## UNDERSTANDING CLASS AND GRADE ROSTERS

This tutorial will explain how to navigate the My Faculty Center in order to access, enter, and approve grade rosters, as well as information on how to navigate your class roster.

First, log into "My Faculty Center" using the MyUB homepage.

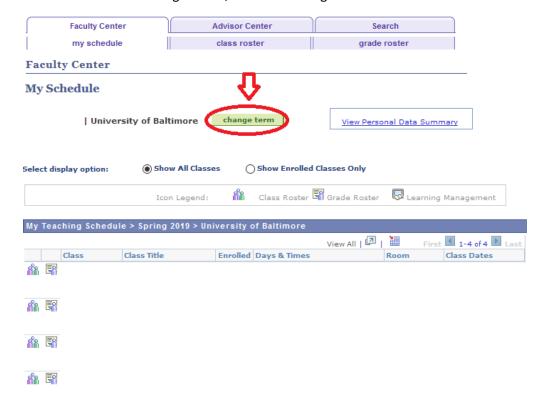
Oracle User Productivity Kit Job Aid

Go to <a href="https://myub.ubalt.edu">https://myub.ubalt.edu</a>
Log in using your network ID and password Click on My Faculty Center

### **Grade Roster**



The main screen of the Faculty Center will provide you with tabs to your schedule, class rosters, and grade rosters. Before progressing, be sure to verify the correct term you wish to access. If you wish to change terms, click the "Change Term" icon.

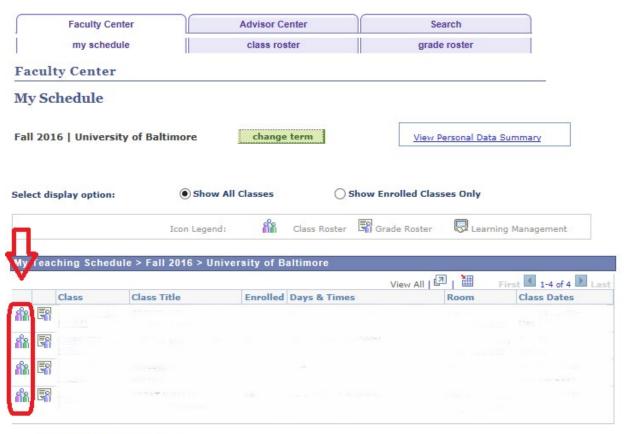


Select your term, then click "Continue."



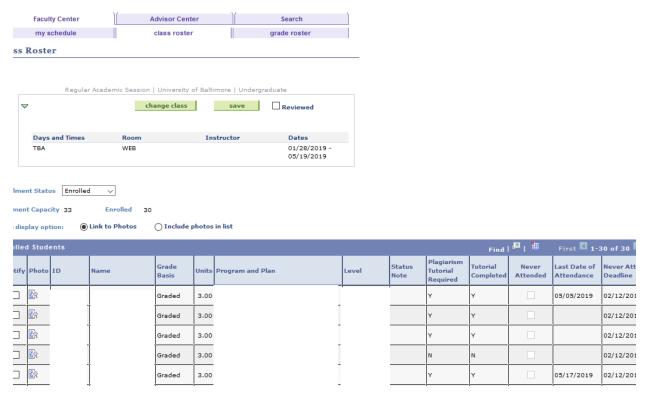
# **CLASS ROSTERS**

From the My Schedule tab of the Faculty Center, you will see shortcuts to both your class rosters and grade rosters. If you wish to access your class rosters, click on the class roster icon next to the class in your teaching schedule, represented by a symbol of three people. **Note: clicking the text link to the class itself will NOT properly direct you to the correct class roster.** 



View Weekly Teaching Schedule

There is a multitude of information provided on the class roster, including links to student photos, student ID#'s, links to student email, student program and plan, career level, and if the student is required to complete the Plagiarism Tutorial, and if it has been completed.



You are also given the option to view the class roster by enrollment status (enrolled, dropped, or both.)



In an update effective 8/22/2018, changes were made to the class rosters which now allow professors to report if a student;

- Has never attended classes, or;
- Has stopped attending classes.

Proper reporting of this information will have a mandatory downstream impact that will affect several various departments, particularly *Records, Billing, and Financial Aid.* 

<u>Please note these changes apply to all Undergraduate, Graduate, and Doctoral classes</u>
(<u>including TAXA classes</u>). <u>Law and Advanced Professional Degree classes are currently</u>
excluded from this change.

In the below example, you will see two new columns on the class roster: Never Attended and Last Date of Attendance.

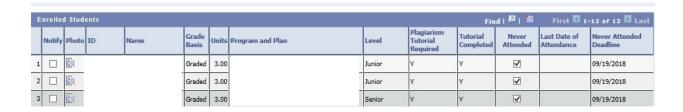


You will also see a new column next to the two columns: Never Attended Deadline.



For students who have never attended a class, the professor has the option to check the "Never Attended" box, as long as the date of doing so falls before the Never Attended Deadline.

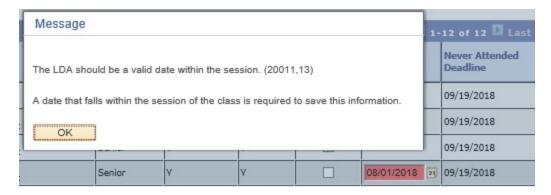
Upon selecting the Never Attended option, the professor will be unable to enter a Last Date of Attendance.



The professor should make sure to **SAVE** his/her selections before exiting out of the "Class Roster" tab.

The professor can add a last date of attendance at any time past the Never Attended Deadline, so long as the grade roster for that class has not been approved and posted.

The last date of attendance must fall within the academic calendar for that class's session or you will get an error message as seen below:



The last date of attendance may be between the first and last dates of the class's session.

NOTE: Please be mindful that when a professor enters a Last Date of Attendance, the Never Attended option does NOT disappear for that student.



Selecting the Never Attended option once a Last Date of Attendance is entered will overwrite the Last Date of Attendance.

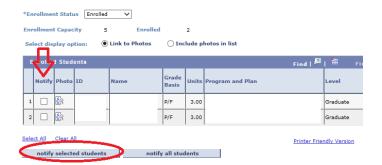
Always remember to save any changes made to the class roster.

\*NEW FOR FALL 2019\* There is also an option for faculty to confirm when a class rosters has been reviewed for not having attended or last date of attendance. This is ONLY available on the class roster, and not the grade roster.

If all students in your course have attended then check the reviewed box and click save.



From the Class Roster you also have the ability to send notifications to individual students or all students on the roster. To select an individual student, click the "Notify" box next to his/her name, then select "Notify Selected Students."



If you wish to send a notification to all students on your roster, click "Select All" to check all "Notify" boxes next to the student's information, then click "Notify All Students."

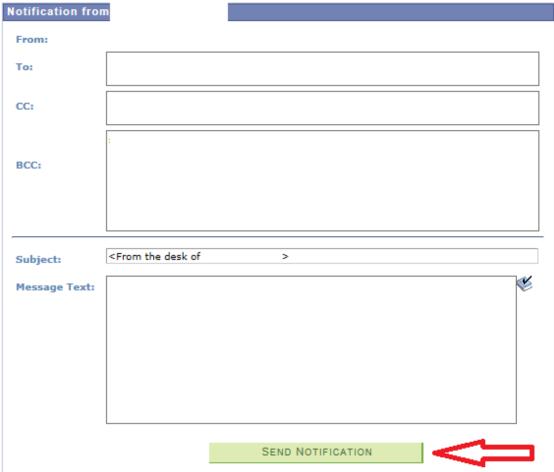


From the "Send Notification" screen, you have access to edit who is sending the email, as well as any additional people you may wish to copy/blind copy. You may also edit the subject (the default subject will read "From the desk of {your name}"). Once you have finished typing in the body of the message under "Message Text," you may click "Send Notification" to send your student correspondence. You may also return to your class roster from this screen.

#### Class Roster

### Send Notification

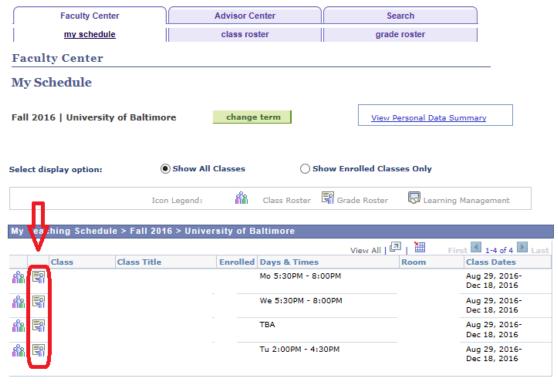
Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.



Return to Class Roster

## **GRADE ROSTERS**

In order to access your grade roster, click the "Grade Roster" icon next to your respective class under the My Schedule tab, which is indicated by a professor pointing to a chalkboard.



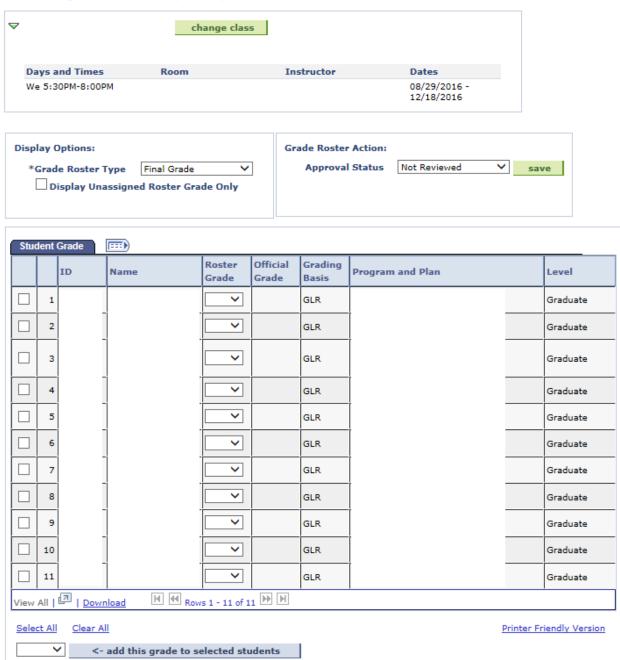
View Weekly Teaching Schedule

The grade roster will provide several pieces of information from the class roster, including student ID#, Name, Program and Plan, and Career Level. Also, like the class roster, you are given the option to notify students through this screen.

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notify selected students

notify all students

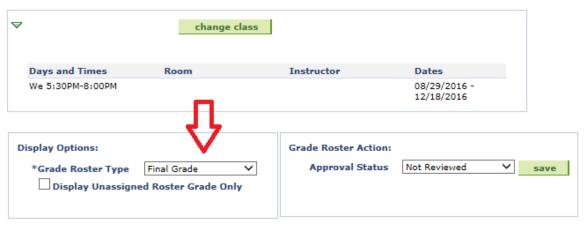


NOTE: If you are unable to access your grade roster for a class, it could be for various reasons:

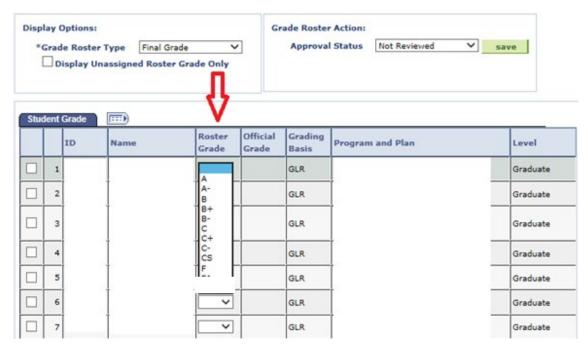
- 1. Grade rosters have not been created for faculty at the time;
- 2. The term selected may be incorrect;
- 3. The instructor may not have faculty security access.

Under display options, you are given the option to select either Final Grade, or Midterm Grade rosters (Undergraduate careers only). Select the correct Roster Type.

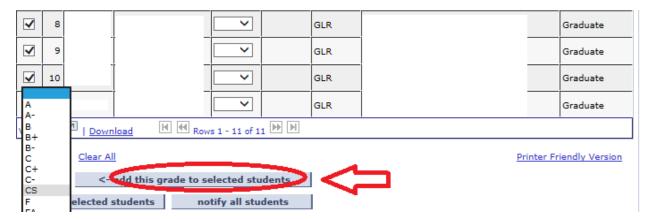
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You may now enter the student's grades under the "Roster Grade" drop-down menu. All respective grades will be listed for selection.



If you wish to give the same grade to a population of students, or all students, check the boxes next to the student's row you wish to select. Then, next to the "Add this grade to selected students" button, select the corresponding grade under the drag down box. Then, click the "Add this grade to selected students" button.



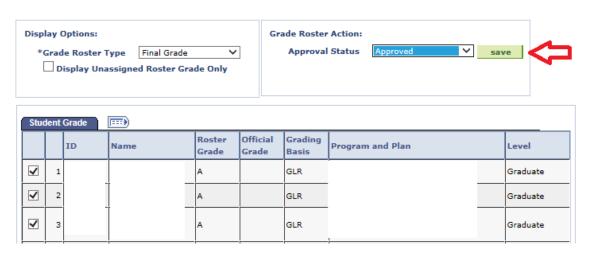
With regards to the amendment made effective 8/22/2018, professors are now required to report Last Date of Attendance on a grade roster. The never attended checkbox will **not** be available from this page.

When submitting a final grade roster, any FA grades <u>MUST</u> have a Last Date of Attendance reported or the professor will see this message below.



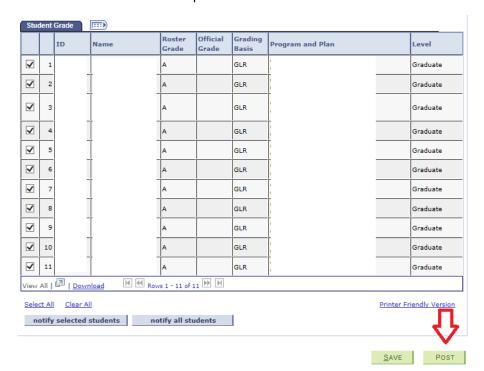
FA grades should be reported and approved at the same time all other grades have been reported on the grade roster. The professor should always save his/her work before setting the grade roster to approved.

Once all grades have been entered, you may set the Approval Status under the "Grade Roster Action" to "Approved." **NOTE: you will NOT be able to perform this action until ALL grades have been assigned to ALL students.** Hit save. If done correctly, the drag-down option under "Roster Grade" will now become unavailable.



In order for the students to see their grades under their My Student Center, the grades must officially "post", which is a regularly-scheduled automated process run through the Office of Records. Remember: the final grade roster will only post **ONCE THE GRADE ROSTER IS SET TO AN "APPROVED"**STATUS!

If done correctly, the roster grade will show up as an "Official Grade" when the automated posting process next runs.



A completed grade roster will now feature not only the Official Grade, but a Status column in which all rows will populate with "Posted."

Student Grade EEE									
		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
	1			A	A	GLR		Graduate	Posted
	2			A	A	GLR		Graduate	Posted
	3			A	A	GLR		Graduate	Posted
	4			A	A	GLR		Graduate	Posted
	5			A	A	GLR		Graduate	Posted
	6			A	A	GLR		Graduate	Posted
	7			A	A	GLR		Graduate	Posted
	8			A	A	GLR		Graduate	Posted
	9			A	A	GLR		Graduate	Posted
	10			A	A	GLR		Graduate	Posted
	11			A	A	GLR		Graduate	Posted
View All   Download Rows 1 - 11 of 11									
Select All Clear All Printer Friendly Version									
notify selected students notify all students									

Any additional questions or concerns may be directed to the Office of Records and Registration at

(410) 837-4825 or records@ubalt.edu.