

GRADE ROSTER

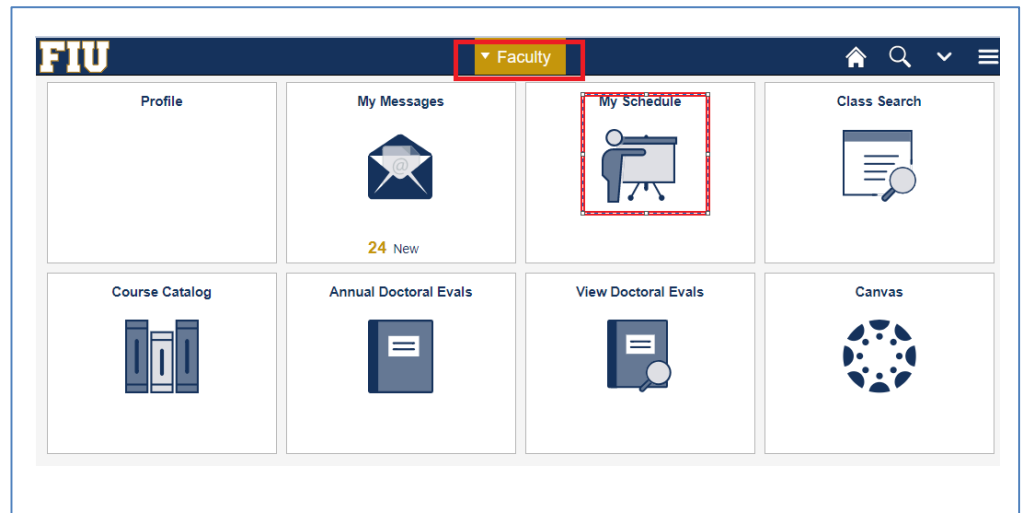
Faculty Manual

1. Log into My.FIU.EDU



2. Select the Faculty Center/My Schedule link which can be found within the Faculty Links box on the main page

3. OR use the following navigation: Main Menu > Campus Solutions Self Service > Faculty Center > Faculty Center/My Schedule.



4. 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.

Faculty Center
My Schedule

Spring Term 2018 | Florida International Univ Change Term

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Learning Management

5. 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.

Icon Legend Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall Term 2018 > Florida International Univ

1-4 of 4 | View All

Class	Class Title	Online Eval Response Rate	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status
CGS 2060-U3M (86403)	Intro To Micro Comp (Class Lecture)		7	Tu 9:30AM - 10:45AM	Green Library 100	Aug 20, 2018- Dec 1, 2018	Not Review

Class
DH 1931-U07 (85810)

6. The “Grade Roster Status” is now displayed for your convenience.

Icon Legend Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall Term 2018 > Florida International Univ

1-4 of 4 | View All

Class	Class Title	Online Eval Response Rate	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status
CGS 2060-U3M (86403)	Intro To Micro Comp (Class Lecture)		7	Tu 9:30AM - 10:45AM	Green Library 100	Aug 20, 2018- Dec 1, 2018	Not Review

7. There are two options to enter grades:

- a. Import Grades using a CSV file (this option is recommended for classes with high enrollment).**

Follow this manual to import grades using a CSV file

<http://panthersoft.fiu.edu/myfiu-grade-import/>

- b. 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.

The screenshot shows the 'Grade Roster' interface for the Fall Term 2018. It includes a class selection dropdown (CGS 2060 - U3M / 86403), a 'Change Class' button, and a table with columns for Days and Times, Room, Instructor, and Dates. Below this is a 'Display Options' section with a 'Grade Roster Type' dropdown set to 'Final Grade' and a 'Grade Roster Action' section with an 'Approval Status' dropdown set to 'Not Reviewed' and a 'Request Grade Change' button. A 'Grade Import' section contains a link to 'File Import Instructions' and a red-bordered 'Import Grades' button. Below this is a table with columns for Student Grade, ID, Name, Roster Grade, Official Grade, Edit Incomplete Form, Grading Basis, Level, and Attendance Option. The 'Roster Grade' column has three red-bordered dropdown menus. A red arrow points from the 'Import Grades' button to the first dropdown menu.

The screenshot shows the bottom of the Grade Roster interface. It includes a 'View All' button, a 'Download' button, and a pagination control showing 'Rows 1 - 18 of 18'. A red box highlights the 'View All' and 'Download' buttons.

8. 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.

Student Grade								
	ID	Name	Roster Grade	Official Grade	Edit Incomplete Form	Grading Basis	Level	Attendance Option for 60% Stop Date of 10/26/2015.For Dynamic course calculate based on class dates
<input type="checkbox"/>	1		F			GRD	College Sophomore	Began and cannot determine

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 faculty 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):

Began & stopped after 60% date

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

Began & stopped prior 60% date

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

Completed Course

This option should be selected if a student began and completed the course.

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.

9. F0 Grade

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.

Student Grade								
	ID	Name	Roster Grade	Official Grade	Edit Incomplete Form	Grading Basis	Level	Attendance Option for 60% Stop Date of 10/26/2015.For Dynamic course calculate based on class dates
<input type="checkbox"/>	1		F0			GRD	College Sophomore	Never Attended

10. 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.


Click Okay when finished.

Class Section Information


Term: 1158 Fall Term 2015
Subject: IDH Catalog Nbr: 1931
Class Nbr: 85810 Section: U07
Description: Honors Intro and Leadership

Justification for assigning an Incomplete grade

Specific missing assignments

*Date by which missing assignments must be submitted: 

*Percent of grade based on missing assignments: %

*Grade earned to date: 

11. 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.

Student Grade		ID	Name	Roster Grade	Official Grade	Edit Incomplete Form	Grading Basis	Level	Attendance Option for 60% Stop Date of 10/26/2015. For Dynamic course calculate based on class dates
<input type="checkbox"/>	1			IN		Incomplete Form	CRD	College Sophomore	

12. After entering all grades, instructors should select the appropriate Approval Status for the Grade Roster and click Save.

Please note that grades will ONLY be posted if the "Approval Status" is set to "Submitted".

Grade Roster

Fall Term 2015 | Regular Academic Session | Florida International Univ | Undergraduate

▼ **IDH 1931 - U07 (85810)** [change class](#)

Honors Introduction and Leadership Seminar (Other)

Days and Times	Room	Instructor	Dates
Mo 9:30AM-10:45AM	Academic Health Center 5 212A	Miguel Sahagun	08/24/2015 - 12/05/2015
Mo 9:30AM-10:45AM	Academic Health Center 5 212B	Staff	08/24/2015 - 12/05/2015

Display Options:

*Grade Roster Type: ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: ▼ [save](#)

[Request Grade Change](#)

13. The following is an outline of grades, their values, and related notations as found in the University's catalogs.

1) IN is only a temporary symbol. It will revert to the default grade after two consecutive terms.

Note: All courses for which a student is officially registered at the end of the Drop/Add Period and for which a Letter Grade, of "DF", or a "WF" is received are calculated in the GPA.

Grading System	
Grade	Points Per Credit Hour
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
D	1.00
F	Failure - 0
F0	Failure based on non-attendance - N/A
P	Satisfactory (Pass) - N/A
IN	Incomplete (1) - N/A
W	Withdrew by appeal - N/A
WI	Withdrew from University - N/A
WA	Administratively withdrawn
NC	No Credit Earned - N/A
AU	Audit - N/A
DR	Dropped Course (grade assigned for late drop) - N/A
S	Satisfactory - N/A
U	Unsatisfactory - N/A
NG	No grade assigned by instructor (system generated) - N/A
EM	Departmental Examination
+	National / International Student Exchange Credit