

MyRecords Grade Entry

Dec 2014

Step 1 – Navigate to the Grade Roster tab



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Main Content								Help
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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

Help

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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, navigation links for 'Faculty', 'Advisor', 'Staff', and 'Sign Out' are visible. The page title is 'Grade Roster' and the session is 'Fall 2014 | Regular Academic Session | Univ of NE Medical Center | Graduate'. The course selected is 'MSIA 899 - 1 (18439)'. Below this, a table shows course details: 'MASTERS THESIS (Research)', 'Days and Times: TBA', 'Room: TBA', 'Instructor: Laura D Bilek', and 'Dates: 08/25/2014 - 12/19/2014'. There are also 'Display Options' and 'Grade Roster Action' sections with dropdown menus for 'Final Grade' and 'Approval Status'. 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'. An arrow points to the 'Roster Grade' column, indicating where to click for grade entry. The table lists 13 students with their respective details.

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 '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 features a table with 20 rows, each representing a student. Each row has a checkbox in the first column, followed by a column for the student's NU ID, and then columns for the student's name and department. The table is currently empty. Below the table, there are several controls: a 'View All' link, a 'Download' button, and a 'Rows 1 - 20 of 23' indicator. There are also 'Select All' and 'Clear All' buttons. A dropdown menu is set to a grade, and a button labeled '< add this grade to selected students' is visible. Below this are 'notify selected students' and 'notify all students' buttons. A green 'SAVE' button is at the bottom. At the very bottom of the page, there are links for 'Faculty Center', 'Advisor Center', 'Class Search', 'My Schedule', 'Class Roster', and 'Grade Roster'.

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 the course 'MSIA 899 - 1 (18439)' with a 'change class' link. Below this, there are 'Display Options' and 'Grade Roster Action' sections. The 'Grade Roster Action' section has a dropdown menu set to 'Not Reviewed' and a 'save' button. A table below lists student grades with columns for Student ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, and Level. Arrows point to the 'Grade Roster Action' dropdown and the 'save' button.

Student	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”