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 your MyUNLV account and navigate to the Faculty Center
   a. Click on the Grade Roster icon on your schedule page
      i. This is located to the left of the class for which you will be entering grades

      ![Faculty Center](image1)

      **Verify the term is correct. If you need to change it, click the Change Term button.**

      ![My Teaching Schedule](image2)

      ![My Exam Schedule](image3)

   ii. Do not use the tabbed navigation at the top. If you are teaching more than one class the tabbed navigation will only show you the first class listed on your schedule. You should get in the habit of just using the icon navigation to ensure accuracy

   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 specific 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
   2. When the grade roster opens, verify that you have the correct Roster type
      a. If you enter your Final Grades on the Mid-semester roster they will not be posted to the
         student’s record

      b. 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
3. 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”

Grade Roster

⚠️ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click ‘enable tabs & links’. Unsaved data will be cleared.

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
### Entering Final Grades in MyUNLV

**Office of the Registrar**

**Updated** 8.29.2018

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

**Grade Roster Action:**
- Approval Status: Not Reviewed

---

#### Student Grade

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grading Basis</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Burkly, Winfried M</td>
<td>A</td>
<td></td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Biological Sciences BS</td>
<td>Junior</td>
</tr>
<tr>
<td>2</td>
<td>Chase, Cordelia M</td>
<td></td>
<td></td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Elementary Education PRE</td>
<td>Junior</td>
</tr>
<tr>
<td>3</td>
<td>Frey, Kaylee</td>
<td></td>
<td></td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Undergrad Exploring Majors</td>
<td>Freshman</td>
</tr>
<tr>
<td>4</td>
<td>Jenkin, Anya</td>
<td></td>
<td></td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Marketing BSBA</td>
<td>Senior</td>
</tr>
<tr>
<td></td>
<td>Macley, Tara D</td>
<td></td>
<td></td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Psychology BA/Marketing MIN</td>
<td>Senior</td>
</tr>
<tr>
<td></td>
<td>Tom, River D</td>
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<td></td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Hospitality Management BS/Leadership &amp; Civic Service MIN</td>
<td>Senior</td>
</tr>
<tr>
<td></td>
<td>Washburn, Zoe B</td>
<td></td>
<td></td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Sociology BA/Family Studies MIN/Human Services PRE/Social Work PRE</td>
<td>Senior</td>
</tr>
<tr>
<td></td>
<td>Wood, Nikki M</td>
<td></td>
<td></td>
<td>GRD</td>
<td>Undergraduate Degree-Seeking - Nuclear Medicine PRE</td>
<td>Junior</td>
</tr>
</tbody>
</table>

---

**Clear All**

---

< add this grade to selected students

notify selected students

notify all students

[Printer Friendly Version]
iii. Click the “Add this grade to selected students” Button
1. Be sure to click the Clear All link once you have added the grades before you move on to the next grade or student.
4. 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
5. 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

   Last Date Attended

   Maclay, Tara D ID 2000779514

   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.

   ![Checkbox options: Fully Attended, Partially Attended, Never Attended]

   ![Date entry box]

   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

**Last Date Attended**

Maclay, Tara D

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: 04/27/2018

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

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

1. Then click Save
2. 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
3. If you should have approval access and do not, contact your department administrator
iii. Once you approve the grades, you will not be able to edit them
iv. 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.
g. Once the grades have been posted, if you need to change a grade you must submit a grade change form to the Office of the Registrar. You may see a “Request Grade Change” link but this link is not active.

i. Contact your department if you have questions regarding the Grade Change process.