree-Seeking - Psychology BA	Freshman
<input type="checkbox"/>	2 5004803799	Wood, Nikki	▼		GRD	Undergraduate Degree-Seeking - Secondary Education PRE	Sophomore

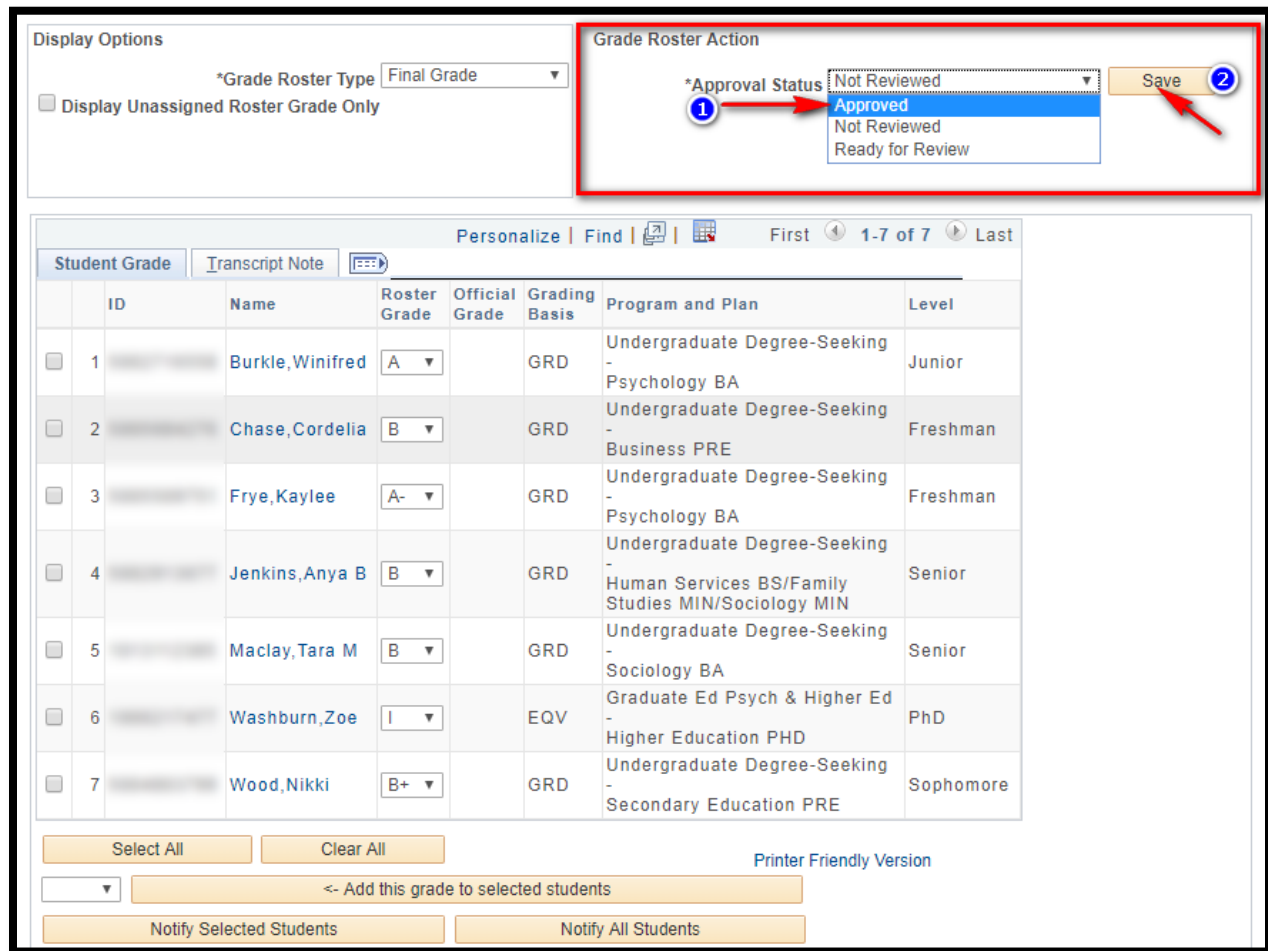
Select All Clear All Printer Friendly Version

▼ <- Add this grade to selected students

Notify Selected Students Notify All Students Save

1. This will display any students who are missing grades
- f. Once you have entered ALL grades you must approve your roster before the grade is recorded to the students record
 - i. Once approved, the Registrar’s Office will run an overnight process to post the roster
 1. This makes the grade visible on the student’s transcript and on the Grades page in their student center

g. To Approve the grades, Change the Approval Status to Approved



Display Options

*Grade Roster Type: Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Not Reviewed, **Approved**, Not Reviewed, Ready for Review

Save

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1	Burkle, Winifred	A		GRD	Undergraduate Degree-Seeking - Psychology BA	Junior
2	Chase, Cordelia	B		GRD	Undergraduate Degree-Seeking - Business PRE	Freshman
3	Frye, Kaylee	A-		GRD	Undergraduate Degree-Seeking - Psychology BA	Freshman
4	Jenkins, Anya B	B		GRD	Undergraduate Degree-Seeking - Human Services BS/Family Studies MIN/Sociology MIN	Senior
5	MacLay, Tara M	B		GRD	Undergraduate Degree-Seeking - Sociology BA	Senior
6	Washburn, Zoe	I		EQV	Graduate Ed Psych & Higher Ed - Higher Education PHD	PhD
7	Wood, Nikki	B+		GRD	Undergraduate Degree-Seeking - Secondary Education PRE	Sophomore

Select All Clear All

Printer Friendly Version

<- Add this grade to selected students

Notify Selected Students Notify All Students

i. Then click Save

1. If you do not see the option to set the status to Approved, you may not have approval access for the grades. If your grades must be reviewed by another person, you can set the status to Ready for Review and click Save
2. If you should have approval access and do not, contact your department administrator

ii. Once you approve the grades, you will not be able to edit them

Display Options
*Grade Roster Type Final Grade
☐ Display Unassigned Roster Grade Only

Grade Roster Action
*Approval Status Approved Save

Personalize | Find |
First 1-7 of 7 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	Burkle, Winifred	A		GRD	Undergraduate Degree-Seeking - Psychology BA	Junior
<input type="checkbox"/>	2	Chase, Cordelia	B		GRD	Undergraduate Degree-Seeking - Business PRE	Freshman
<input type="checkbox"/>	3	Frye, Kaylee	A-		GRD	Undergraduate Degree-Seeking - Psychology BA	Freshman
<input type="checkbox"/>	4	Jenkins, Anya B	B		GRD	Undergraduate Degree-Seeking - Human Services BS/Family Studies MIN/Sociology MIN	Senior
<input type="checkbox"/>	5	MacLay, Tara M	B		GRD	Undergraduate Degree-Seeking - Sociology BA	Senior
<input type="checkbox"/>	6	Washburn, Zoe	I		EQV	Graduate Ed Psych & Higher Ed - Higher Education PHD	PhD
<input type="checkbox"/>	7	Wood, Nikki	B+		GRD	Undergraduate Degree-Seeking - Secondary Education PRE	Sophomore

Select All Clear All Printer Friendly Version

Notify Selected Students Notify All Students

Save

- iii. If you need to make changes to your grade roster after setting the status to approval, you can change the status back to Not Reviewed ONLY if the grades have not posted yet.

Display Options

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Approved Posted

Request Grade Change

Personalize | Find |

First 1-7 of 7 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1	Burke, Winifred	A	A	GRD	Undergraduate Degree-Seeking - Psychology BA	Junior	Posted
<input type="checkbox"/>	2	Chase, Cordelia	B	B	GRD	Undergraduate Degree-Seeking - Business PRE	Freshman	Posted
<input type="checkbox"/>	3	Frye, Kaylee	A-	A-	GRD	Undergraduate Degree-Seeking - Psychology BA	Freshman	Posted
<input type="checkbox"/>	4	Jenkins, Anya B	B	B	GRD	Undergraduate Degree-Seeking - Human Services BS/Family Studies MIN/Sociology MIN	Senior	Posted
<input type="checkbox"/>	5	Maclay, Tara M	B	B	GRD	Undergraduate Degree-Seeking - Sociology BA	Senior	Posted
<input type="checkbox"/>	6	Washburn, Zoe	I	I	EQV	Graduate Ed Psych & Higher Ed - Higher Education PHD	PhD	Posted
<input type="checkbox"/>	7	Wood, Nikki	B+	B+	GRD	Undergraduate Degree-Seeking - Secondary Education PRE	Sophomore	Posted

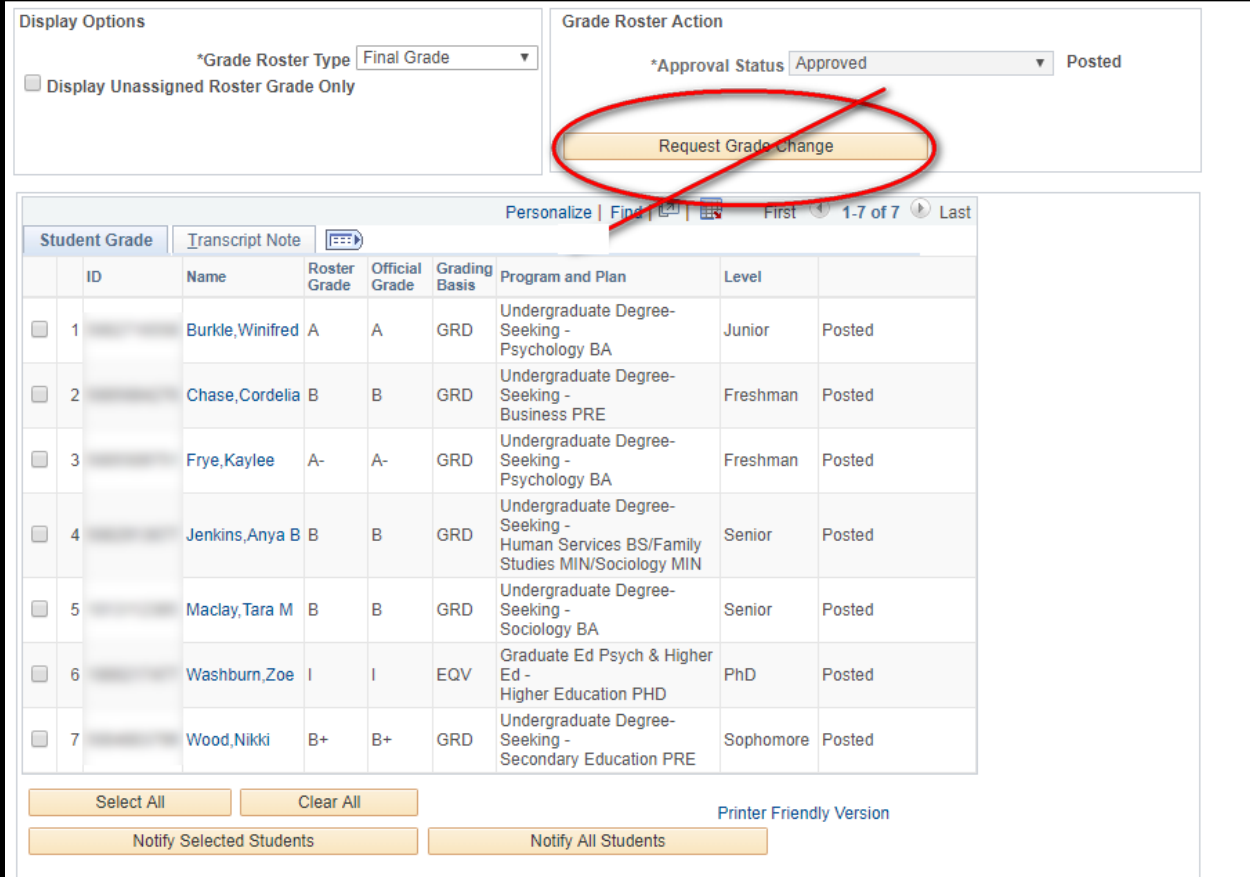
Select All Clear All

Notify Selected Students Notify All Students

Printer Friendly Version

1. When the grades are posted you will see them displayed in the Official Grade column

- h. Once the grades have been posted, if you need to change a grade you must submit a grade change to the Office of the Registrar. You may see a “Request Grade Change” link but this link is not active



Display Options

*Grade Roster Type: Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Approved

Posted

Request Grade Change

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
1	Burkle, Winifred	A	A	GRD	Undergraduate Degree-Seeking - Psychology BA	Junior	Posted
2	Chase, Cordelia	B	B	GRD	Undergraduate Degree-Seeking - Business PRE	Freshman	Posted
3	Frye, Kaylee	A-	A-	GRD	Undergraduate Degree-Seeking - Psychology BA	Freshman	Posted
4	Jenkins, Anya B	B	B	GRD	Undergraduate Degree-Seeking - Human Services BS/Family Studies MIN/Sociology MIN	Senior	Posted
5	Macley, Tara M	B	B	GRD	Undergraduate Degree-Seeking - Sociology BA	Senior	Posted
6	Washburn, Zoe	I	I	EQV	Graduate Ed Psych & Higher Ed - Higher Education PHD	PhD	Posted
7	Wood, Nikki	B+	B+	GRD	Undergraduate Degree-Seeking - Secondary Education PRE	Sophomore	Posted

Select All Clear All

Notify Selected Students Notify All Students

Printer Friendly Version

- i. Contact your department or go to unlv.edu/registrar/forms#G if you have questions regarding the Grade Change process