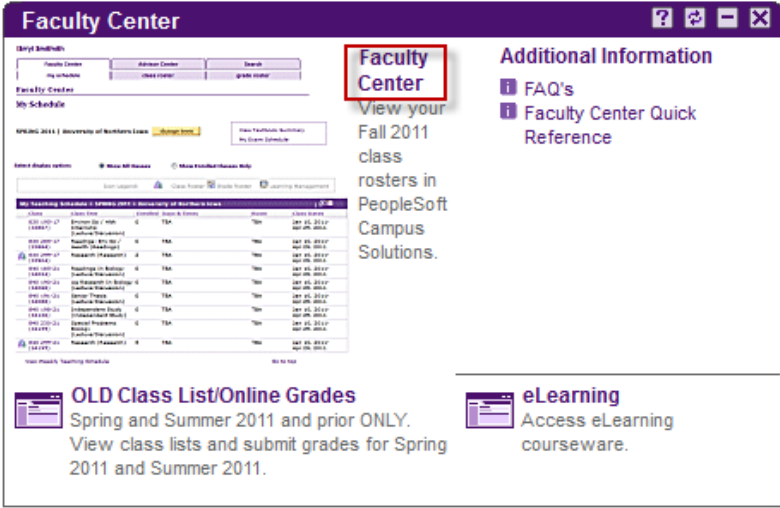
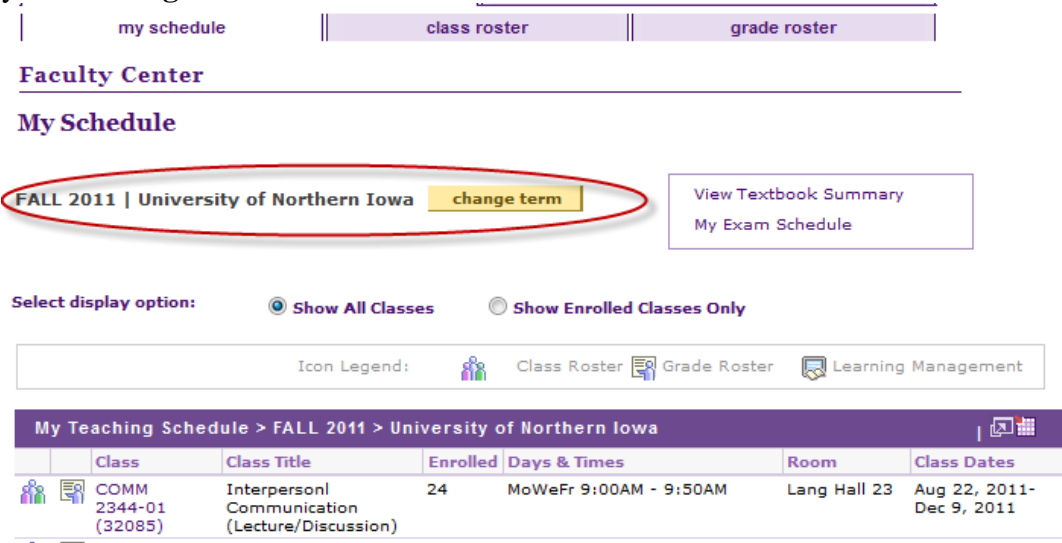

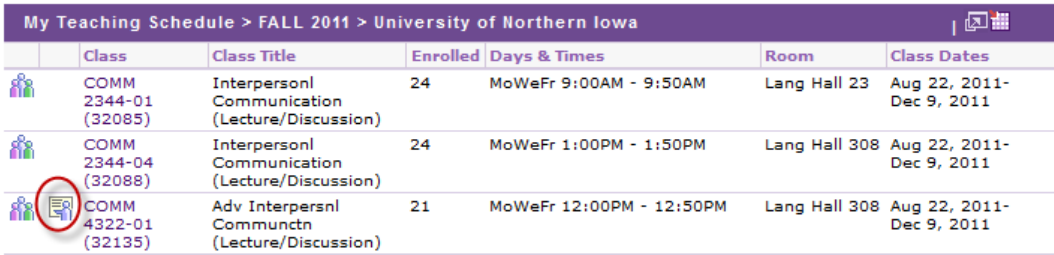

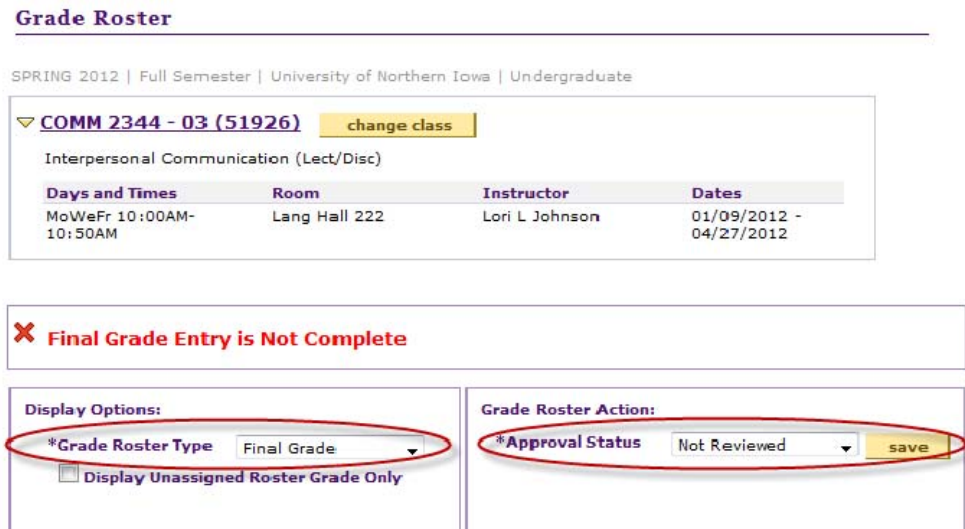


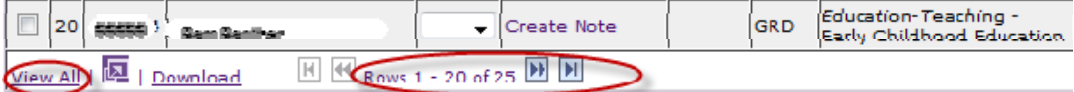




Entering Final Grades (Faculty)

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.	<p>Log onto MyUNiverse. Click the Resources tab. Click the Faculty Center link in the <i>Faculty Center</i> pagelet.</p> 																					
2.	<p>On the my schedule tab, make sure you are on the desired term. Note: This tab defaults to the last term you viewed. To change the term, click the yellow change term button.</p>  <table border="1" data-bbox="365 1690 1421 1831"> <thead> <tr> <th></th> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td></td> <td>COMM 2344-01 (32085)</td> <td>Interpersonal Communication (Lecture/Discussion)</td> <td>24</td> <td>MoWeFr 9:00AM - 9:50AM</td> <td>Lang Hall 23</td> <td>Aug 22, 2011- Dec 9, 2011</td> </tr> <tr> <td></td> <td>COMM</td> <td>Interpersonal</td> <td>24</td> <td>MoWeFr 1:00PM - 1:50PM</td> <td>Lang Hall 208</td> <td>Aug 22, 2011-</td> </tr> </tbody> </table>		Class	Class Title	Enrolled	Days & Times	Room	Class Dates		COMM 2344-01 (32085)	Interpersonal Communication (Lecture/Discussion)	24	MoWeFr 9:00AM - 9:50AM	Lang Hall 23	Aug 22, 2011- Dec 9, 2011		COMM	Interpersonal	24	MoWeFr 1:00PM - 1:50PM	Lang Hall 208	Aug 22, 2011-
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3.	<p>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.</p>  <p>My Teaching Schedule > FALL 2011 > University of Northern Iowa</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td>COMM 2344-01 (32085)</td> <td>Interpersnl Communication (Lecture/Discussion)</td> <td>24</td> <td>MoWeFr 9:00AM - 9:50AM</td> <td>Lang Hall 23</td> <td>Aug 22, 2011- Dec 9, 2011</td> </tr> <tr> <td>COMM 2344-04 (32088)</td> <td>Interpersnl Communication (Lecture/Discussion)</td> <td>24</td> <td>MoWeFr 1:00PM - 1:50PM</td> <td>Lang Hall 308</td> <td>Aug 22, 2011- Dec 9, 2011</td> </tr> <tr> <td>COMM 4322-01 (32135)</td> <td>Adv Interpersnl Communctn (Lecture/Discussion)</td> <td>21</td> <td>MoWeFr 12:00PM - 12:50PM</td> <td>Lang Hall 308</td> <td>Aug 22, 2011- Dec 9, 2011</td> </tr> </tbody> </table>	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	COMM 2344-01 (32085)	Interpersnl Communication (Lecture/Discussion)	24	MoWeFr 9:00AM - 9:50AM	Lang Hall 23	Aug 22, 2011- Dec 9, 2011	COMM 2344-04 (32088)	Interpersnl Communication (Lecture/Discussion)	24	MoWeFr 1:00PM - 1:50PM	Lang Hall 308	Aug 22, 2011- Dec 9, 2011	COMM 4322-01 (32135)	Adv Interpersnl Communctn (Lecture/Discussion)	21	MoWeFr 12:00PM - 12:50PM	Lang Hall 308	Aug 22, 2011- Dec 9, 2011																
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4.	<p>On the Grade Roster, in the <i>Grade Roster Type</i> field, ensure Final Grade is selected. The <i>Approval Status</i> is initially set to Not Reviewed. To view the <i>Notes</i> column, click the Show Tabs button .</p>  <p>Grade Roster</p> <p>SPRING 2012 Full Semester University of Northern Iowa Undergraduate</p> <p>▼ COMM 2344 - 03 (51926) change class</p> <p>Interpersonal Communication (Lect/Disc)</p> <table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>MoWeFr 10:00AM-10:50AM</td> <td>Lang Hall 222</td> <td>Lori L Johnson</td> <td>01/09/2012 - 04/27/2012</td> </tr> </tbody> </table> <p>Final Grade Entry is Not Complete</p> <p>Display Options: *Grade Roster Type Final Grade <input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action: *Approval Status Not Reviewed save</p> <p>Student Grade Transcript Note </p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Faculty Student Notes</th> <th>Official Grade</th> <th>Grade Basis</th> <th>Program and Plan</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Student Name</td> <td>▼</td> <td>Create Note</td> <td></td> <td>GRD</td> <td>Education-Teaching - Elementary Education/Educational Technology</td> <td>Junior</td> </tr> <tr> <td>2</td> <td>Student Name</td> <td>▼</td> <td>Create Note</td> <td></td> <td>GRD</td> <td>Hum & Fine Arts & Nat Sci-Ugrd - Comm St/Spch Comm & Rhetoric</td> <td>Sophomore</td> </tr> <tr> <td>3</td> <td>Student Name</td> <td>▼</td> <td>Create Note</td> <td></td> <td>GRD</td> <td>Hum & Fine Arts & Nat Sci-Ugrd - Communication/Public</td> <td>Junior</td> </tr> </tbody> </table>	Days and Times	Room	Instructor	Dates	MoWeFr 10:00AM-10:50AM	Lang Hall 222	Lori L Johnson	01/09/2012 - 04/27/2012	ID	Name	Roster Grade	Faculty Student Notes	Official Grade	Grade Basis	Program and Plan	Level	1	Student Name	▼	Create Note		GRD	Education-Teaching - Elementary Education/Educational Technology	Junior	2	Student Name	▼	Create Note		GRD	Hum & Fine Arts & Nat Sci-Ugrd - Comm St/Spch Comm & Rhetoric	Sophomore	3	Student Name	▼	Create Note		GRD	Hum & Fine Arts & Nat Sci-Ugrd - Communication/Public	Junior
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Step	Action
5.	<p>Entering grades on the Grade Roster:</p> <ul style="list-style-type: none"> 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.  <ul style="list-style-type: none"> If you select an “F” grade, you must enter a note. This is to support Federal Financial Aid reporting requirements. <p>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.</p> 

Step	Action
6.	<p>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.</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;">  </div> <div> <h3 style="margin: 0;">Grade Roster Notes </h3> <p style="margin: 5px 0;">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 necessary to the student's grade roster.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Grade Roster Information</p> <p>Term 2113 SPRING 2012</p> <p>Class Nbr 51926 Seq Nbr 2</p> <p>Student ID #zzzzzz Pam Panther.</p> <p>Academic Career UGRD</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Grade Roster Note Category</p> <p>Faculty Note Category Stopped Attending</p> <p>Approximate Date 02/01/2012</p> <p>Entered by</p> <p>Last Update Date/Time</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Optional Comments</p> <p style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;">Student stopped attending the first week in Feb. I emailed the student but there was no response.</p> <p>Entered by</p> <p>Last Update Date/Time</p> </div> <div style="margin-top: 10px;"> <p>OK Cancel</p> </div> </div> </div> <p>Select the Faculty Note Category:</p> <ul style="list-style-type: none"> • 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 <p>Optional Comments – Comments may be entered (free text entry with Spell Check feature)</p> <p>Click the OK button.</p>

Step	Action
7.	<p>Once grades are entered, click the Save button.</p> <p><i>Note:</i> 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:</p> <p>✘ Final Grade Entry is Not Complete</p>
8.	<p>Once all students have been graded, and you are ready to approve the grades, in the <i>Grade Roster Action</i> section, update the Approval Status to <i>Approved</i>.</p> <div data-bbox="354 697 1029 894" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Grade Roster Action:</p> <p>*Approval Status <input type="text" value="Approved"/> <input type="button" value="save"/></p> </div> <p><i>Note:</i> 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.</p>
9.	<p>Click the Save button.</p> <p><i>Result:</i> Grades have now been approved. The following message now displays and will continue to display for this grade roster:</p> <p>✔ Final Grade Entry is Complete</p> <p>IMPORTANT: Once the Registrar’s Office posts the grades, they will be available for students to view via Student Center.</p>

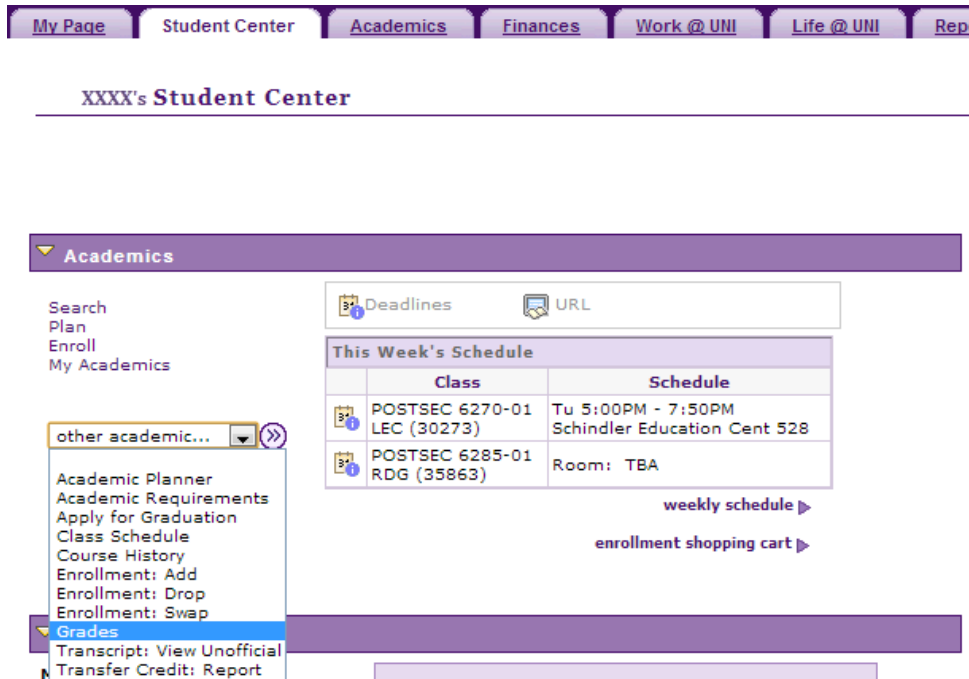
Changing Grades:

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.



My Page Student Center Academics Finances Work @ UNI Life @ UNI Rep

XXXX's Student Center

Academics

Search
Plan
Enroll
My Academics

other academic... >>

- Academic Planner
- Academic Requirements
- Apply for Graduation
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Swap
- Grades**
- Transcript: View Unofficial
- Transfer Credit: Report

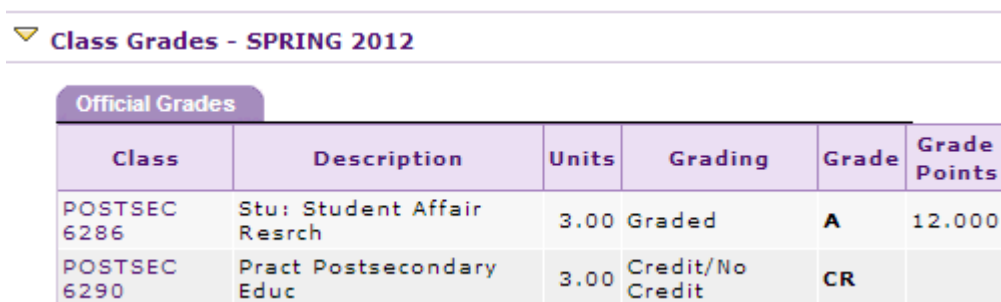
Deadlines URL

This Week's Schedule

Class	Schedule
POSTSEC 6270-01 LEC (30273)	Tu 5:00PM - 7:50PM Schindler Education Cent 528
POSTSEC 6285-01 RDG (35863)	Room: TBA

weekly schedule ▶
enrollment shopping cart ▶

- Students select the *Official Grades* tab.



Class Grades - SPRING 2012

Official Grades

Class	Description	Units	Grading	Grade	Grade Points
POSTSEC 6286	Stu: Student Affair Resrch	3.00	Graded	A	12.000
POSTSEC 6290	Pract Postsecondary Educ	3.00	Credit/No Credit	CR	