GRADE ROSTER
Faculty Manual

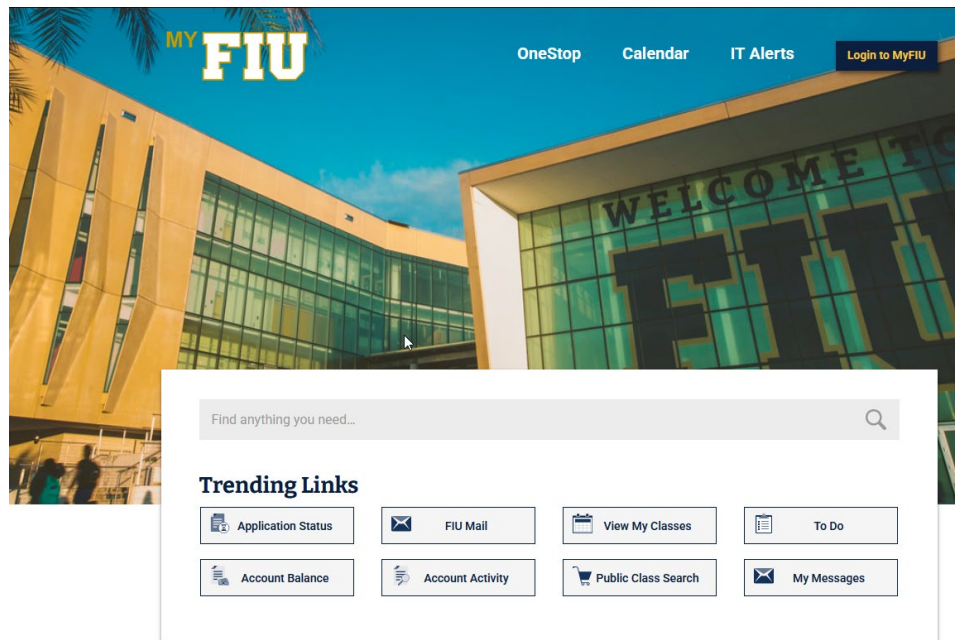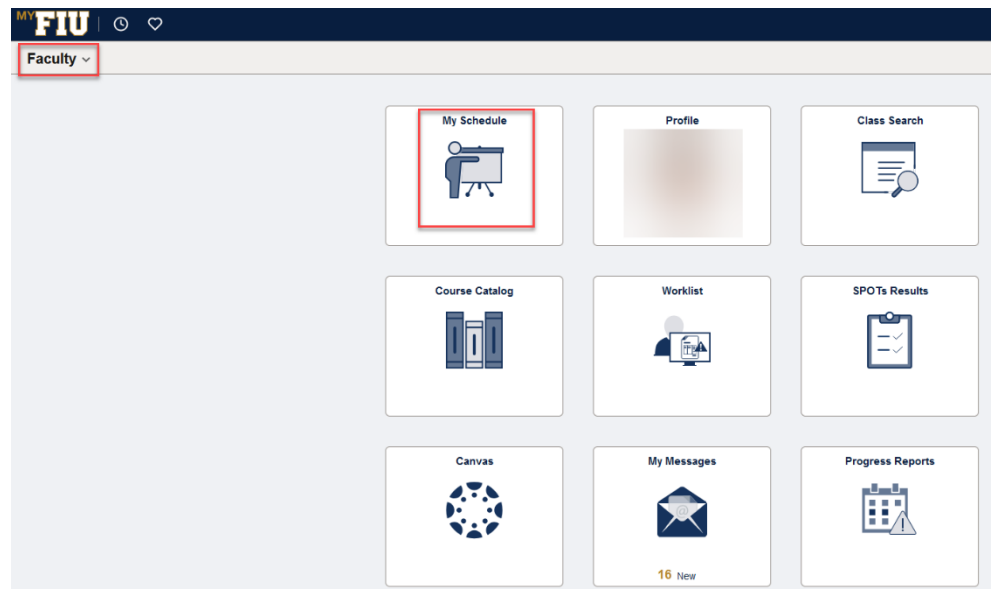|	
1. Log into My.FIU.EDU	
2. Select the Faculty Center/My Schedule link which can be found within the Faculty Links box on the main page **3. OR use the following navigation: Main Menu > Campus Solutions Self Service > Faculty Center > Faculty Center/My Schedule.**	

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.	**Self Service Faculty Center** My Schedule SPOTs Results Worklist Class Search Course Catalog Canvas Progress Reports **My Schedule** Spring Term 2025 | 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
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 > Spring Term 2025 > 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
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		CGS 2100-U02 (19444)	Comp Appls Business (Class Lecture)	10.6	51	MoWe 5:00PM - 6:15PM	Deuxieme Maison 190	Jan 6, 2025- Apr 19, 2025	Not Review | |		Class
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		CGS 2100-U02 (19444)	
6. The "Grade Roster Status" is now displayed for your convenience.	Icon Legend Class Roster Grade Roster Learning Management My Teaching Schedule > Spring Term 2025 > 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
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7. There are three options to enter grades:

a. Import from Canvas. Select the "Import from Canvas" option and click on the "Import Grades" button. Click here for manual.

Grade Import

You can import grades from Canvas or from a CSV file. Select the source below for additional instructions.

⦿ Import from Canvas   ○ Import from File

Import Grades

b. Import Grades using a CSV file.

Grade Import

You can import grades from Canvas or from a CSV file. Select the source below for additional instructions.

○ Import from Canvas   ⦿ Import from File

Import Grades

c. Use the "Roster Grade" drop-down menu to enter grades.

	ID	Name	Roster Grade	Official Grade	Edit Incomplete Form	Grading Basis	Level	Last Date of Attendance of Academic Related Activity	Stop Attending Date
☐ 1			⌄			GRD	College Sophomore		
☐ 2			⌄			GRD	College Sophomore		
☐ 3			⌄			GRD	College Freshman		
☐ 4			⌄			GRD	College Freshman		

Student Grade   1-51 of 51

Note: The Grade Roster may be several pages, depending on the class size. Instructors should use the arrows at the top right of the Grade Roster to view the remainder of the list, if necessary.

Grid Action Menu
Personalize
Zoom
Download to Excel

		Roster Grade	Official Grade	Edit Incomplete Form	Grading Basis	Level	Last Date of Attendance of Academic Related Activity	Stop Attending Date
						College		

1-51 of 51

8. 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.

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 beyond 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.

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: 1251 Spring Term 2025 Subject: CGS Catalog Nbr: 2100 Class Nbr: 19444 Section: U02 Description: Comp Appls Business Justification for assigning an Incomplete grade Specific missing assigments *Date by which missing assignments must be submitted: [____] *Percent of grade based on missing assignments: [__] % *Grade earned to date: [__] *Assignment status: [____] **Last Date of Attendance of Academic Related Activity** *Attendance [____] Stop Attending Date [____] OK Cancel
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.**	1-51 of 51 Student Grade <table><tr><th></th><th></th><th>ID</th><th>Name</th><th>Roster Grade</th><th>Official Grade</th><th>Edit Incomplete Form</th><th>Grading Basis</th><th>Level</th><th>Last Date of Attendance of Academic Related Activity</th><th>Stop Attending Date</th></tr><tr><td>☐</td><td>1</td><td></td><td></td><td>IN</td><td></td><td>Incomplete Form</td><td>GRD</td><td>College Sophomore</td><td></td><td></td></tr></table>

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

Spring Term 2025 | Regular Academic Session | Florida International Univ | Undergraduate

CGS 2100 - U02 (19444)   Change Class

Intro to Microcomputer Applications for Business (Cls Lectur)

Days and Times	Room	Instructor	Dates
MoWe 5:00PM-6:15PM	Deuxieme Maison 190	William Marquez	01/06/2025 - 04/19/2025

Display Options

*Grade Roster Type [Final Grade]

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status [Not Review]

Request Grade Change   Save

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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)	0.00
F0 (Failure based on non-attendance)	0.00
P (Satisfactory [Pass])	N/A
EM (Credit by Departmental Examination)	N/A
IN (Incomplete*)	N/A
IP (In Progress - Thesis/Dissertation Courses only)	N/A
AU (Audit)	N/A
W (Withdrew from Course)	N/A
WA (Administratively Withdrawn)	N/A
WI (Withdrew from the University)	N/A
+ (National/International Student Exchange)	N/A
U (Unsatisfactory)	N/A
S (Satisfactory)	N/A
DR (Dropped Course)	N/A
NC (No Credit Earned)	N/A
NG (No Grade Assigned by Instructor [system generated])	N/A