


MyRecords Grade Entry

Step 1 – Navigate to the Grade Roster tab

 MyRecords

Faculty | Advisor | Staff | Sign Out |

Schedule | Class Roster | **Grade Roster** | Other Resources

Fall 2019 ▾

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Fall 2019

Regular Academic Session Aug 26 - Dec20

Class	Title	Day	Time	Location	Enrld.	Cap.	Seats
BIOS-8061	BIOSTATISTICS	M	05:30:PM-08:10:PM	MCPH3013OMAHA	11	30	82
CPH-5061	BIOSTATISTICS	M	05:30:PM-08:10:PM	MCPH3013OMAHA	5	30	82

Links

ADIS

Canvas

Campus Directory

Email

Firefly

UNMC Catalog

ITS Help Desk

UNMC Intranet

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

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.

University of Nebraska Medical Center

Fall 2014 | Regular Academic Session | Univ of NE Medical Center | Graduate

MSIA 899 - 1 (18439) [change class](#)

MASTERS THESIS (Research)

Days and Times	Room	Instructor	Dates
TBA	TBA	Laura D Bilek	08/25/2014 - 12/19/2014

Display Options:

*Grade Roster Type:

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status:

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

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. ***

a →

<input type="checkbox"/>	15			▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	16			▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	17			▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	18			▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	19			▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate
<input type="checkbox"/>	20			▼		PNP	Master of Science - Med Sciences Interdepart Area	Graduate

b →

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

- In Canvas, enable grading scheme for your course ([Canvas Grade Scheme Instructions](#))
- On your MyRecords Grade Roster, Click the Import Canvas Grades button.

The screenshot shows the 'MyRecords Grade Roster' interface. At the top, there are two sections: 'Display Options' and 'Grade Roster Action'. In 'Display Options', the '*Grade Roster Type' is set to 'Final Grade' and there is a checkbox for 'Display Unassigned Roster Grade Only'. In 'Grade Roster Action', the '*Approval Status' is set to 'Not Reviewed'. Below these sections, there is a 'Canvas Grades' section highlighted with a red box. Inside this section, there are two buttons: 'Import Canvas Grades' and 'Canvas Import History'. An arrow points to the 'Import Canvas Grades' button.

- 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!

The screenshot shows the 'Canvas Grade Import Review' window. It contains a table with the following columns: ID, Name, Canvas Score, Canvas Grade, and Grade To Assign. The table lists several students with their scores and grades. For example, one student has a score of 100.00 and a grade of A, while another has a score of 80.00 and a grade of B-.

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-

- 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.

The screenshot shows the bottom of the 'Process Import' window. It includes a 'Possible list of student names here' section, a 'No longer enrolled - OK' message, and a 'Should have a grade - Contact the Registrar's office' message. At the bottom, there are two buttons: 'Process Import' and 'Cancel'. A red arrow points to the 'Process Import' button.

Step 4 – Grade Confirmation

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

University of Nebraska Medical Center

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MASTERS THESIS (Research)

Days and Times	Room	Instructor	Dates
TBA	TBA	Laura D Bilek	08/25/2014 - 12/19/2014

Display Options:
*Grade Roster Type: Final Grade
☐ Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status: Not Reviewed [save](#)

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

- 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**”