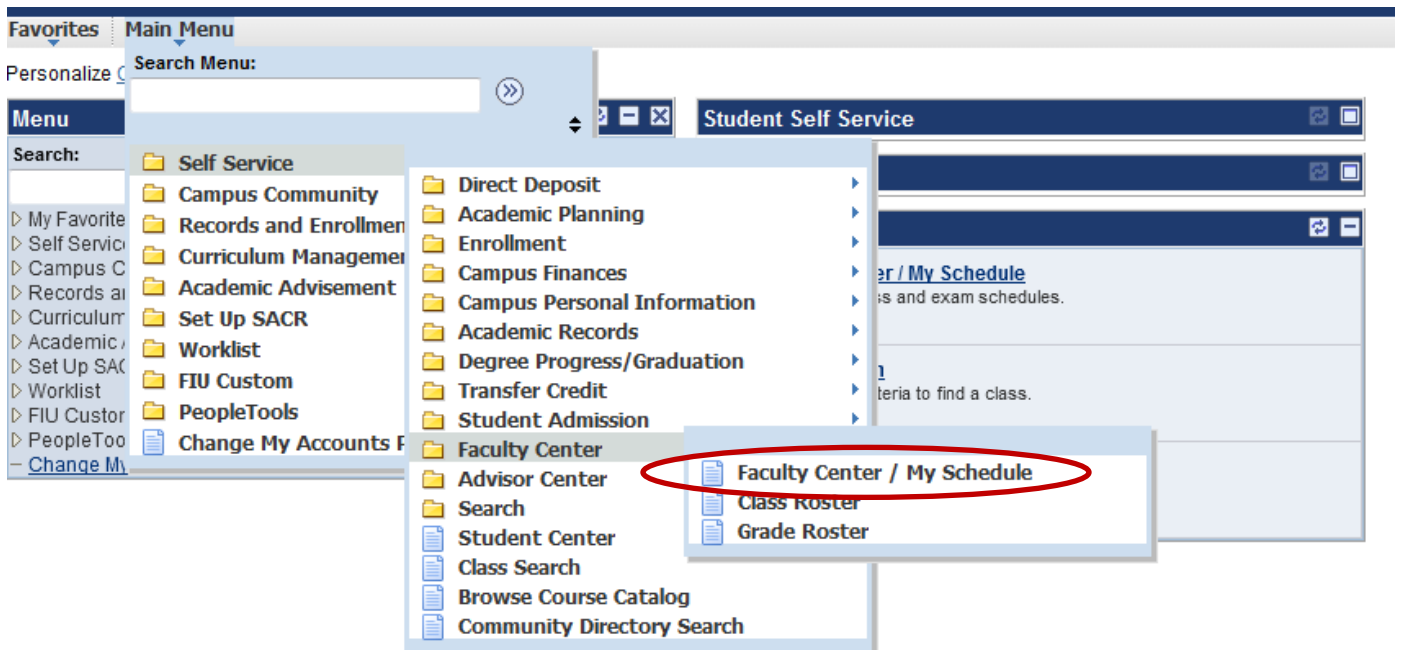
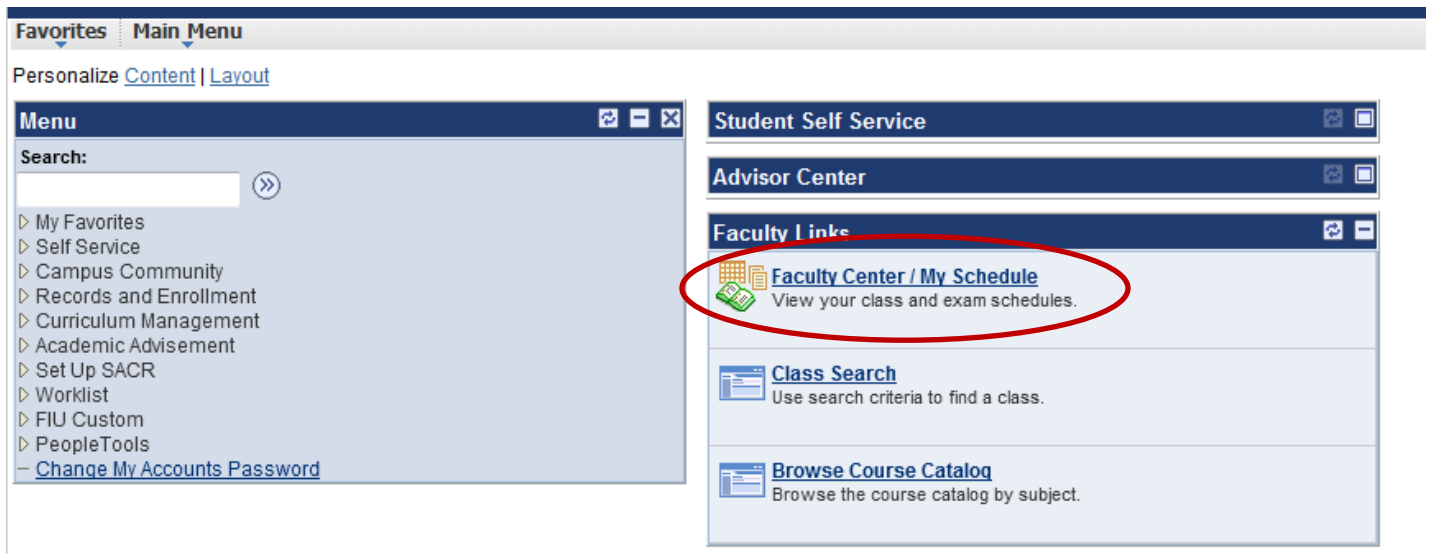


Enrollment Services

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.



Enrollment Services

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.

Fall Term 2012 | Florida International Univ [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 > Fall Term 2012 > Florida International Univ

[View All](#) | | First 1-20 of 87 Last

| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|--|---------------------------------------|-----------------------------------|----------|------------------------|--------------------------------|---------------------------|
| | BSC 1010-U01 (80923) | General Biology I (Class Lecture) | 392 | MoWeFr 8:00AM - 8:50AM | SCH. INTER.&PUBLIC AFFAIRS 125 | Aug 20, 2012- Dec 1, 2012 |
| | BSC 1010-U01F (89587) | General Biology I (Class Lecture) | 71 | MoWeFr 8:00AM - 8:50AM | SCH. INTER.&PUBLIC AFFAIRS 125 | Aug 20, 2012- Dec 1, 2012 |
| | BSC 1010-U02 (81948) | General Biology I (Class Lecture) | 455 | MoWeFr 5:00PM - 5:50PM | SCH. INTER.&PUBLIC AFFAIRS 125 | Aug 20, 2012- Dec 1, 2012 |
| | BSC 1010L-U01 (80924) | Gen Biology Lab I (Laboratory) | 24 | Mo 9:00AM - 11:50AM | Owa Ehan 293 | Aug 20, 2012- Dec 1, 2012 |
| | BSC 1010L-U02 (80925) | Gen Biology Lab I (Laboratory) | 23 | Mo 12:00PM - 2:50PM | Owa Ehan 293 | Aug 20, 2012- Dec 1, 2012 |

Enrollment Services

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

Spring Term 2013 | Regular Academic Session | Florida International Univ | Undergraduate

▼ **BSC 1010L - U01 (12810)** [change class](#)

Gen Biology Lab I (Laboratory)

| Days and Times | Room | Instructor | Dates |
|-------------------|--------------|---|----------------------------|
| Mo 9:00AM-11:50AM | Owa Ehan 297 | Damian Nesbeth, Jose Alberte, Thomas Pitzer | 01/07/2013 - 04/20/2013 |

Display Options:

*Grade Roster Type ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status ▼ [save](#)

[Request Grade Change](#)

Grade Import

Last Import [Grade Import Error Log](#) [import grades](#)

| Student Grade | | ID | Name | Roster Grade | Official Grade | Grade Basis | Edit Incomplete Form | Level | Attendance Option for 60% Stop Date of 03/09/2013. For Dynamic course calculate based on class dates |
|--------------------------|---|----|------|--------------|----------------|-------------|----------------------|-------------------|--|
| <input type="checkbox"/> | 1 | | | ▼ | | GRD | | College Sophomore | |
| <input type="checkbox"/> | 2 | | | ▼ | | GRD | | College Junior | |
| <input type="checkbox"/> | 3 | | | ▼ | | GRD | | College Junior | |

Enrollment Services

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.

| Student Grade | | ID | Name | Roster Grade | Official Grade | Grade Basis | Edit Incomplete Form | Level | Attendance Option for 60% Stop Date of 03/09/2013. For Dynamic course calculate based on class dates |
|--------------------------|---|----|------|--------------|----------------|-------------|----------------------|-------------------|--|
| <input type="checkbox"/> | 1 | | | F | | GRD | | College Sophomore | |
| <input type="checkbox"/> | 2 | | | | | GRD | | College Junior | Began and cannot determine |
| <input type="checkbox"/> | 3 | | | | | GRD | | College Junior | Stopped Prior to 60% Date |
| | | | | | | | | | Stopped/Complete after 60%Date |

Enrollment Services

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 | Grade Basis | Edit Incomplete Form | Level | Attendance Option for 60% Stop Date of 03/09/2013. For Dynamic course calculate based on class dates |
|--------------------------|---|----|------|--------------|----------------|-------------|----------------------|-------------------|--|
| <input type="checkbox"/> | 1 | | | F | | GRD | | College Sophomore | Stopped/Complete after 60%Date |
| <input type="checkbox"/> | 2 | | | F0 | | GRD | | College Junior | Never Attended |
| <input type="checkbox"/> | 3 | | | | | GRD | | College Junior | |

Enrollment Services





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: | 1131 | Spring Term 2013 | |
| Subject: | BSC | Catalog Nbr: | 1010L |
| Class Nbr: | 12810 | Section: | U01 |
| Description: | Gen Biology Lab I | | |

| Justification for assigning an Incomplete grade | |
|---|--|
| <input type="text"/> |  |
| Specific missing assignments | |
| <input type="text"/> |  |
| *Date by which missing assignments must be submitted: | <input type="text"/>  |
| *Percent of grade based on missing assignments: | <input type="text"/> % |
| *Grade earned to date: | <input type="text"/>  |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | |

Enrollment Services

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.

Specific missing assignments

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

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: | <input style="width: 80%;" type="text" value="05/25/2013"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="📅"/> |
| *Percent of grade based on missing assignments: | <input style="width: 80%;" type="text" value="25%"/> |
| *Grade earned to date: | <input style="width: 80%;" type="text" value="C+"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="🔍"/> |

Enrollment Services

Click Okay when finished.

Justification for assigning an Incomplete grade

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

Specific missing assignments

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

*Date by which missing assignments must be submitted:

*Percent of grade based on missing assignments:

*Grade earned to date:

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 | Grade Basis | Edit Incomplete Form | Level | Attendance Option for 60% Stop Date of 03/09/2013. For Dynamic course calculate based on class dates |
|--------------------------|---|----|------|--------------|----------------|-------------|---------------------------------|-------------------|--|
| <input type="checkbox"/> | 1 | | | F | | GRD | | College Sophomore | Stopped/Complete after 60%Date |
| <input type="checkbox"/> | 2 | | | F0 | | GRD | | College Junior | Never Attended |
| <input type="checkbox"/> | 3 | | | IN | | GRD | Incomplete Form | College Junior | |

Enrollment Services

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

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed save

Not Reviewed

Ready for Review

Submitted

Grade Import

Last Import: Grade Import Error Log import grades

Student Grade

| ID | Name | Roster Grade | Official Grade | Grade Basis | Edit Incomplete Form | Level | Attendance Option for 60% Stop Date of 03/09/2013. For Dynamic course calculate based on class dates |
|----------------------------|------|--------------|----------------|-------------|---------------------------------|-------------------|--|
| <input type="checkbox"/> 1 | | F | | GRD | | College Sophomore | Stopped/Complete after 60%Date |
| <input type="checkbox"/> 2 | | F0 | | GRD | | College Junior | Never Attended |
| <input type="checkbox"/> 3 | | IN | | GRD | Incomplete Form | College Junior | |

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.