MyRecords Grade Entry
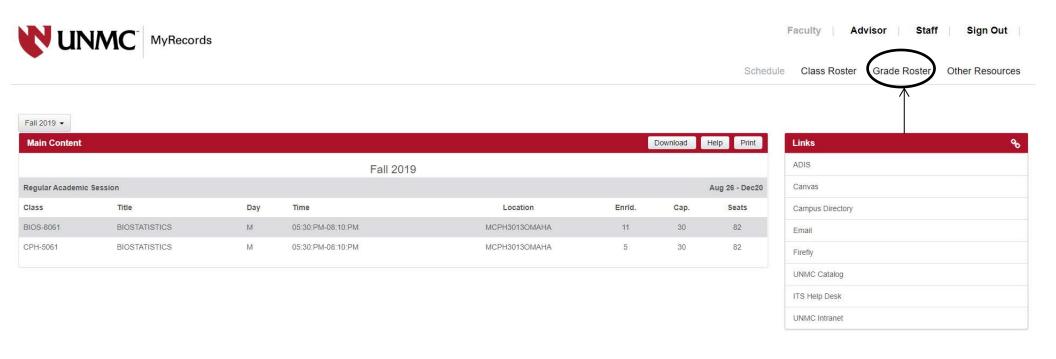
Step 1 – Navigate to the Grade Roster tab

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

University of Nebraska
Medical Center™

Schedule   Class Roster   Grade Roster   Other Resources

Fall 2014 ▾

Grade Roster		Help

Fall 2014

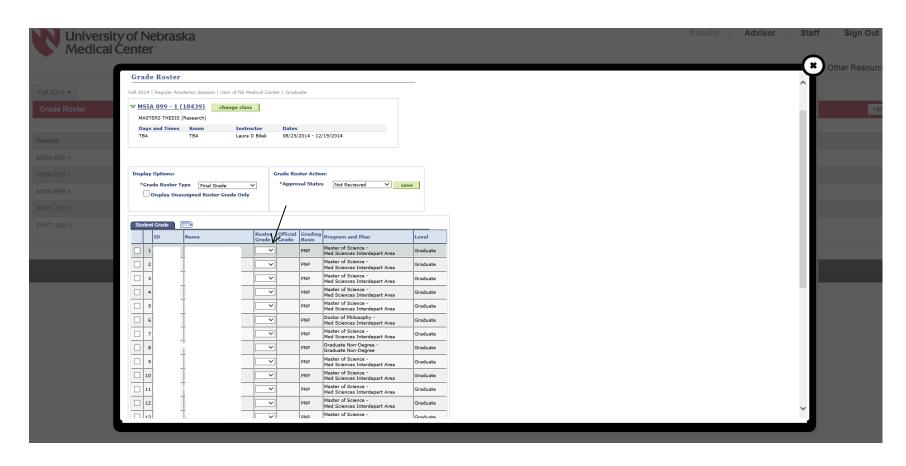| Course	Description	Final Grade
MSIA-899-1	MASTERS THESIS	Grade Input Allowed
MSIA-970-1	SEMINAR	Grade Input Allowed
MSIA-999-1	DOCTORAL DISSERTATION	Grade Input Allowed
PHYT-720-1	DIFFERENTIAL DIAGNOSIS	Grade Input Allowed
PHYT-942-1	SPECIAL TOPICS	Grade Input Allowed

Step 3 – Grade Entry

Grade entry can be completed via three methods.

1. By individual student – click on the dropdown menu next to the applicable students name and select grade.
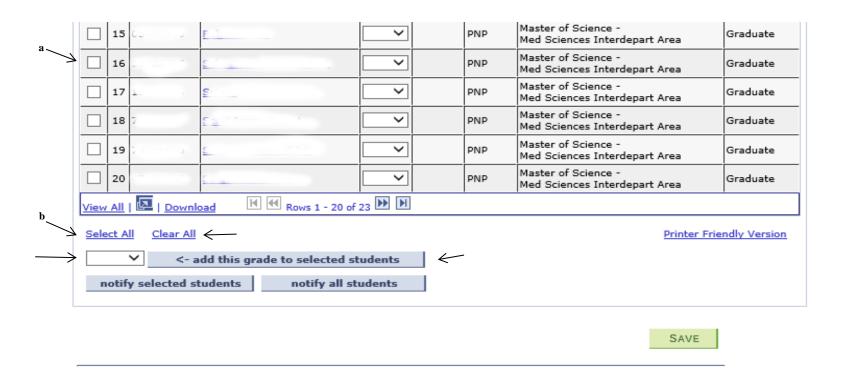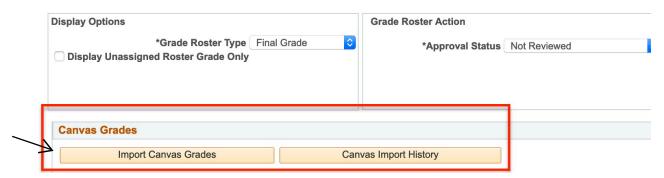
2. By group of students
   a. Select a group of students by clicking the box located in front of the students NUID.
   b. If all of the students in the class are receiving the same grade, click "Select All" located at the bottom of the page.

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

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

☐	15	C.	F	⌄		PNP	Master of Science – Med Sciences Interdepart Area	Graduate
☐	16		S	⌄		PNP	Master of Science – Med Sciences Interdepart Area	Graduate
☐	17		S	⌄		PNP	Master of Science – Med Sciences Interdepart Area	Graduate
☐	18		C	⌄		PNP	Master of Science – Med Sciences Interdepart Area	Graduate
☐	19		C	⌄		PNP	Master of Science – Med Sciences Interdepart Area	Graduate
☐	20		C	⌄		PNP	Master of Science – Med Sciences Interdepart Area	Graduate

View All | 🖾 | Download   ⊮ ⊲⊲ Rows 1 - 20 of 23 ⊳⊳ ⊳⊩

Select All   Clear All ⟵   Printer Friendly Version

[⌄] <- add this grade to selected students   ⟵

notify selected students   notify all students

SAVE

3. By Importing Grades from Canvas

   a. In Canvas, enable grading scheme for your course (Canvas Grade Scheme Instructions)

   b. On your MyRecords Grade Roster, Click the Import Canvas Grades button.

Display Options	Grade Roster Action
*Grade Roster Type Final Grade	*Approval Status Not Reviewed
☐ Display Unassigned Roster Grade Only	

Canvas Grades

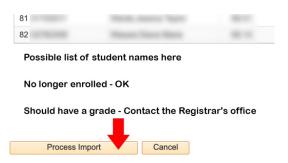| Import Canvas Grades	Canvas Import History

c. A new window displays your students along with the current Total score in percent from the Canvas Gradebook under the Canvas Score column. If you have enabled a Grading Scheme in Canvas to compute letter grades, there will also be a letter in the Canvas Grade, and the Grade to Assign column. If you don't have those letter grades showing, you can either manually assign the grade from the dropdown list or go back to Canvas to enable a grading scheme and set your scale. Having the letter grade already in Canvas makes this process very simple!

Can vas Grade Import Review

Personalize | Find | 🔲 | 📊   First ◄ 1-152 of 152 ► Last

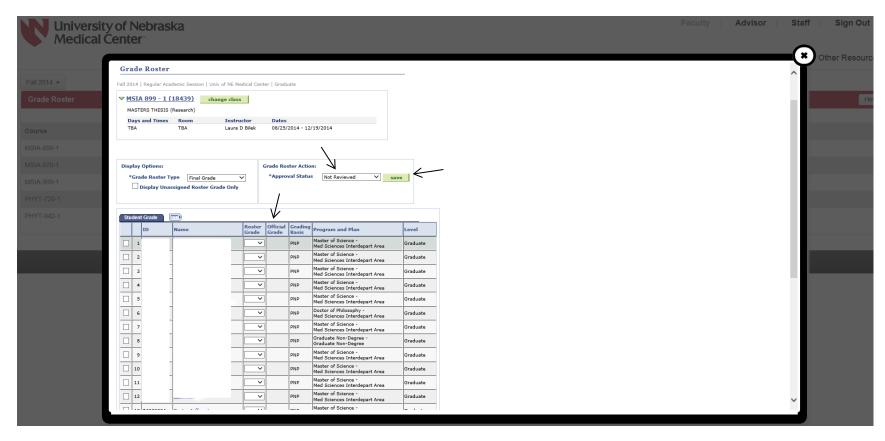| ID	Name	Canvas Score	Canvas Grade	Grade To Assign
		100.00	A	A ⇕
			F	F ⇕
		100.00	A	A ⇕
		80.00	B-	B- ⇕
			F	F ⇕
		79.63	C+	C+ ⇕
		92.88	A-	A- ⇕

d. Click the **Process Import** button to complete pulling in the grades from Canvas.
   At this point the letter grade, either pulled in from Canvas or manually entered by you, will display in the Roster Grade column. Double check for any errors and keep in mind that only allowed grades based on student and course type will be permitted. If there are any errors or missing data, it could be because the letter grade you pulled over from Canvas is not an allowed grade in the Student Information System. On this page, you still have the ability to set a different letter grade prior to submitting.

| 81 | | |
| 82 | | |

Possible list of student names here

No longer enrolled - OK

Should have a grade - Contact the Registrar's office

Process Import	Cancel

Step 4 – Grade Confirmation

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

    b.   Review 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"**