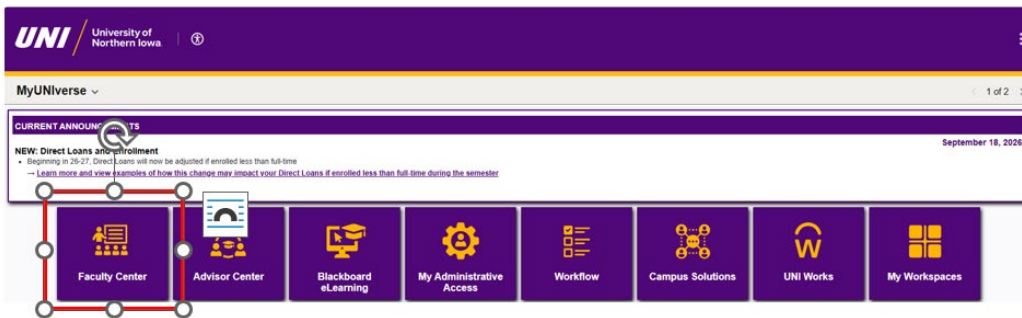


Entering Final Grades (Faculty)

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 to the students’ records after the grades due date.

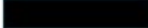
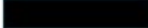
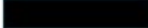
Note: Beginning Fall 2026, the option to import grades from Blackboard is available. To use this method instead of entering final grades manually, see the **Importing Final Grades from Blackboard job aid**.

The following instructions describe how faculty enter and approve final grades using Faculty Center.

Step	Action
1.	Log onto MyUNiverse and click on the Faculty Center tile. .  The screenshot shows the MyUNiverse homepage. At the top is the UNI University of Northern Iowa header. Below it is a navigation bar with 'MyUNiverse' and a dropdown arrow. A 'CURRENT ANNOUNCEMENTS' section is visible, dated September 18, 2026. Below the announcements is a row of tiles: Faculty Center, Advisor Center, Blackboard eLearning, My Administrative Access, Workflow, Campus Solutions, UNI Works, and My Workspaces. The Faculty Center tile is highlighted with a red rectangular box.

Step	Action
2.	On the my schedule tab, <u>make sure you are on the desired term.</u> <i>Note:</i> This tab defaults to the last term you viewed. To change the term, click the yellow change term button.

Step	Action																												
3.	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. My Teaching Schedule > FALL 2011 > University of Northern Iowa <table><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><tr><td></td><td>COMM 2344-01 (32085)</td><td>Interpersonl 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 2344-04 (32088)</td><td>Interpersonl 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></td><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></table>		Class	Class Title	Enrolled	Days & Times	Room	Class Dates		COMM 2344-01 (32085)	Interpersonl Communication (Lecture/Discussion)	24	MoWeFr 9:00AM - 9:50AM	Lang Hall 23	Aug 22, 2011- Dec 9, 2011		COMM 2344-04 (32088)	Interpersonl 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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Step	Action																																																
4.	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 . Grade Roster FALL 2026 Full Semester University of Northern Iowa Undergraduate  FAM SERV 1010 - 01 (31168) Change Class Human Identity and Relationships (Lect/Disc) <table><thead><tr><th>Days and Times</th><th>Room</th><th>Instructor</th><th>Dates</th></tr></thead><tbody><tr><td>TuTh 9:30AM-10:45AM</td><td>Sabin 002</td><td></td><td>08/24/2026 - 12/11/2026</td></tr></tbody></table>  Final Grade Entry is Not Complete Display Options ☐ Display Unassigned Roster Grade Only *Grade Roster Type Final Grade ▼ Grade Roster Action *Approval Status Not Reviewed ▼ Save Import Grades from LMS Personalize Find View 100   First 1-20 of 174 Last <table><thead><tr><th>Student Grade</th><th>Transcript Note</th><th></th><th>ID</th><th>Name</th><th>Roster Grade</th><th>Faculty Notes</th><th>Official Grade</th><th>Program and Plan</th><th>Level</th></tr></thead><tbody><tr><td>☐</td><td></td><td></td><td></td><td></td><td></td><td>Create Note</td><td></td><td>Soc & Behav Sci-Undergraduate - Social Work/Mental Health/Health and Social Services/Addictions Tr</td><td>Junior</td></tr><tr><td>☐</td><td></td><td></td><td></td><td></td><td></td><td>Create Note</td><td></td><td>Education-Teaching - Elementary Education/Health Education</td><td>Freshman</td></tr><tr><td>☐</td><td></td><td></td><td></td><td></td><td></td><td>Create Note</td><td></td><td>Soc & Behav Sci-Undergraduate - Social Work</td><td>Senior</td></tr></tbody></table>	Days and Times	Room	Instructor	Dates	TuTh 9:30AM-10:45AM	Sabin 002		08/24/2026 - 12/11/2026	Student Grade	Transcript Note		ID	Name	Roster Grade	Faculty Notes	Official Grade	Program and Plan	Level	☐						Create Note		Soc & Behav Sci-Undergraduate - Social Work/Mental Health/Health and Social Services/Addictions Tr	Junior	☐						Create Note		Education-Teaching - Elementary Education/Health Education	Freshman	☐						Create Note		Soc & Behav Sci-Undergraduate - Social Work	Senior
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Step	Action
5.	Entering grades on the Grade Roster: - 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. A ▾ <- add this grade to selected students - If you select an “F” grade, you must enter a note. This is to support Federal Financial Aid reporting requirements. 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. ☐ 20 ##### Pam Panther ▾ Create Note GRD Education-Teaching - Early Childhood Education View All Download ⏮ ⏪ ⏩ ⏭ Rows 1 - 20 of 25 ⏭ ⏩ ⏮ ⏪

Step	Action																
6.	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.  Grade Roster Notes  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. Grade Roster Information <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Term</td> <td colspan="3">2113 SPRING 2012</td> </tr> <tr> <td>Class Nbr</td> <td>51926</td> <td>Seq Nbr</td> <td>2</td> </tr> <tr> <td>Student ID</td> <td>#####</td> <td colspan="2">Pam Panther,</td> </tr> <tr> <td>Academic Career</td> <td colspan="3">UGRD</td> </tr> </table> Grade Roster Note Category Faculty Note Category: Stopped Attending Approximate Date: 02/01/2012 Entered by Last Update Date/Time Optional Comments Student stopped attending the first week in Feb. I emailed the student but there was no response. Entered by Last Update Date/Time OK Cancel Select the Faculty Note Category: • 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 Optional Comments – Comments may be entered (free text entry with Spell Check feature) Click the OK button.	Term	2113 SPRING 2012			Class Nbr	51926	Seq Nbr	2	Student ID	#####	Pam Panther,		Academic Career	UGRD		
Term	2113 SPRING 2012																
Class Nbr	51926	Seq Nbr	2														
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Academic Career	UGRD																

Step	Action
7.	Once grades are entered, click the Save button. <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: ✖ Final Grade Entry is Not Complete
8.	Once all students have been graded, and you are ready to approve the grades, in the Grade Roster Action section, update the Approval Status to <i>Approved</i>. Grade Roster Action: *Approval Status Approved save <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.
9.	Click the Save button. <i>Result:</i> Grades have now been approved. The following message now displays and will continue to display for this grade roster: ✔ Final Grade Entry is Complete IMPORTANT: Once the Registrar’s Office posts the grades, they will be available for students to view via Student Center.

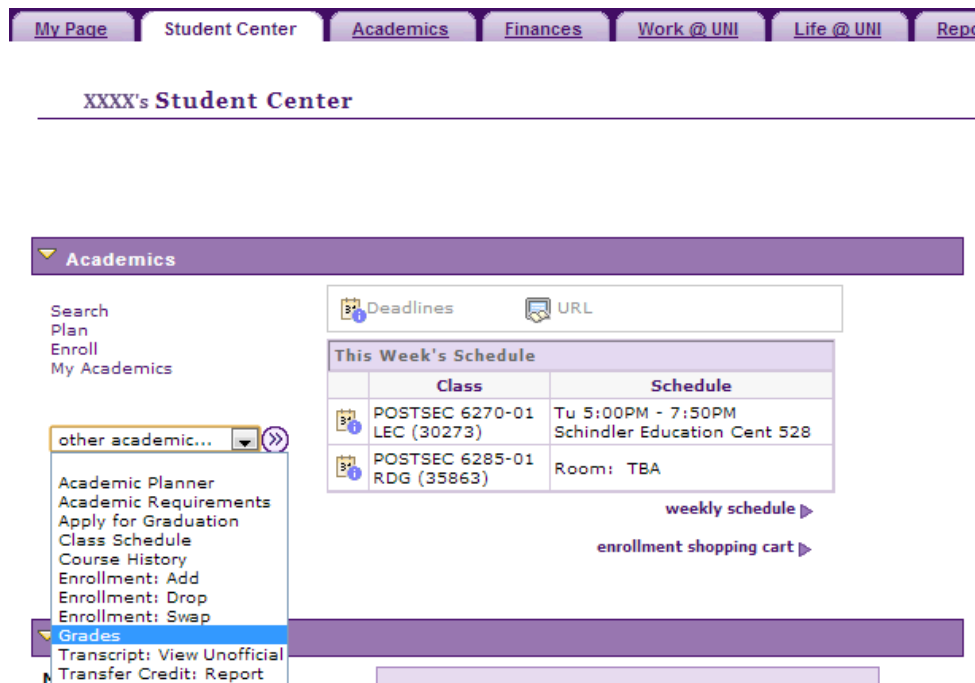
Changing Grades:

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.



The screenshot shows the 'Student Center' navigation bar with tabs: My Page, Student Center, Academics, Finances, Work @ UNI, Life @ UNI, and Reports. Below the navigation bar is the header 'XXXX's Student Center'. The 'Academics' section is expanded, showing a left sidebar with links: Search, Plan, Enroll, My Academics, and a dropdown menu. The dropdown menu is open, showing options: other academic..., Academic Planner, Academic Requirements, Apply for Graduation, Class Schedule, Course History, Enrollment: Add, Enrollment: Drop, Enrollment: Swap, **Grades** (highlighted), Transcript: View Unofficial, and Transfer Credit: Report. The main content area shows 'Deadlines' and 'URL' links, a 'This Week's Schedule' table, and links for 'weekly schedule' and 'enrollment shopping cart'.

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

- 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	