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. Upon successful login, select the My Schedule tile

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.
**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):

**Began and stopped after 60% date**

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

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.

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.
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.

**Student Incomplete**

Name:

**Class Section Information**

- Term: Fall Term 2018
- Subject: CGS
- Catalog Nbr: 2060
- Class Nbr: 86403
- Section: U3M
- Description: Intro To Micro Comp

**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:*
The following comment boxes must be used by instructors in order to set up the guidelines for the Incomplete.

### Justification for assigning an Incomplete grade

The Instructor must indicate why he/she is assigning the student an IN grade.

![Justification for assigning an Incomplete grade](image)

### Specific missing assignments

The Instructor must specify what assignment(s) the student needs to turn in before a Grade Change Request can be submitted.

![Specific missing assignments](image)

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."

![Percent of grade based on missing assignments](image)

"Date by which missing assignments must be submitted: 12/13/2018%

"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.