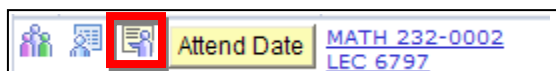


Grade Rosters Information Summer 2011

Beginning date – Grade rosters for the first half of summer semester and early ending dynamic dated classes will be generated Monday, July 11, 2011. Wednesday, August 3rd is the date that **grade rosters** will be available for the remaining classes of the summer semester. These are dates that the **grade roster** icon will appear in the Faculty Center. Please do not confuse this with the grade book icon as it does not function.



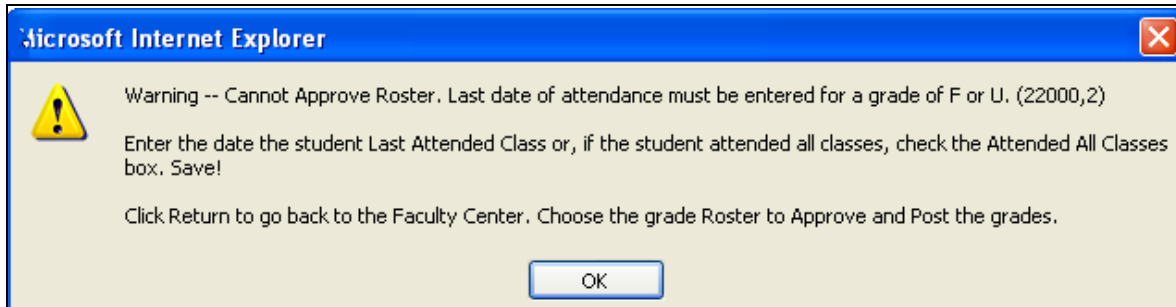
Grades Due – Monday, August 8, 2011 at noon is the date and time for all summer 2011 grades to be “posted”. **Your college may have established an earlier deadline to have your grades posted in MyNIU. Contact your college for more information.**

Training information specific to grading is available at http://www.niu.edu/myniutraining/training/self_service_tutorial.shtml. The general training site for MyNIU is http://www.niu.edu/myniutraining/training/faculty_training.shtml.

Note: You do not have the option of leaving any grades blank when posting your grade roster. You may enter a partial roster and save your work. However, you will not be able to approve or post the grades until all grades on that roster are entered.

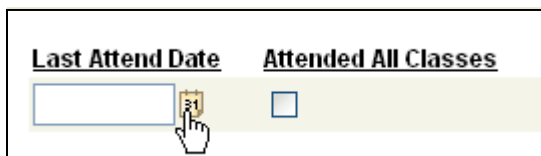
If you assign an “I,” you must provide the chair of your department with a written statement of the remaining work to be completed to remove the incomplete. Keep in mind that, upon request, the student may obtain a copy of that statement from either you or your chair.

Failures (either U or F) – require the student’s last date of attendance. When assigning a “U” or “F,” you will need to save your roll and navigate to the attendance page where you can enter a last date of attendance. You are only required to enter a last date of attendance for students who will be receiving a “U” or “F.” This date must be in the system before you will be able to approve and post your grade roster. You will receive this message if you have not given the last attended date and you are trying to change the status to “approved”. If you wish, you may also record the last date of attendance for other students.




Save your grade roster. From your Faculty Center click on the  button for the class you need to enter the last dates of attendance.

Enter the last date attended for those students with a grade of F or U. If the student attended all classes to the end of the term check the "Attended All Classes" box.



Save it when you have finished. You can then navigate back to your grade roster to

Approve and post it by using the  button then click on the grade roster icon for the class. Change the status to Approved and the post button will appear at the bottom of the grade roster page.

Withdrawals

Withdrawals processed after your grade roster has been generated and before you have posted it will appear as blanks without any valid grades in the drop down selection. Please call Registration and Records if you encounter this situation.

Audits

For students who have chosen to audit a course you will have the choice of O for a passing audit or OW for a student in an undergraduate course who has not completed the audit requirements agreed to at the beginning of the course. Students in graduate level courses should be graded with only an O.

Classes with no students—you will not see a roster for any classes that do not have enrollment. There is nothing you need do for these classes.