MyRecords Grade Entry

Dec 2014

Step 1 – Navigate to the Grade Roster tab

University of Nebraska Medical Center

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Regular Academic Session							**Aug 25 - Dec19**

Class	Title	Day	Time	Location	Enrld.	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	🔗
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Step 2 – Click on "Grade Input Allowed" for the relevant course

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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.

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. ***

Step 4 – Grade Confirmation

a. After all grades have been entered, change the "**Grade Roster Action**" to "**Approve**" and click "**Save**".

b. 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"**