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

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

iii. Click the “Add this grade to selected students” Button
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.
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
4. When Entering a final “F” or “I” grade you will be asked to report the student’s last date of attendance.

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

   ![Image of Last Date Attended]

   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

iii. This will allow you to enter the last date of attendance for the student
d. If you attempt to submit your grades and have not entered all of them, you will receive an error.

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.
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

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

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
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.

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.

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