

MyRecords Grade Entry

Dec 2014

Step 1 – Navigate to the Grade Roster tab



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Regular Academic Session							Aug 25 - Dec 19	
Class	Title	Day	Time	Location	Enrid.	Cap.	Seats	
IMED-810-1	DEVELOPING CLIN RSCH	TBA	TBA-TBA	TBA	0	6	NA	
MSIA-896-1	RSCH OTHER THAN THESIS	TBA	TBA-TBA	TBA	2	30	NA	
MSIA-899-1	MASTERS THESIS	TBA	TBA-TBA	TBA	23	999	NA	
MSIA-970-1	SEMINAR	TBA	TBA-TBA	TBA	15	999	NA	
MSIA-998-1	SPECIAL TOPICS	TBA	TBA-TBA	TBA	0	30	NA	
MSIA-999-1	DOCTORAL DISSERTATION	TBA	TBA-TBA	TBA	26	999	NA	
PHYT-720-1	DIFFERENTIAL DIAGNOSIS	TBA	12:00:AM-12:00:AM	TBA	47	999	NA	
PHYT-942-1	SPECIAL TOPICS	TBA	12:00:AM-12:00:AM	TBA	3	999	NA	

Links	8
ADIS	
Blackboard	
Campus Directory	
Email	
Firefly	
ITS Help Desk	
UNMC Intranet	

Step 2 – Click on “Grade Input Allowed” for the relevant course



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Grade Roster

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Course	Description	Final Grade
MSIA-899-1	MASTERS THESIS	Grade Input Allowed
MSIA-970-1	SEMINAR	Grade Input Allowed
MSIA-999-1	DOCTORAL DISSERTATION	Grade Input Allowed
PHYT-720-1	DIFFERENTIAL DIAGNOSIS	Grade Input Allowed
PHYT-942-1	SPECIAL TOPICS	Grade Input Allowed



Step 3 – Grade Entry

Grade entry can be completed via two (2) methods.

1. By individual student – click on the drop down menu behind the applicable students name.

The screenshot displays the 'Grade Roster' page for the University of Nebraska Medical Center. At the top, it shows the course 'MSIA 899 - 1 (18439)' with a 'change class' button. Below this, a table lists 'MASTERS THESIS (Research)' with columns for 'Days and Times', 'Room', 'Instructor', and 'Dates'. The instructor is Laura D Bilek, and the dates are 08/25/2014 - 12/19/2014.

There are two sections for configuration: 'Display Options' and 'Grade Roster Action'. 'Display Options' includes a dropdown for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. 'Grade Roster Action' includes a dropdown for '*Approval Status' set to 'Not Reviewed' and a 'save' button.

The main part of the page is a table with columns: 'Student Grade', 'ID', 'Name', 'Roster Grade', 'Official Grade', 'Grading Basis', 'Program and Plan', and 'Level'. The 'Roster Grade' column contains dropdown menus for each student. An arrow points to the dropdown menu for the first student (ID 1), indicating where to click for grade entry.

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	2		▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	3		▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	4		▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	5		▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	6		▼		PND	Doctor of Philosophy - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	7		▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	8		▼		PNP	Graduate Non-Degree - Graduate Non-Degree	Graduate
<input type="checkbox"/>	9		▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	10		▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	11		▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	12		▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	13		▼		PND	Master of Science -	Graduate

2. By group of students

- a. Select a group of students by clicking on the box located in front of the students NU ID.
- b. If all of the students are receiving the same grade, click "Select All" located at the bottom of the page.

After you have selected the group of students, select the grade to be entered from the drop down box and click "add this grade to selected students".

***** NOTE: After you have added the grade, you need to click "Clear All". If you don't, it will be overwritten by the next grade you input. *****

The screenshot displays the University of Nebraska Medical Center's Grade Roster interface. The page header includes the University of Nebraska Medical Center logo and navigation links for Faculty, Advisor, Staff, and Sign Out. The main content area shows a table of students with checkboxes for selection. A red box highlights the 'Select All' button and the 'add this grade to selected students' button. A red arrow points to the 'add this grade to selected students' button. The table contains the following data:

NU ID	Grade	Program	Area	Level
4		PND	Med sciences Interdepart Area	Graduate
5		PND	Master of Science - Med Sciences Interdepart Area	Graduate
6		PND	Doctor of Philosophy - Med Sciences Interdepart Area	Graduate
7		PND	Master of Science - Med Sciences Interdepart Area	Graduate
8		PND	Graduate Non-Degree - Graduate Non-Degree	Graduate
9		PND	Master of Science - Med Sciences Interdepart Area	Graduate
10		PND	Master of Science - Med Sciences Interdepart Area	Graduate
11		PND	Master of Science - Med Sciences Interdepart Area	Graduate
12		PND	Master of Science - Med Sciences Interdepart Area	Graduate
13		PND	Master of Science - Med Sciences Interdepart Area	Graduate
14		PND	Master of Science - Med Sciences Interdepart Area	Graduate
15		PND	Master of Science - Med Sciences Interdepart Area	Graduate
16		PND	Master of Science - Med Sciences Interdepart Area	Graduate
17		PND	Master of Science - Med Sciences Interdepart Area	Graduate
18		PND	Master of Science - Med Sciences Interdepart Area	Graduate
19		PND	Master of Science - Med Sciences Interdepart Area	Graduate
20		PND	Master of Science - Med Sciences Interdepart Area	Graduate

At the bottom of the table, there are buttons for 'View All', 'Download', and 'Rows 1 - 20 of 23'. Below the table, there are buttons for 'Select All', 'Clear All', and 'Printer Friendly Version'. A dropdown menu is open, showing the option '<- add this grade to selected students'. Below the dropdown, there are buttons for 'notify selected students' and 'notify all students'. A 'SAVE' button is located at the bottom right of the interface.

Step 4 – Grade Confirmation

- After all grades have been entered, change the “Grade Roster Action” to “Approve” and click “Save”.

The screenshot displays the 'Grade Roster' page for the University of Nebraska Medical Center. The page header includes the university logo and navigation links for Faculty, Advisor, Staff, and Sign Out. The main content area shows course information for 'MSIA 899 - 1 (18439)' and a table of student grades. The 'Grade Roster Action' dropdown menu is set to 'Not Reviewed', and the 'save' button is highlighted. Arrows point to these elements.

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1				PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	2				PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	3				PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	4				PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	5				PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	6				PNP	Doctor of Philosophy - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	7				PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	8				PNP	Graduate Non-Degree - Graduate Non-Degree	Graduate
<input type="checkbox"/>	9				PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	10				PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	11				PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	12				PNP	Master of Science - Med Sciences Interdepart Area	Graduate

- Look to ensure that all grades are correctly listed in the “Official Grade Column” and click “Save” located at the bottom of the page.

Step 5 – Posting Grades

After you have completed step four, a “Post” button will display. Click “Post”