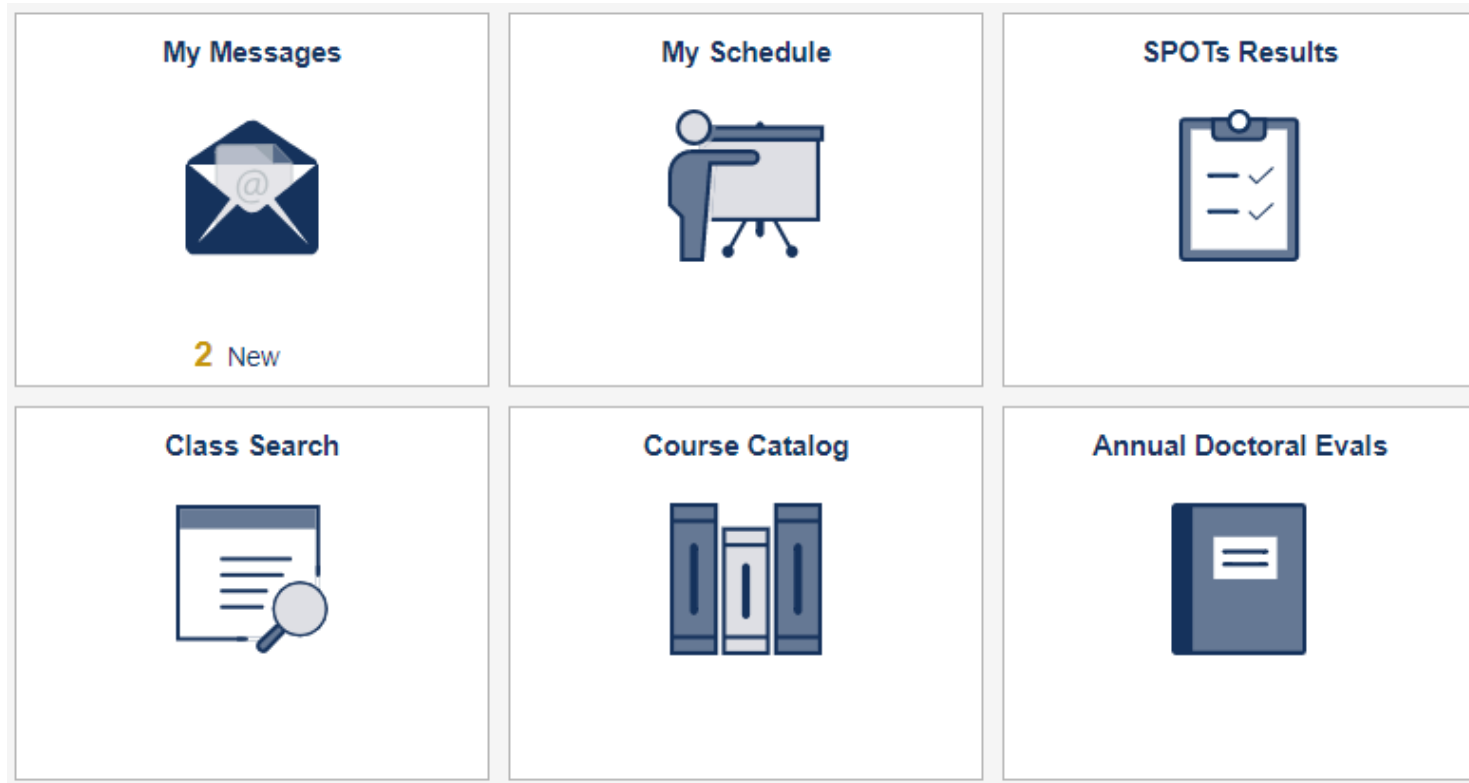


Enrollment Services

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. 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.

Faculty Center My Schedule

Spring Term 2018 | Florida
International Univ

Change Term





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.

Enrollment Services

[Icon Legend](#)
[Class Roster](#)
[Grade Roster](#)
[Learning Management](#)

My Teaching Schedule > Spring Term 2018 > Florida International Univ

									1-6 of 6	View All
	Class	Class Title	Online Eval Response Rate	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status		
	ARH 4941-U01 (25145)	Internship (Internships)		2	TBA	TBA	Jan 8, 2018-Apr 21, 2018	Submitted		
	ARH 5940-U01 (25146)	Internship Exper (Internships)		1	TBA	TBA	Jan 8, 2018-Apr 21, 2018	Submitted		
	ART 4312C-R3N (24895)	Advanced Drawing (Class Lecture)	50%	10	MoWe 5:00PM - 7:45PM	Ziff Education Bldg 160	Jan 8, 2018-Feb 28, 2018	Submitted		
	ART 4505C-R3N (24905)	Advanced Painting (Class Lecture)	44.4	9	MoWe 5:00PM - 7:45PM	Ziff Education Bldg 160	Mar 5, 2018-Apr 25, 2018	Submitted		

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.

Enrollment Services

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.

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
F			GRD	College Sophomore	Began and cannot determine
	DR		ADM	College Sophomore	
F0			GRD	College Sophomore	Never Attended
F			GRD	College Freshman	✓
F0			GRD	College Freshman	Began and cannot determine
IN		Incomplete Form	GRD	College Sophomore	Began and stopped beyond 60%
			GRD	College Freshman	Began and stopped prior to 60%
			GRD	College Freshman	Completed Course

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*.

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		F0			GRD		Never Attended
2					GRD		

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:	1188	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:

OK

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:

12/13/2018

*Percent of grade based on missing assignments:

25 %

*Grade earned to date:

C+ 

OK

Cancel

Enrollment Services

Click Okay when finished.

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

*Percent of grade based on missing assignments: 25 %

*Grade earned to date: C+

OK Cancel

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 10/25/2018. For Dynamic course calculate based on class dates	
<input type="checkbox"/>	1		IN		Incomplete Form	GRD			

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

Enrollment Services

▼ CGS 2060 - U3M (86403) Change Class

Introduction to Microcomputers (CIs Lectur)

Days and Times	Room	Instructor	Dates
Tu 9:30AM-10:45AM	Green Library 100	Jill Weiss	08/20/2018 - 12/01/2018

Display Options

☐ Display Unassigned Roster Grade Only

*Grade Roster Type Final Grade ▼

Grade Roster Action

*Approval Status Not Reviewed ▼ Save

Request Grade Not Reviewed Ready for Review Submitted

Grade Import

Before importing grades, please refer to the [File Import Instructions](#)

Import Grades

[Download Grade Import template CSV file](#)

Student Grade									
	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	
<input type="checkbox"/>	1		IN ▼		Incomplete Form	GRD			
<input type="checkbox"/>	2		F0 ▼			GRD		Never Attended	

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.