Faculty members will use the same Grade Roster that is currently active. The update requires instructors to input additional information only when assigning F, F0, and IN grades.

To access the current Grade Roster, instructors should log into http://my.fiu.edu and use one of the following navigations:

1. Select the Faculty Center/My Schedule link which can be found within the Faculty Links box on the main page OR
2. Use the following navigation: Self Service > Faculty Center > Faculty Center/My Schedule.
Verify that the correct term is displayed at the top of the page. If the term is incorrect, use the Change Term button to make the appropriate change.

Select the appropriate class under My Teaching Schedule by clicking on the Grade Roster icon.

Note: The Teaching Schedule may be several pages, depending on how many classes the Instructor is associated with. Instructors should select View All or use the arrows to view the remainder of the list, if necessary.
The Grade Roster will open. Notice the new columns: Edit Incomplete Form and Attendance Option for 60% Stop Date…. Use the Roster Grade drop down menu to enter grades.

Note: The Grade Roster may be several pages, depending on the class size. Instructors should select View All at bottom of the page or use the arrows to view the remainder of the list, if necessary.

Grade Roster

BSC 1010L - U01 (12810)  Gen Biology Lab I (Laboratory)

Days and Times  Room  Instructor  Dates
Mo 9:00AM-11:50AM  Ova Ehan 297  Damian Nesbith, Jose Alberts, Thomas Pilcher  01/07/2013 - 04/26/2013

Grade Import

Grade Import Error Log  import grades

Student Grade

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grade Basis</th>
<th>Edit Incomplete Form</th>
<th>Level</th>
<th>Attendance Option for 60% Stop Date of 03/09/2013, For Dynamic course calculate based on class date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>3</td>
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<td></td>
</tr>
</tbody>
</table>
F Grade

When entering a grade of F for a student, instructors must use the Attendance Option for 60% Stop Date drop down menu in order to select when the student stopped attending the class. The 60% Date is listed in the column’s heading. For dynamic courses, instructors must calculate the 60% Stop Date manually.

An F grade is an EARNED grade. This means that the student attempted the course and did not meet academic standards set forth by the instructor to successfully pass the course. F grades require the instructor to select an attendance option on the grade roster. The attendance option should be understood in the following manner (to comply with financial aid regulations):

Stopped/Complete after 60% Date

This option should be selected if the student began and completed the course or stopped attending after the 60% date.

Stopped Prior to 60% Date

This option should be selected if a student began the course and the instructor has record that the student's last day of attendance was prior to the 60% Date.

Began and Cannot Determine

This option should be selected if the instructor knows that the student began coursework but cannot determine when attendance stopped. If the student never attended the course, the instructor should select an F0 grade for Never Attended.
An **F0 grade denotes that a student never attended the course.** When entering a grade of F0 for a student, the Attendance Option for 60% Stop Date is automatically set to *Never Attended.*
IN Grade

When entering a grade of IN for a student, the instructor is automatically directed to the Student Incomplete Form. This form must be filled out in its entirety before submission.
The following comment boxes must be used by instructors in order to set up the guidelines for the Incomplete.

![Image of Justification for assigning an Incomplete grade]

The due date, the percent of grade based on missing assignments, and the grade earned to date are required fields. Instructors can use the magnifying glass icon to look up allowable grades if necessary.

Please note, the section that reads “Percent of grade based on missing assignments” may be clarified/restated using the following: “Percent missing assignment is worth.”

| *Date by which missing assignments must be submitted: 05/25/2013 |
| *Percent of grade based on missing assignments: 25% |
| *Grade earned to date: C+ |
Click **Okay** when finished.

On the Grade Roster, instructors can reference the Student Incomplete Form by clicking on the **Incomplete Form** link. Changes can be made on this form prior to grade submission.
After entering all grades, instructors should select the appropriate Approval Status for the Grade Roster and click Save.

After grades have become available to students, all students that received an IN Grade will receive an email containing the details of their Incomplete. The Instructor also receives a copy of this email.

Technical Issues:

There have been issues reported with the Grade Roster when using certain internet browsers, such as Safari. If you are unable to view the Grade Roster and are using Safari, please close your browser and log into http://my.fiu.edu using Internet Explorer or Mozilla Firefox.