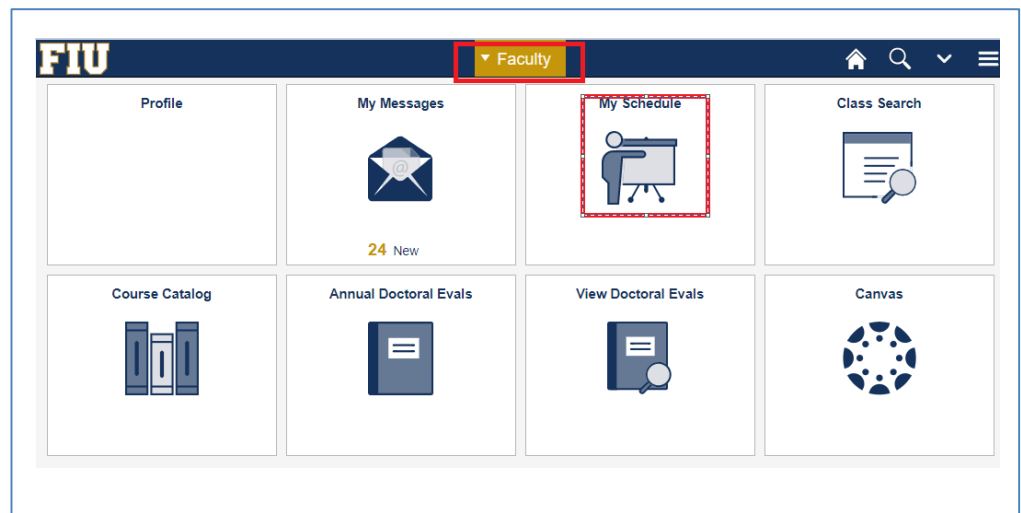# GRADE ROSTER
Faculty Manual

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.**	

<table>
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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.

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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.

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

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</table>

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	Attendance Option for 60% Stop Date of 10/25/2018.For Dynamic course calculate based on class dates
☐	1		▾			GRD	College Freshman	
☐	2		▾			GRD	College Freshman	
☐	3		▾			GRD	College Freshman	

Student Grade ‖▸   1-7 of 7 ▾

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.

View All | 🗗 | Download   Rows 1 - 18 of 18

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.

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.

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 assigments

*Date by which missing assignments must be submitted: [   ] 📅

*Percent of grade based on missing assignments: [   ] %

*Grade earned to date: [   ] 🔍

[OK]   [Cancel]

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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
☐	1			IN ▾		Incomplete Form	GRD	College Sophomore	

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

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   [Final Grade ▾]

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status   [Not Reviewed ▾]   [save]

Request Grade Change

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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
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