



Grade Roster

- ✓ Click on “My Schedule.”
- ✓ Grade rosters for “Dynamic Dated” classes will open 24 hours after the last class date.
- ✓ Semester classes will open the end of November.
- ✓ Icon will be to the right of “Roster” if grade roster is available.

✓   [INT 100-1008 \(88036\)](#) [Gbc Orientation \(Lecture\)](#) **59**

→ Grade Roster

Enterprise Menu

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- ▷ Reporting Tools
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Cynthia Hyslop

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Faculty Center

My Schedule

2011 Fall | Great Basin College

[change term](#)

[My Exam Schedule](#)

Select display option:

☒ Show All Classes

☐ Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster



Learning Management

My Teaching Schedule > 2011 Fall > Great Basin College						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<u>BUS 117-1001 (87594)</u>	Bus Calculations/Methods (Lecture)	20	TBA	TBA	Aug 27, 2011- Dec 16, 2011
	<u>COT 151-1001 (87664)</u>	Intro Microsoft Word (Lecture)	22	TBA	TBA	Aug 27, 2011- Dec 16, 2011
	<u>COT 222-1001 (87671)</u>	Desktop Publishing (Lecture)	9	TBA	TBA	Aug 27, 2011- Dec 16, 2011
	<u>COT 240-1001 (87672)</u>	Exec Office Procedures (Lecture)	12	TBA	TBA	Aug 27, 2011- Dec 16, 2011
	<u>INT 100-1008 (88036)</u>	Gbc Orientation (Lecture)	59	TBA	TBA	Nov 8, 2011- Nov 15, 2011
	<u>IS 101-1003</u>	Intro Information	80	TBA	TBA	Aug 27, 2011-

✓ Click on Icon and “Grade Roster” will open.

Display Options: *Grade Roster Type Final Grade <input type="checkbox"/> Display Unassigned Roster Grade Only		Grade Roster Action: *Approval Status Not Reviewed save	
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Student Grade								
		ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1			<div><div></div></div>		PNP	Degree Seeking - Human Services-AAS	Freshman
<input type="checkbox"/>	2		<div><div></div></div>		PNP	Degree Seeking - Nursing-AAS	Freshman	
<input type="checkbox"/>	3		<div><div></div></div>		PNP	Degree Seeking - Agriculture-AAS	Freshman	
<input type="checkbox"/>	4		<div><div></div></div>		PNP	Degree Seeking - COT-Office Technology-CT	Freshman	
<input type="checkbox"/>	5		<div><div></div></div>		PNP	Degree Seeking - Undecided - Degree Seeking	Freshman	
<input type="checkbox"/>	6		<div><div></div></div>		PNP	Degree Seeking - COT-Computer Office Tech-AAS/Management in Technology-BAS	Freshman	
<input type="checkbox"/>	7		<div><div></div></div>		PNP	Degree Seeking - A A - Associate of Arts	Freshman	
<input type="checkbox"/>	8		<div><div></div></div>		PNP	Degree Seeking - Electrical Systems Tech-CT	Freshman	
<input type="checkbox"/>	9		<div><div></div></div>		PNP	Degree Seeking - A S - Associate of Science	Sophomore	
<input type="checkbox"/>	10		<div><div></div></div>		PNP	Degree Seeking - Nursing-BSN	Freshman	
<input type="checkbox"/>	11		<div><div></div></div>		PNP	Degree Seeking - Nursing-BSN	Freshman	
<input type="checkbox"/>	12		<div><div></div></div>		PNP	Degree Seeking - Human Services-AAS	Freshman	
<input type="checkbox"/>	13		<div><div></div></div>		PNP	Degree Seeking - ED-Sec Ed Mathematics-BA	Freshman	
<input type="checkbox"/>	14		<div><div></div></div>		PNP	Degree Seeking - A A - Associate of Arts/Undecided - Degree Seeking	Freshman	
<input type="checkbox"/>	15		<div><div></div></div>		PNP	Degree Seeking - Nursing-BSN	Freshman	
<input type="checkbox"/>	16		<div><div></div></div>		PNP	Degree Seeking - ED-Elementary Education-BA	Freshman	
<input type="checkbox"/>	17		<div><div></div></div>		PNP	Non Degree Seeking - Non-Degree Seeking	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.

Display Options:

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Student Grade PDF

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1		▼		GRD	Degree Seeking - Early Childhood Education-AAS/A S - Associate of Science	Sophomore
<input type="checkbox"/>	2		▼		GRD	Degree Seeking - Undecided - Degree Seeking	Freshman
<input type="checkbox"/>	3		▼		GRD	Non Degree Seeking - Non-Degree Seeking	Sophomore
<input type="checkbox"/>	4		▼		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input type="checkbox"/>	5		▼		GRD	Degree Seeking - Elem Ed Post-Bac	Freshman
<input type="checkbox"/>	6		▼		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input type="checkbox"/>	7		▼		GRD	Non Degree Seeking - Non-Degree Seeking	Sophomore
<input type="checkbox"/>	8		▼		GRD	Degree Seeking - Early Childhood Education-AA	Freshman
<input type="checkbox"/>	9		▼		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input type="checkbox"/>	10		▼		GRD	Degree Seeking - Undecided - Degree Seeking	Freshman
<input type="checkbox"/>	11		▼		GRD	Degree Seeking - Early Childhood Education-AAS	Freshman
<input type="checkbox"/>	12		▼		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input type="checkbox"/>	13		▼		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman

View All | | [Download](#) | Rows 1 - 13 of 13


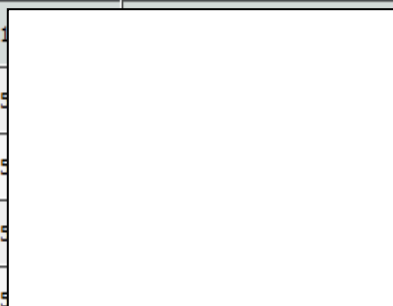






[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

▼
<- add this grade to selected students

notify selected students
notify all students

- ✓ 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

Student Grade								
	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	
	1				PNP	Degree Seeking - Human Services-AAS	Freshman	
	2		I		PNP	Degree Seeking - Nursing-AAS	Freshman	
	3		P		PNP	Degree Seeking - Agriculture-AAS	Freshman	
	4		W		PNP	Degree Seeking - COT-Office Technology-CT	Freshman	
	5				PNP	Degree Seeking -	Freshman	

- ✓ 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.”

[Home](#)

Faculty Student

Display Options:

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Student Grade PDF

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input checked="" type="checkbox"/>	1		A		GRD	Degree Seeking - Early Childhood Education-AAS/A S - Associate of Science	Sophomore
<input checked="" type="checkbox"/>	2		A		GRD	Degree Seeking - Undecided - Degree Seeking	Freshman
<input checked="" type="checkbox"/>	3		A		GRD	Non Degree Seeking - Non-Degree Seeking	Sophomore
<input checked="" type="checkbox"/>	4		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input checked="" type="checkbox"/>	5		A		GRD	Degree Seeking - Elem Ed Post-Bac	Freshman
<input checked="" type="checkbox"/>	6		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input checked="" type="checkbox"/>	7		A		GRD	Non Degree Seeking - Non-Degree Seeking	Sophomore
<input checked="" type="checkbox"/>	8		A		GRD	Degree Seeking - Early Childhood Education-AA	Freshman
<input checked="" type="checkbox"/>	9		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input checked="" type="checkbox"/>	10		A		GRD	Degree Seeking - Undecided - Degree Seeking	Freshman
<input checked="" type="checkbox"/>	11		A		GRD	Degree Seeking - Early Childhood Education-AAS	Freshman
<input checked="" type="checkbox"/>	12		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input checked="" type="checkbox"/>	13		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman

View All | Download | Rows 1 - 13 of 13

Select All Clear All [Printer Friendly Version](#)

▼

<- add this grade to selected students

Change

notify selected students

notify all students

When adding a W or I, you need to add “Last Date Attended.”

If student has never attended, then check “Never Attended” and date will be entered automatically.

If you assign an “I” Incomplete, you must complete the usual hard copy Record of Incomplete Form and submit to Admissions & Records.

Make sure to click “OK.”

Faculty

Student

Last Date Attended

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

OK

Cancel

Approve the Roster

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

The other status options are **Ready for Review** when grades have been entered and the roster is pending approval by the instructor.

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

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**.

Faculty Student

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

Grade Roster Action:
*Approval Status Not Reviewed save
Approved
Not Reviewed
Ready for Review

Student Grade	Last Date of Attendance	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input checked="" type="checkbox"/>		1		A		GRD	Degree Seeking - Early Childhood Education-AAS/A S - Associate of Science	Sophomore
<input checked="" type="checkbox"/>		2		A		GRD	Degree Seeking - Undecided - Degree Seeking	Freshman
<input checked="" type="checkbox"/>		3		A		GRD	Non Degree Seeking - Non-Degree Seeking	Sophomore
<input checked="" type="checkbox"/>		4		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input checked="" type="checkbox"/>		5		A		GRD	Degree Seeking - Elem Ed Post-Bac	Freshman
<input checked="" type="checkbox"/>		6		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input checked="" type="checkbox"/>		7		A		GRD	Non Degree Seeking - Non-Degree Seeking	Sophomore
<input checked="" type="checkbox"/>		8		A		GRD	Degree Seeking - Early Childhood Education-AA	Freshman
<input checked="" type="checkbox"/>		9		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input checked="" type="checkbox"/>		10		A		GRD	Degree Seeking - Undecided - Degree Seeking	Freshman
<input checked="" type="checkbox"/>		11		W		GRD	Degree Seeking - Early Childhood Education-AAS	Freshman
<input checked="" type="checkbox"/>		12		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input checked="" type="checkbox"/>		13		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman

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[Select All](#) [Clear All](#) [Printer Friendly Version](#)

<- add this grade to selected students
notify selected students notify all students

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

- 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**.
- You can confirm that your changes were saved by verifying the following:
The **Approval Status** field displays **Approved**.

[Home](#)

Faculty Student

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input checked="" type="checkbox"/>	1		A		GRD	Degree Seeking - Early Childhood Education-AAS/A S - Associate of Science	Sophomore
<input checked="" type="checkbox"/>	2		A		GRD	Degree Seeking - Undecided - Degree Seeking	Freshman
<input checked="" type="checkbox"/>	3		A		GRD	Non Degree Seeking - Non-Degree Seeking	Sophomore
<input checked="" type="checkbox"/>	4		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input checked="" type="checkbox"/>	5		A		GRD	Degree Seeking - Elem Ed Post-Bac	Freshman
<input checked="" type="checkbox"/>	6		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input checked="" type="checkbox"/>	7		A		GRD	Non Degree Seeking - Non-Degree Seeking	Sophomore
<input checked="" type="checkbox"/>	8		A		GRD	Degree Seeking - Early Childhood Education-AA	Freshman
<input checked="" type="checkbox"/>	9		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input checked="" type="checkbox"/>	10		A		GRD	Degree Seeking - Undecided - Degree Seeking	Freshman
<input checked="" type="checkbox"/>	11		W		GRD	Degree Seeking - Early Childhood Education-AAS	Freshman
<input checked="" type="checkbox"/>	12		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman
<input checked="" type="checkbox"/>	13		A		GRD	Non Degree Seeking - Non-Degree Seeking	Freshman

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SAVE

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 to 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 the **SAVE** button, bottom left corner of screen) and grades will be posted that evening.
- ✓ Once the roster is **posted**, changes can only be made by submitting a **Grade Change Form** to Admissions and Records.



The screenshot shows a web interface for 'Grade Roster Action'. It features a label '*Approval Status' followed by a dropdown menu currently set to 'Approved'. A red arrow points from the 'Approved' text to a yellow button labeled 'Posted', which is highlighted with a red rectangular border.