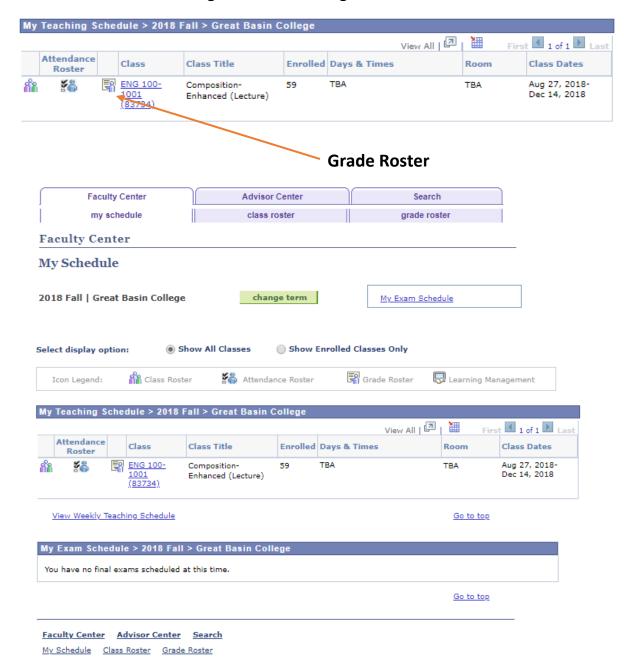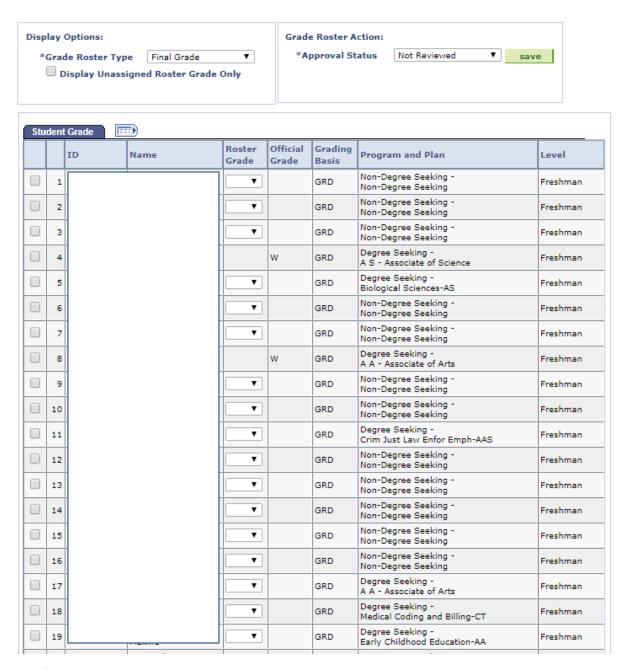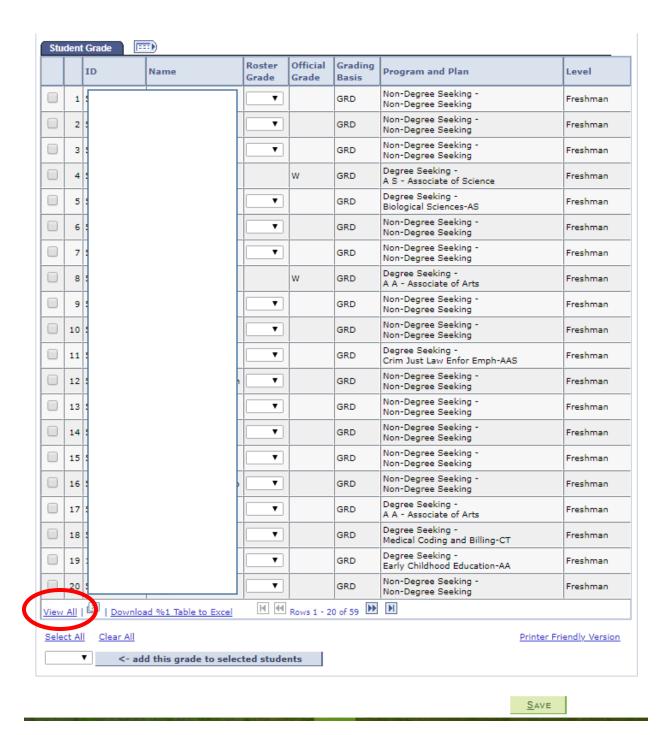Grade Roster

- ✓ Click on "My Schedule".
- ✓ Grade rosters for "Dynamic Dated" classes will open within 24 hours after the class date.
- ✓ Semester classes will open within two weeks of the semester's end.
- ✓ Icon will be to the right of "Roster" if grade roster is available.

My Teaching Schedule > 2018 Fall > Great Basin College							
					View All		First 1 of 1 Last
Attendance Roster		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
🕺	✓🕺	ENG 100-1001 (83794)	Composition-Enhanced (Lecture)	59	TBA	TBA	Aug 27, 2018-Dec 14, 2018

Grade Roster

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Faculty Center

My Schedule

2018 Fall | Great Basin College   change term   My Exam Schedule

Select display option: ⦿ Show All Classes   ○ Show Enrolled Classes Only

Icon Legend:	🕺 Class Roster	✓🕺 Attendance Roster	📋 Grade Roster	💻 Learning Management

My Teaching Schedule > 2018 Fall > Great Basin College							
					View All		First 1 of 1 Last
Attendance Roster		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
🕺	✓🕺	ENG 100-1001 (83794)	Composition-Enhanced (Lecture)	59	TBA	TBA	Aug 27, 2018-Dec 14, 2018

View Weekly Teaching Schedule   Go to top

My Exam Schedule > 2018 Fall > Great Basin College
You have no final exams scheduled at this time.

Go to top

Faculty Center   Advisor Center   Search
My Schedule   Class Roster   Grade Roster

✓ Click on the icon and the grade roster will open.

Display Options:				Grade Roster Action:		
*Grade Roster Type	Final Grade ▼			*Approval Status	Not Reviewed ▼	save
☐ Display Unassigned Roster Grade Only						

Student Grade

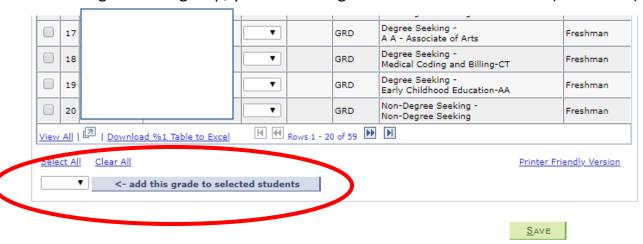|		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐	1			▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	2			▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	3			▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	4				W	GRD	Degree Seeking - A S - Associate of Science	Freshman
☐	5			▼		GRD	Degree Seeking - Biological Sciences-AS	Freshman
☐	6			▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	7			▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	8				W	GRD	Degree Seeking - A A - Associate of Arts	Freshman
☐	9			▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	10			▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	11			▼		GRD	Degree Seeking - Crim Just Law Enfor Emph-AAS	Freshman
☐	12			▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	13			▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	14			▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	15			▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	16			▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	17			▼		GRD	Degree Seeking - A A - Associate of Arts	Freshman
☐	18			▼		GRD	Degree Seeking - Medical Coding and Billing-CT	Freshman
☐	19			▼		GRD	Degree Seeking - Early Childhood Education-AA	Freshman

✓ To view all students, scroll to the bottom of the page and click on "View All".
✓ You can download your roster by clicking on "Download" at the bottom of the page. The roster will open in MS Excel.
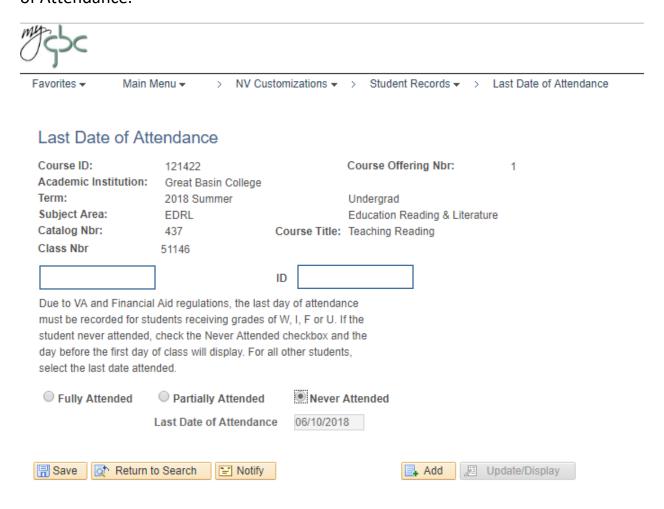✓ Best practice would be to download before and after grading.

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐	1		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	2		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	3		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	4			W	GRD	Degree Seeking - A S - Associate of Science	Freshman
☐	5		▼		GRD	Degree Seeking - Biological Sciences-AS	Freshman
☐	6		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	7		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	8			W	GRD	Degree Seeking - A A - Associate of Arts	Freshman
☐	9		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	10		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	11		▼		GRD	Degree Seeking - Crim Just Law Enfor Emph-AAS	Freshman
☐	12		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	13		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	14		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	15		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	16		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	17		▼		GRD	Degree Seeking - A A - Associate of Arts	Freshman
☐	18		▼		GRD	Degree Seeking - Medical Coding and Billing-CT	Freshman
☐	19		▼		GRD	Degree Seeking - Early Childhood Education-AA	Freshman
☐	20		▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman

View All | | Download %1 Table to Excel   Rows 1 - 20 of 59

Select All   Clear All   Printer Friendly Version

▼   <- add this grade to selected students

SAVE

- ✓ In the Roster Grade Column, click the down arrow and a list of grades will appear.
- ✓ Click on the grade.
- ✓ Move to the next student.

- ✓ To grade students, you can either grade all students individually or as a group.
- ✓ To grade individually, you click the down arrow under Roster Grade. Choose from the list.
- ✓ To grade as a group, you "add this grade to selected students" (see below).

When adding a W or I grade, the last date of attendance must be added. Go back to the main menu and click on NV Customizations > Student Records > Last Date of Attendance.

Favorites ▾   Main Menu ▾   >   NV Customizations ▾   >   Student Records ▾   >   Last Date of Attendance

Last Date of Attendance

Course ID:	121422	Course Offering Nbr:	1
Academic Institution:	Great Basin College		
Term:	2018 Summer	Undergrad	
Subject Area:	EDRL	Education Reading & Literature	
Catalog Nbr:	437	Course Title: Teaching Reading	
Class Nbr	51146		

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   06/10/2018

Save   Return to Search   Notify   Add   Update/Display

If the Student has never attended, check "Never Attended" as shown in the example above. The date will be entered automatically.

If you assign an "I" (Incomplete), you must complete the usual hard copy Record of Incomplete Form and submit it to Admissions & Records.

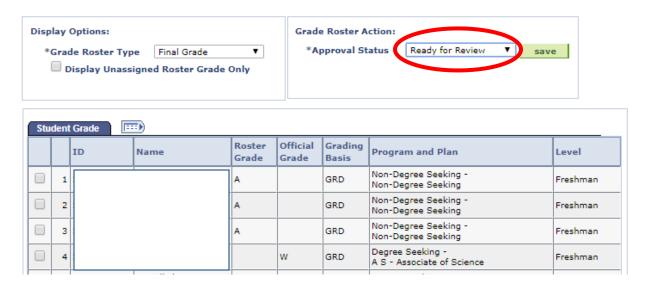Make sure to click "Save", then "Return to Search".

Approve the roster

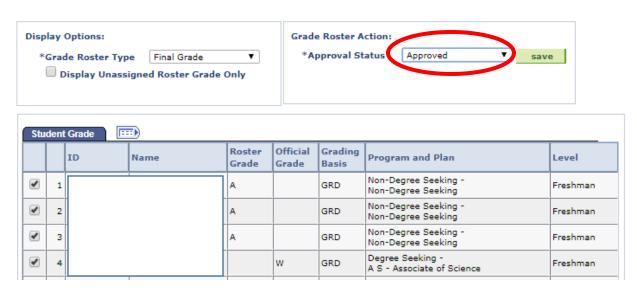When grade rosters are generated, the initial approval status is **Not Reviewed.**

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
✔	1			A ▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
✔	2			A ▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
✔	3			A ▼		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
✔	4				W	GRD	Degree Seeking - A S - Associate of Science	Freshman

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

Grade Roster Action:
*Approval Status: Not Reviewed ▼ save

The other status options are as follows:

Ready for Review – Grades have been entered and the roster is pending approval by the instructor.

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

Grade Roster Action:
*Approval Status: Ready for Review ▼ save

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐	1			A		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	2			A		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	3			A		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☐	4				W	GRD	Degree Seeking - A S - Associate of Science	Freshman

Approved – Grades have been entered for all students, the roster was approved by the instructor, and it is ready to be posted through Student Services.

Display Options:					Grade Roster Action:		
*Grade Roster Type	Final Grade ▼				*Approval Status	Approved ▼	save
☐ Display Unassigned Roster Grade Only							

Student Grade 🔲▶

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☑	1			A		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☑	2			A		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☑	3			A		GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman
☑	4				W	GRD	Degree Seeking - A S - Associate of Science	Freshman

Follow these steps to approve a grade roster:

1. In **Not Reviewed** status, continue to add and update student grades.
2. When finished entering grades for all students on the roster, select the appropriate approval status:
   a. For instructors, select **Approved.**

NOTE: *Approved is only an available option for the instructor. Placing the roster in Approved status and saving the file is equivalent to signing off on your roster.*

3. Click **Save**. When the save process completes, **"Saved"** temporarily appears at the top right corner of your screen. Check to make sure no error messages display after you click **Save**.
4. You can confirm that your changes were saved by verifying the following:

   The **Approval Status** field displays **Approved** as shown above.

Important Notes about Approving Grade Rosters

- ✓ All roster grade boxes must be populated (all students have a valid grade) before you can change the roster status to **Approved**.
- ✓ Once approved, the roster grade boxes are disabled, disallowing changes. All rosters that have been put into an **Approved** status will be automatically posted.
- ✓ This means that all rosters in an **Approved** status are subject to being posted even *before* the final grading deadline.
- ✓ If changes are required on a grade roster once it has been put into an **Approved** status, change the roster status to **Not Reviewed** and make your changes.
- ✓ When finished, change the status back to **Approved** (remember to press **SAVE** button, bottom left corner of screen) and grades will be posted the following morning.
- ✓ Once the roster is **posted**, changes can only be made by submitting a **Grade Change Form** to Admissions and Records.

Display Options:				Grade Roster Action:		
*Grade Roster Type	Final Grade ▼			*Approval Status	Approved ▼	**Posted**
☐ Display Unassigned Roster Grade Only				Request Grade Change		

Student Grade

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
☐	1			A	A	GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman	Posted
☐	2			A	A	GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman	Posted
☐	3			A	A	GRD	Non-Degree Seeking - Non-Degree Seeking	Freshman	Posted
☐	4				W	GRD	Degree Seeking - A S - Associate of Science	Freshman	Graded
☐							Degree Seeking -		