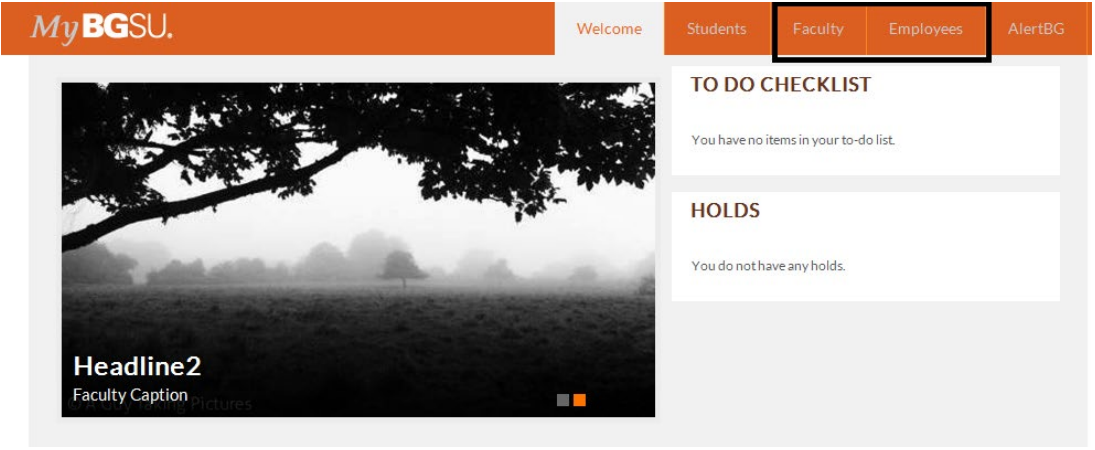
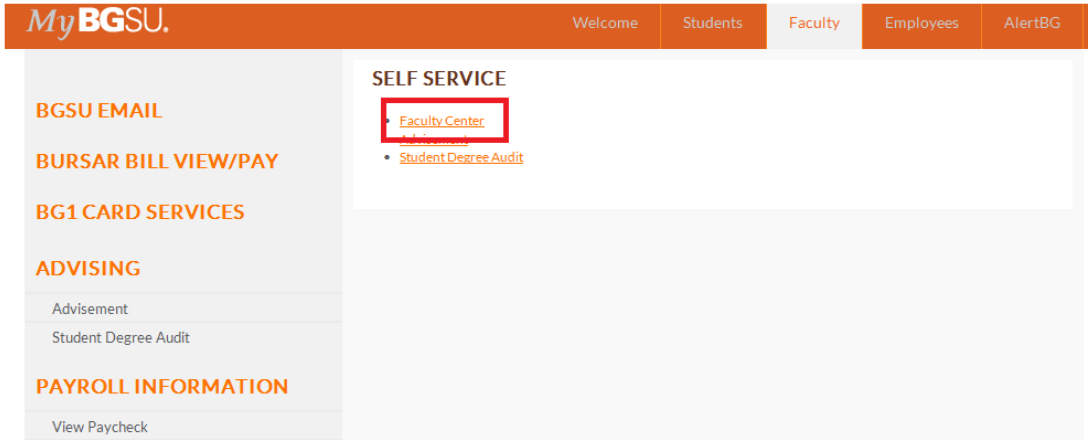
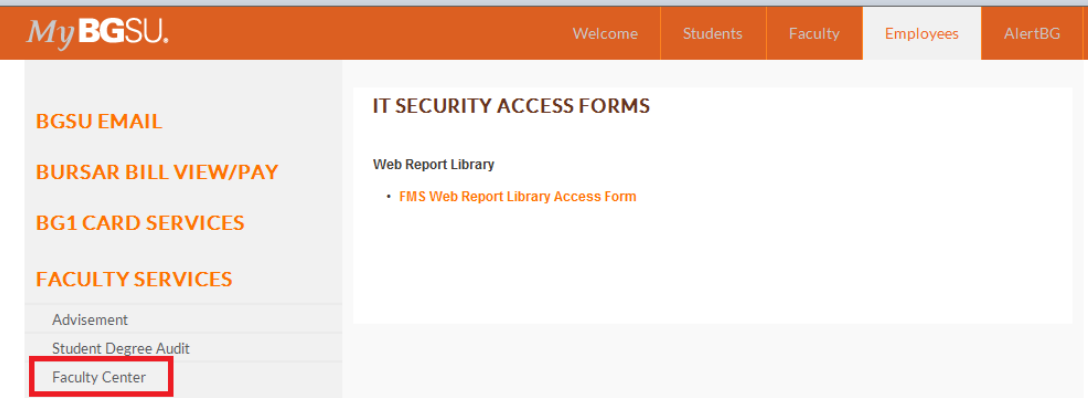













Submitting Grades via Self Service

Step	Action
1.	After a tools upgrade that took place this summer, it is recommended that you use the browsers Chrome, Firefox or Safari. There have been issues with Internet Explorer loading pages in the Faculty Center. Please see the yellow highlighted section at the end of this document to review grading symbol changes.
2.	<p>When Submitting Grades from the Faculty Center you will need to log in to MYBGSU.BGSU.EDU. There is a Faculty and Employee tab at the top. Navigate to either one.</p> 

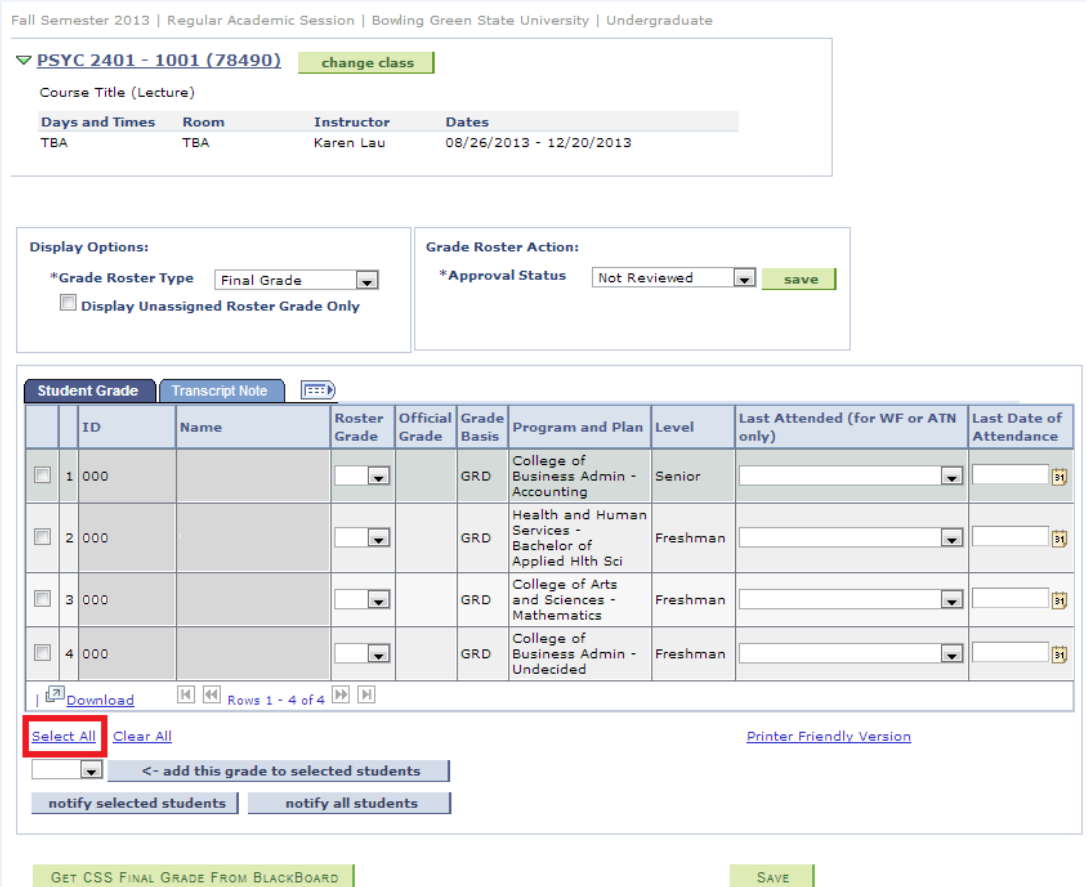
Step	Action
3.	<p data-bbox="354 254 1263 285">Under either tab you will find a link to the Faculty Center. Click on that link.</p> <div data-bbox="358 289 1442 726">  <p data-bbox="378 296 526 327">MyBGSU.</p> <p data-bbox="922 302 992 321">Welcome</p> <p data-bbox="1032 302 1097 321">Students</p> <p data-bbox="1138 302 1195 321">Faculty</p> <p data-bbox="1235 302 1312 321">Employees</p> <p data-bbox="1349 302 1414 321">AlertBG</p> <p data-bbox="388 388 519 411">BGSU EMAIL</p> <p data-bbox="388 438 634 462">BURSAR BILL VIEW/PAY</p> <p data-bbox="388 489 600 512">BG1 CARD SERVICES</p> <p data-bbox="388 541 498 564">ADVISING</p> <p data-bbox="404 585 485 604">Advisement</p> <p data-bbox="404 613 547 634">Student Degree Audit</p> <p data-bbox="388 661 643 684">PAYROLL INFORMATION</p> <p data-bbox="404 703 505 722">View Paycheck</p> <p data-bbox="724 357 862 380">SELF SERVICE</p> <ul data-bbox="737 401 878 457" style="list-style-type: none"> <li data-bbox="737 401 841 424">• Faculty Center <li data-bbox="737 436 878 457">• Student Degree Audit </div> <div data-bbox="358 762 1442 1157">  <p data-bbox="378 772 526 804">MyBGSU.</p> <p data-bbox="922 783 992 802">Welcome</p> <p data-bbox="1032 783 1097 802">Students</p> <p data-bbox="1138 783 1195 802">Faculty</p> <p data-bbox="1235 783 1312 802">Employees</p> <p data-bbox="1349 783 1414 802">AlertBG</p> <p data-bbox="388 869 519 892">BGSU EMAIL</p> <p data-bbox="388 919 634 942">BURSAR BILL VIEW/PAY</p> <p data-bbox="388 970 600 993">BG1 CARD SERVICES</p> <p data-bbox="388 1022 587 1045">FACULTY SERVICES</p> <p data-bbox="404 1066 485 1085">Advisement</p> <p data-bbox="404 1094 547 1115">Student Degree Audit</p> <p data-bbox="404 1123 505 1146">Faculty Center</p> <p data-bbox="724 854 1003 877">IT SECURITY ACCESS FORMS</p> <p data-bbox="724 915 849 934">Web Report Library</p> <ul data-bbox="737 947 990 966" style="list-style-type: none"> <li data-bbox="737 947 990 966">• FMS Web Report Library Access Form </div>

Step	Action														
4.	<p>You will be taken to a page where you can select a class to grade. The icons to select are to the very left of each class you are associated with. The icon for grade rosters is . Again, click on the icon to the very left of the class you wish to grade.</p> <p>Faculty Center</p> <hr/> <p>My Schedule</p> <p>Fall Semester 2013 Bowling Green State University change term My Exam Schedule</p> <p>Select display option: <input checked="" type="radio"/> Show All Classes <input type="radio"/> Show Enrolled Classes Only</p> <p>Icon Legend:  Class Roster  Early Alert  Grade Roster  Learning Management</p> <p>My Teaching Schedule > Fall Semester 2013 > Bowling Green State University</p> <table border="1"> <tr> <td></td> <td> BYC 2401-</td> <td>Course Title (Lecture)</td> <td>4</td> <td>TBA</td> <td>TBA</td> <td>Aug 26, 2013-</td> </tr> <tr> <td></td> <td>101</td> <td></td> <td></td> <td></td> <td></td> <td>Dec 20, 2013</td> </tr> </table>		 BYC 2401-	Course Title (Lecture)	4	TBA	TBA	Aug 26, 2013-		101					Dec 20, 2013
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5.	<p data-bbox="349 254 1144 289">After clicking on the icon you will be taken to the roster page.</p> <p data-bbox="370 296 1047 312">Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate</p> <div data-bbox="370 321 1161 453"> <p data-bbox="375 331 779 354">▼ PSYC 2401 - 1001 (78490) change class</p> <p data-bbox="397 365 552 384">Course Title (Lecture)</p> <table border="1" data-bbox="397 390 1071 432"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>TBA</td> <td>TBA</td> <td>Karen Lau</td> <td>08/26/2013 - 12/20/2013</td> </tr> </tbody> </table> </div> <div data-bbox="375 506 1179 621"> <table border="1"> <tr> <td data-bbox="386 512 755 615"> <p data-bbox="386 512 506 531">Display Options:</p> <p data-bbox="407 541 727 562">*Grade Roster Type <input type="text" value="Final Grade"/> ▼</p> <p data-bbox="418 569 711 590"><input type="checkbox"/> Display Unassigned Roster Grade Only</p> </td> <td data-bbox="766 512 1169 615"> <p data-bbox="766 512 922 531">Grade Roster Action:</p> <p data-bbox="781 541 1161 562">*Approval Status <input type="text" value="Not Reviewed"/> ▼ save</p> </td> </tr> </table> </div> <div data-bbox="375 632 1401 1083"> <table border="1"> <thead> <tr> <th colspan="2">Student Grade</th> <th colspan="2">Transcript Note</th> <th colspan="2">[PDF]</th> </tr> <tr> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Grade Basis</th> <th>Program and Plan</th> <th>Level</th> <th>Last Attended (for WF or ATN only)</th> <th>Last Date of Attendance</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1 000</td> <td></td> <td><input type="text" value=""/></td> <td></td> <td>GRD</td> <td>College of Business Admin - Accounting</td> <td>Senior</td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> </tr> <tr> <td><input type="checkbox"/> 2 000</td> <td></td> <td><input type="text" value=""/></td> <td></td> <td>GRD</td> <td>Health and Human Services - Bachelor of Applied Hlth Sci</td> <td>Freshman</td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> </tr> <tr> <td><input type="checkbox"/> 3 000</td> <td></td> <td><input type="text" value=""/></td> <td></td> <td>GRD</td> <td>College of Arts and Sciences - Mathematics</td> <td>Freshman</td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> </tr> <tr> <td><input type="checkbox"/> 4 000</td> <td></td> <td><input type="text" value=""/></td> <td></td> <td>GRD</td> <td>College of Business Admin - Undecided</td> <td>Freshman</td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> </tr> </tbody> </table> <p data-bbox="391 940 727 961">Download Rows 1 - 4 of 4</p> <p data-bbox="391 982 1242 1003">Select All Clear All Printer Friendly Version</p> <p data-bbox="391 1014 795 1035"><input type="text" value=""/> <- add this grade to selected students</p> <p data-bbox="391 1045 795 1066">notify selected students notify all students</p> </div> <div data-bbox="391 1115 1144 1140"> <p data-bbox="391 1115 703 1136">GET CSS FINAL GRADE FROM BLACKBOARD SAVE</p> </div>	Days and Times	Room	Instructor	Dates	TBA	TBA	Karen Lau	08/26/2013 - 12/20/2013	<p data-bbox="386 512 506 531">Display Options:</p> <p data-bbox="407 541 727 562">*Grade Roster Type <input type="text" value="Final Grade"/> ▼</p> <p data-bbox="418 569 711 590"><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p data-bbox="766 512 922 531">Grade Roster Action:</p> <p data-bbox="781 541 1161 562">*Approval Status <input type="text" value="Not Reviewed"/> ▼ save</p>	Student Grade		Transcript Note		[PDF]		ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Last Attended (for WF or ATN only)	Last Date of Attendance	<input type="checkbox"/> 1 000		<input type="text" value=""/>		GRD	College of Business Admin - Accounting	Senior	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/> 2 000		<input type="text" value=""/>		GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/> 3 000		<input type="text" value=""/>		GRD	College of Arts and Sciences - Mathematics	Freshman	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/> 4 000		<input type="text" value=""/>		GRD	College of Business Admin - Undecided	Freshman	<input type="text" value=""/>	<input type="text" value=""/>
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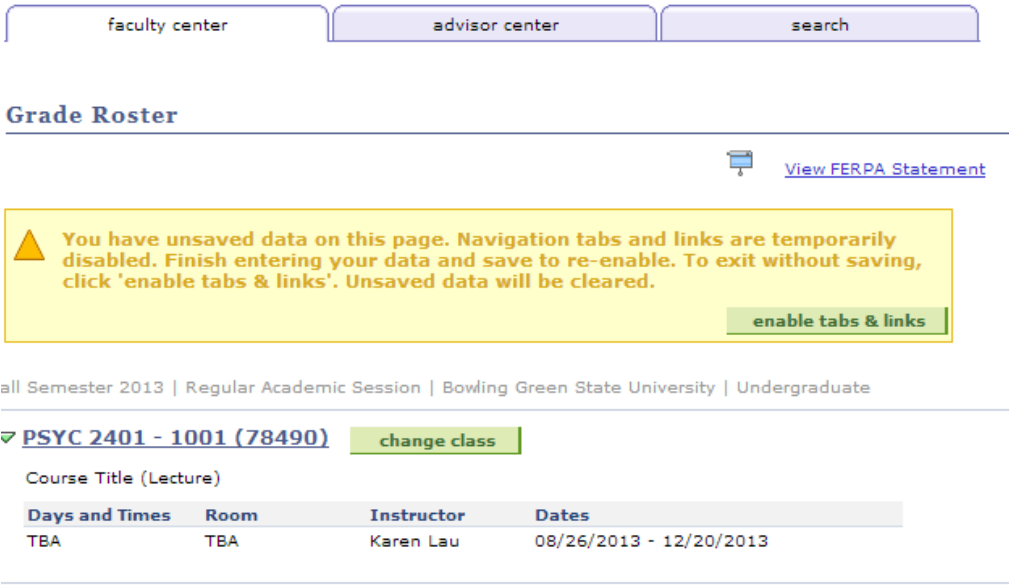
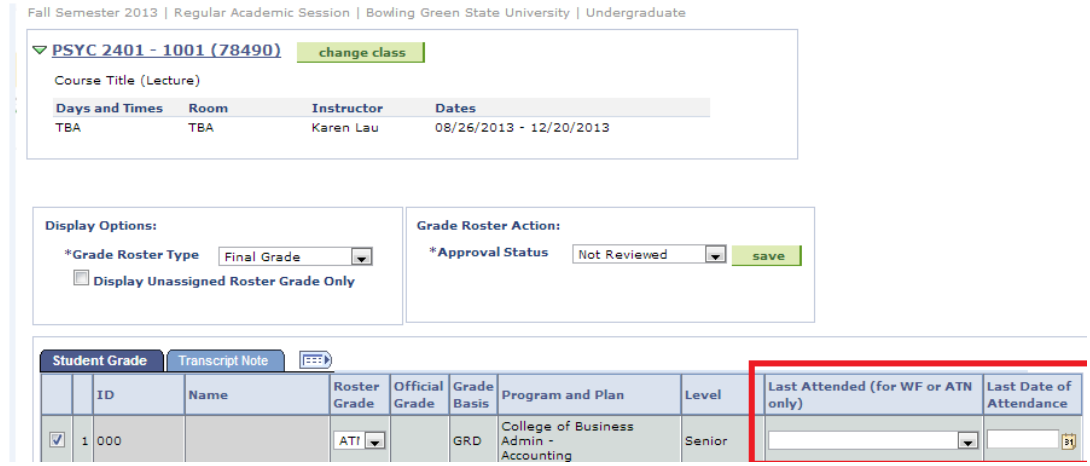
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6.	<p>There are two ways you can approach grading. You can select the dropdown under “Roster Grade” for each Student ID/Name row in the class. The Approval Status must be set to ‘Not Reviewed’ to enter or change grade information. If it is set to some other status, set it to ‘Not Reviewed’ before entering grade information.</p> <p>Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>▼ PSYC 2401 - 1001 (78490) change class</p> <p>Course Title (Lecture)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>TBA</td> <td>TBA</td> <td>Karen Lau</td> <td>08/26/2013 - 12/20/2013</td> </tr> </tbody> </table> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Display Options:</p> <p>*Grade Roster Type Final Grade</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Grade Roster Action:</p> <p>*Approval Status Not Reviewed save</p> </div> </div> <div style="border: 1px solid gray; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Student Grade</th> <th>Transcript Note</th> <th colspan="2"></th> </tr> <tr> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> </tr> </thead> <tbody> <tr> <td>1 0008231745</td> <td>Cogswell, Rebecca Jo</td> <td style="border: 2px solid red;">▼</td> <td>GRD</td> </tr> <tr> <td>2 0000825360</td> <td>Lenke, Lori A</td> <td style="border: 2px solid red;">A ATN B C D F INC NGR</td> <td>GRD</td> </tr> <tr> <td>3 0000926728</td> <td>Miller, Peqqy J</td> <td>▼</td> <td>GRD</td> </tr> <tr> <td>4 0000883719</td> <td>Sanders, Pamela J</td> <td>▼</td> <td>GRD</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">Download Rows 1 - 4 of 4</p> <p style="font-size: small; margin-top: 5px;"> Select All Clear All Printer Friendly Version </p> <p style="font-size: small; margin-top: 5px;"> ▼ < - add this grade to selected students </p> <p style="font-size: small; margin-top: 5px;"> notify selected students notify all students </p> <p style="text-align: center; margin-top: 10px; font-size: small;"> GET CSS FINAL GRADE FROM BLACKBOARD SAVE </p> </div>	Days and Times	Room	Instructor	Dates	TBA	TBA	Karen Lau	08/26/2013 - 12/20/2013	Student Grade	Transcript Note			ID	Name	Roster Grade	Official Grade	1 0008231745	Cogswell, Rebecca Jo	▼	GRD	2 0000825360	Lenke, Lori A	A ATN B C D F INC NGR	GRD	3 0000926728	Miller, Peqqy J	▼	GRD	4 0000883719	Sanders, Pamela J	▼	GRD
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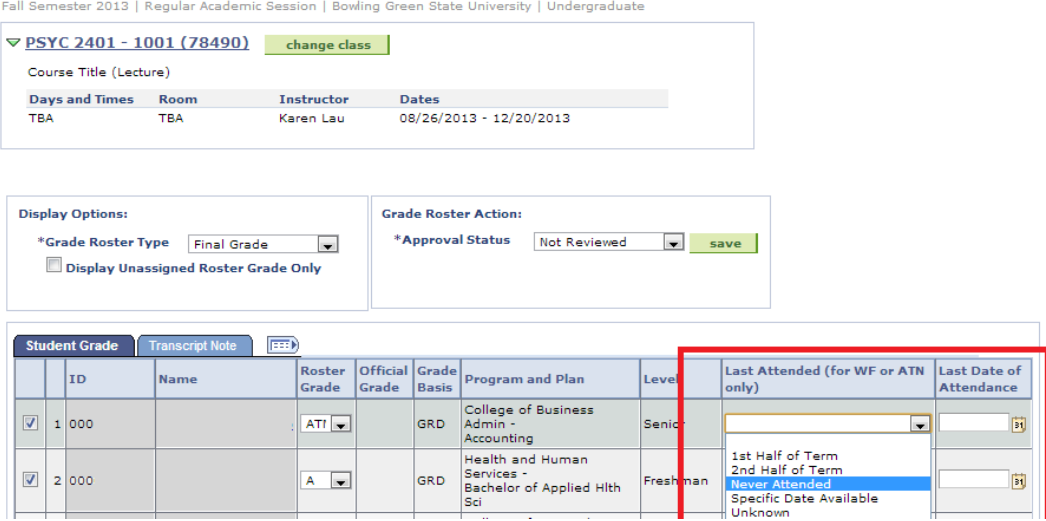
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7.	<p>Clicking on the desired grade symbol will select that grade for the student. You can then go down the roster repeating this step for each student. Special instructions on how to grade students that have stopped attending or never attended appear later in this document.</p> <p>Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate</p> <p>▼ PSYC 2401 - 1001 (78490) change class</p> <p>Course Title (Lecture)</p> <table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>TBA</td> <td>TBA</td> <td>Karen Lau</td> <td>08/26/2013 - 12/20/2013</td> </tr> </tbody> </table> <p>Display Options: *Grade Roster Type <input type="text" value="Final Grade"/> <input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action: *Approval Status <input type="text" value="Not Reviewed"/> save</p> <table border="1"> <thead> <tr> <th>Student Grade</th> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Grade Basis</th> <th>Program and Plan</th> <th>Level</th> <th>Last Attended (for WF or ATN)</th> <th>Last Date of Attendance</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1 000</td> <td></td> <td><input type="text" value="A"/></td> <td></td> <td>GRD</td> <td>College of Business Admin - Accounting</td> <td>Senior</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>2 000</td> <td></td> <td><input type="text" value="A"/></td> <td></td> <td>GRD</td> <td>Health and Human Services - Bachelor of Applied Hlth Sci</td> <td>Freshman</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>3 000</td> <td></td> <td><input type="text" value="A"/></td> <td></td> <td>GRD</td> <td>College of Arts and Sciences - Mathematics</td> <td>Freshman</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>4 000</td> <td></td> <td><input type="text" value="A"/></td> <td></td> <td>GRD</td> <td>College of Business Admin - Undecided</td> <td>Freshman</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Download Rows 1 - 4 of 4</p> <p>Select All Clear All Printer Friendly Version</p> <p><input type="text" value="A"/> <- add this grade to selected students</p> <p>notify selected students notify all students</p> <p>GET CSS FINAL GRADE FROM BLACKBOARD SAVE</p>	Days and Times	Room	Instructor	Dates	TBA	TBA	Karen Lau	08/26/2013 - 12/20/2013	Student Grade	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Last Attended (for WF or ATN)	Last Date of Attendance	<input type="checkbox"/>	1 000		<input type="text" value="A"/>		GRD	College of Business Admin - Accounting	Senior	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	2 000		<input type="text" value="A"/>		GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	3 000		<input type="text" value="A"/>		GRD	College of Arts and Sciences - Mathematics	Freshman	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	4 000		<input type="text" value="A"/>		GRD	College of Business Admin - Undecided	Freshman	<input type="text"/>	<input type="text"/>
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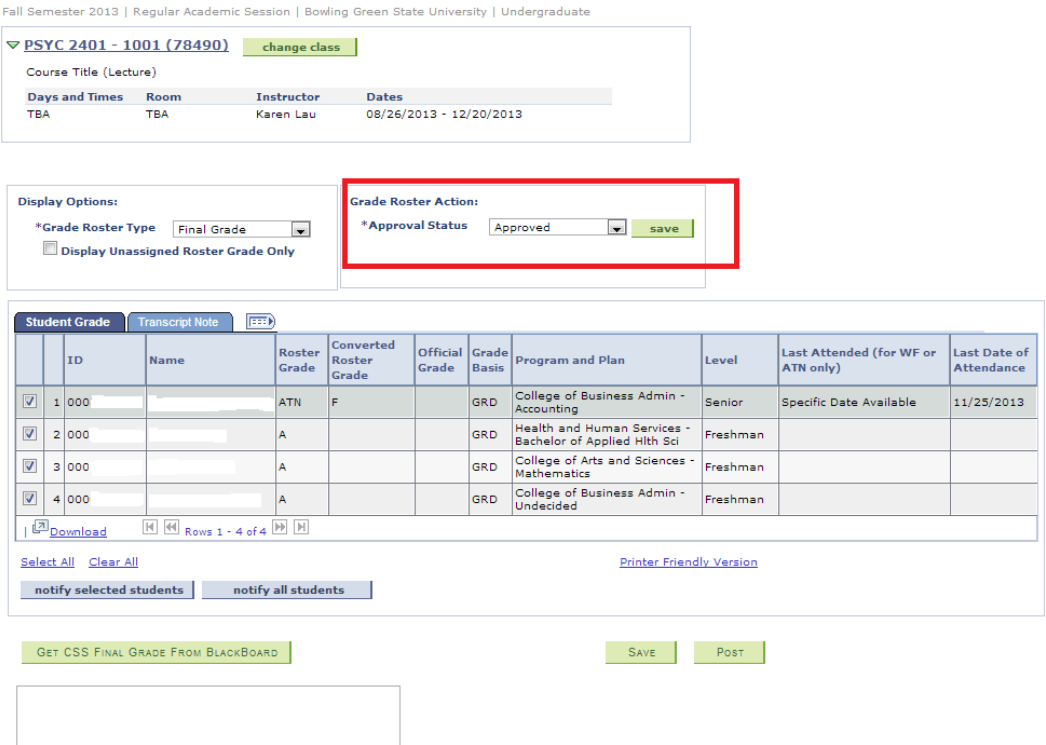
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8.	<p>If you have a class in which the majority of students received the same grade, you can first select all of the students on the roster by clicking on the “Select All” link at the bottom of the roster.</p>  <p>Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate</p> <p>▼ PSYC 2401 - 1001 (78490) change class</p> <p>Course Title (Lecture)</p> <table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>TBA</td> <td>TBA</td> <td>Karen Lau</td> <td>08/26/2013 - 12/20/2013</td> </tr> </tbody> </table> <p>Display Options:</p> <p>*Grade Roster Type: <input type="text" value="Final Grade"/> <input type="button" value="v"/> <input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action:</p> <p>*Approval Status: <input type="text" value="Not Reviewed"/> <input type="button" value="v"/> <input type="button" value="save"/></p> <table border="1"> <thead> <tr> <th>Student Grade</th> <th>Transcript Note</th> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Grade Basis</th> <th>Program and Plan</th> <th>Level</th> <th>Last Attended (for WF or ATN only)</th> <th>Last Date of Attendance</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>1 000</td> <td></td> <td><input type="text" value="v"/></td> <td></td> <td>GRD</td> <td>College of Business Admin - Accounting</td> <td>Senior</td> <td><input type="text" value="v"/></td> <td><input type="text" value="31"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>2 000</td> <td></td> <td><input type="text" value="v"/></td> <td></td> <td>GRD</td> <td>Health and Human Services - Bachelor of Applied Hlth Sci</td> <td>Freshman</td> <td><input type="text" value="v"/></td> <td><input type="text" value="31"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>3 000</td> <td></td> <td><input type="text" value="v"/></td> <td></td> <td>GRD</td> <td>College of Arts and Sciences - Mathematics</td> <td>Freshman</td> <td><input type="text" value="v"/></td> <td><input type="text" value="31"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>4 000</td> <td></td> <td><input type="text" value="v"/></td> <td></td> <td>GRD</td> <td>College of Business Admin - Undecided</td> <td>Freshman</td> <td><input type="text" value="v"/></td> <td><input type="text" value="31"/></td> </tr> </tbody> </table> <p>Download <input type="button" value="H"/> <input type="button" value="H"/> Rows 1 - 4 of 4 <input type="button" value="H"/> <input type="button" value="H"/></p> <p>Select All Clear All Printer Friendly Version</p> <p><input type="text" value="v"/> <- add this grade to selected students</p> <p><input type="button" value="notify selected students"/> <input type="button" value="notify all students"/></p> <p><input type="button" value="GET CSS FINAL GRADE FROM BLACKBOARD"/> <input type="button" value="SAVE"/></p>	Days and Times	Room	Instructor	Dates	TBA	TBA	Karen Lau	08/26/2013 - 12/20/2013	Student Grade	Transcript Note	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Last Attended (for WF or ATN only)	Last Date of Attendance	<input type="checkbox"/>		1 000		<input type="text" value="v"/>		GRD	College of Business Admin - Accounting	Senior	<input type="text" value="v"/>	<input type="text" value="31"/>	<input type="checkbox"/>		2 000		<input type="text" value="v"/>		GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	<input type="text" value="v"/>	<input type="text" value="31"/>	<input type="checkbox"/>		3 000		<input type="text" value="v"/>		GRD	College of Arts and Sciences - Mathematics	Freshman	<input type="text" value="v"/>	<input type="text" value="31"/>	<input type="checkbox"/>		4 000		<input type="text" value="v"/>		GRD	College of Business Admin - Undecided	Freshman	<input type="text" value="v"/>	<input type="text" value="31"/>
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10.	<p data-bbox="354 247 1421 388">After you have selected the grade, click the “Add this grade to selected students” button. This will apply the grade to all students. You may then go to individual student records and change the grade for those that received something different by following Step 6 above.</p> <div data-bbox="365 401 1177 562"> <p data-bbox="365 401 1063 420">Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate</p> <p data-bbox="365 436 787 457">▼ PSYC 2401 - 1001 (78490) change class</p> <p data-bbox="397 472 560 493">Course Title (Lecture)</p> <table border="1" data-bbox="397 499 1084 546"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>TBA</td> <td>TBA</td> <td>Karen Lau</td> <td>08/26/2013 - 12/20/2013</td> </tr> </tbody> </table> </div> <div data-bbox="373 615 1193 730"> <table border="1"> <tr> <td data-bbox="373 615 760 730"> <p>Display Options:</p> <p>*Grade Roster Type <input type="text" value="Final Grade"/> ▼</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> </td> <td data-bbox="771 615 1193 730"> <p>Grade Roster Action:</p> <p>*Approval Status <input type="text" value="Not Reviewed"/> ▼ save</p> </td> </tr> </table> </div> <div data-bbox="373 758 1437 1207"> <table border="1"> <thead> <tr> <th colspan="2">Student Grade</th> <th colspan="2">Transcript Note</th> <th colspan="2"></th> </tr> <tr> <th></th> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Grade Basis</th> <th>Program and Plan</th> <th>Level</th> <th>Last Attended (for WF or ATN only)</th> <th>Last Da Attenda</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1 000</td> <td></td> <td>A ▼</td> <td></td> <td>GRD</td> <td>College of Business Admin - Accounting</td> <td>Senior</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2 000</td> <td></td> <td>A ▼</td> <td></td> <td>GRD</td> <td>Health and Human Services - Bachelor of Applied Hlth Sci</td> <td>Freshman</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>3 000</td> <td></td> <td>A ▼</td> <td></td> <td>GRD</td> <td>College of Arts and Sciences - Mathematics</td> <td>Freshman</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4 000</td> <td></td> <td>A ▼</td> <td></td> <td>GRD</td> <td>College of Business Admin - Undecided</td> <td>Freshman</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p data-bbox="389 1066 730 1087">Download <input type="checkbox"/> Rows 1 - 4 of 4 <input type="checkbox"/></p> <p data-bbox="381 1102 1258 1123">Select All Clear All Printer Friendly Version</p> <p data-bbox="389 1134 803 1186"> <input type="text" value="▼"/> <- add this grade to selected students <input type="button" value="notify selected students"/> <input type="button" value="notify all students"/> </p> </div> <div data-bbox="389 1239 1161 1270"> <p>GET CSS FINAL GRADE FROM BLACKBOARD SAVE</p> </div>	Days and Times	Room	Instructor	Dates	TBA	TBA	Karen Lau	08/26/2013 - 12/20/2013	<p>Display Options:</p> <p>*Grade Roster Type <input type="text" value="Final Grade"/> ▼</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p>Grade Roster Action:</p> <p>*Approval Status <input type="text" value="Not Reviewed"/> ▼ save</p>	Student Grade		Transcript Note					ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Last Attended (for WF or ATN only)	Last Da Attenda	<input checked="" type="checkbox"/>	1 000		A ▼		GRD	College of Business Admin - Accounting	Senior	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	2 000		A ▼		GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	3 000		A ▼		GRD	College of Arts and Sciences - Mathematics	Freshman	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	4 000		A ▼		GRD	College of Business Admin - Undecided	Freshman	<input type="text"/>	<input type="text"/>
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11.	<p>As you begin to enter grades, you will notice a warning appears at the top of the roster in yellow. This message disables the tabs and links on the page until you save your data entry. If you click on the “Enable tabs and links” button it will allow you to navigate away from the roster page but all of your data will be lost. You are encouraged to save your data entry periodically to ensure you do not lose your work.</p> 
12.	<p>Effective Fall 2013, undergraduate students who never attend a class they are enrolled in, or stop attending a class receive a mark of ‘ATN’. This grade will appear as an ‘F’ on the student record and will calculate in the GPA the same as an ‘F’. Graduate students will continue to receive a grade of ‘WF’ as they have in the past. If you award a grade of ‘ATN’ or ‘WF’ you will be required to fill out one to two additional fields; Last Attended and Last Date of Attendance.</p> 

Step	Action																																			
13.	<p>The field “Last Attended” provides different dropdown values from which to select in regards to when the student stopped attending the class. If any but “Specific Date” are selected, no further information is needed. If “Specific Date” is selected you will need to provide the calendar date on which the student stopped attending.</p>  <p>Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate</p> <p>▼ PSYC 2401 - 1001 (78490) change class</p> <p>Course Title (Lecture)</p> <table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>TBA</td> <td>TBA</td> <td>Karen Lau</td> <td>08/26/2013 - 12/20/2013</td> </tr> </tbody> </table> <p>Display Options: *Grade Roster Type Final Grade <input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action: *Approval Status Not Reviewed save</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Grade Basis</th> <th>Program and Plan</th> <th>Level</th> <th>Last Attended (for WF or ATN only)</th> <th>Last Date of Attendance</th> </tr> </thead> <tbody> <tr> <td>1 000</td> <td></td> <td>ATI</td> <td></td> <td>GRD</td> <td>College of Business Admin - Accounting</td> <td>Senior</td> <td></td> <td></td> </tr> <tr> <td>2 000</td> <td></td> <td>A</td> <td></td> <td>GRD</td> <td>Health and Human Services - Bachelor of Applied Hlth Sci</td> <td>Freshman</td> <td> <ul style="list-style-type: none"> 1st Half of Term 2nd Half of Term <li style="background-color: #ADD8E6;">Never Attended Specific Date Available Unknown </td> <td></td> </tr> </tbody> </table>	Days and Times	Room	Instructor	Dates	TBA	TBA	Karen Lau	08/26/2013 - 12/20/2013	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Last Attended (for WF or ATN only)	Last Date of Attendance	1 000		ATI		GRD	College of Business Admin - Accounting	Senior			2 000		A		GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	<ul style="list-style-type: none"> 1st Half of Term 2nd Half of Term <li style="background-color: #ADD8E6;">Never Attended Specific Date Available Unknown 	
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14.	Failing to provide attendance information will keep you from being able to post grades.																																			
15.	When all grades have been entered you may save your data first, or go directly to posting the grades.																																			

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16.	<p>When you are ready to post grades, the Grade Roster Action Approval Status must be changed to “Approved”. This status means all grade information has been verified as accurate and ready to post. No entry is allowed in this status.</p> <p>If the Approval Status is “Not Reviewed” this means that entry is still possible but is not eligible for posting. “Ready for Review” blocks entry and allows the user to verify data entry before moving the status to “Approved”. You may move directly from “Not Reviewed” to “Approved”. It is up to the user whether they want to utilize the “Ready for Review” status.</p>  <p>Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate</p> <p>▼ PSYC 2401 - 1001 (78490) change class</p> <p>Course Title (Lecture)</p> <table border="1"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>TBA</td> <td>TBA</td> <td>Karen Lau</td> <td>08/26/2013 - 12/20/2013</td> </tr> </tbody> </table> <p>Display Options:</p> <p>*Grade Roster Type: Final Grade</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action:</p> <p>*Approval Status: Approved save</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Converted Roster Grade</th> <th>Official Grade</th> <th>Grade Basis</th> <th>Program and Plan</th> <th>Level</th> <th>Last Attended (for WF or ATN only)</th> <th>Last Date of Attendance</th> </tr> </thead> <tbody> <tr> <td>1 000</td> <td></td> <td>ATN</td> <td>F</td> <td></td> <td>GRD</td> <td>College of Business Admin - Accounting</td> <td>Senior</td> <td>Specific Date Available</td> <td>11/25/2013</td> </tr> <tr> <td>2 000</td> <td></td> <td>A</td> <td></td> <td></td> <td>GRD</td> <td>Health and Human Services - Bachelor of Applied Hlth Sci</td> <td>Freshman</td> <td></td> <td></td> </tr> <tr> <td>3 000</td> <td></td> <td>A</td> <td></td> <td></td> <td>GRD</td> <td>College of Arts and Sciences - Mathematics</td> <td>Freshman</td> <td></td> <td></td> </tr> <tr> <td>4 000</td> <td></td> <td>A</td> <td></td> <td></td> <td>GRD</td> <td>College of Business Admin - Undecided</td> <td>Freshman</td> <td></td> <td></td> </tr> </tbody> </table> <p>Download Rows 1 - 4 of 4</p> <p>Select All Clear All Printer Friendly Version</p> <p>notify selected students notify all students</p> <p>GET CSS FINAL GRADE FROM BLACKBOARD SAVE POST</p>	Days and Times	Room	Instructor	Dates	TBA	TBA	Karen Lau	08/26/2013 - 12/20/2013	ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Last Attended (for WF or ATN only)	Last Date of Attendance	1 000		ATN	F		GRD	College of Business Admin - Accounting	Senior	Specific Date Available	11/25/2013	2 000		A			GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman			3 000		A			GRD	College of Arts and Sciences - Mathematics	Freshman			4 000		A			GRD	College of Business Admin - Undecided	Freshman		
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Step	Action
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17.

Once the Approval Status is set to "Approved", the "Post" button appears at the bottom of the page.

Fall Semester 2013 | Regular Academic Session | Bowling Green State University | Undergraduate

▼ PSYC 2401 - 1001 (78490) change class

Course Title (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Karen Lau	08/26/2013 - 12/20/2013

Display Options: Grade Roster Action:

*Grade Roster Type: Final Grade *Approval Status: Approved save

Display Unassigned Roster Grade Only

Student Grade	Transcript Note	Print							
ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Last Attended (for WF or ATN only)	Last Date of Attendance
<input checked="" type="checkbox"/> 1 000		ATN	F		GRD	College of Business Admin - Accounting	Senior	Specific Date Available	11/25/2013
<input checked="" type="checkbox"/> 2 000		A			GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman		
<input checked="" type="checkbox"/> 3 000		A			GRD	College of Arts and Sciences - Mathematics	Freshman		
<input checked="" type="checkbox"/> 4 000		A			GRD	College of Business Admin - Undecided	Freshman		

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Select All Clear All Printer Friendly Version

notify selected students notify all students

GET CSS FINAL GRADE FROM BLACKBOARD SAVE **POST**

18.

Clicking the "Post" button will make the grades available for the student to view. You will see the word "Posted" next to the Approval Status if you successfully recorded the grades. If you wish to leave the grade roster before posting the grades, please remember to save your work.

Fall Semester 2013 | Regular Academic Session | Bowling Green State University | Undergraduate

▼ PSYC 2401 - 1001 (78490) change class

Course Title (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Karen Lau	08/26/2013 - 12/20/2013

Display Options: Grade Roster Action:

*Grade Roster Type: Final Grade *Approval Status: Approved **Posted**

Display Unassigned Roster Grade Only

Student Grade	Transcript Note	Print								
ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Status	Last Attended (for WF or ATN only)	Last Date of Attendance
<input type="checkbox"/> 1 000		ATN	F	F	GRD	College of Business Admin - Accounting	Senior	Posted	Specific Date Available	11/25/2013
<input type="checkbox"/> 2 000		A		A	GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	Posted		
<input type="checkbox"/> 3 000		A		A	GRD	College of Arts and Sciences - Mathematics	Freshman	Posted		
<input type="checkbox"/> 4 000		A		A	GRD	College of Business Admin - Undecided	Freshman	Posted		

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Select All Clear All Printer Friendly Version

notify selected students notify all students

Step	Action
19.	If an error is made after posting grades, a change of grade is needed to correct the grade. A change of grade cannot be made on line. The paper process must be initiated in the instructor's college office.
20.	<p>Grades need to be posted by 5 pm the evening of the final grade run. You will receive communications regarding this when grade rosters are first created and throughout the grading period.</p> <p>If you have any questions they can be directed to 372-8232 or Records@BGSU.EDU.</p>
21.	<p><u>Undergraduate Non-Attendance Procedures</u></p> <p>Because of the change to undergraduate grading policy which makes the mark of 'ATN' appear as an 'F' on the transcript, there were new marks created to facilitate correct assignment of other grades.</p> <p>For courses graded ABC No Credit, a mark of FNC was created. This mark is supposed to be used when a student receives a grade of 'F' in the class (meaning they failed the course learning outcomes). When this mark is selected the final grade of 'NC' will appear on the student's record.</p> <p>If a student opts to take a graded course for S/U grading, the mark of 'UF' is used when a student receives a grade of 'F' in the class (meaning they failed the course learning outcomes). When this mark is selected the final grade of 'U' will appear on the student's record.</p> <p>If a student stops attending a class or never attends a class the mark of 'ATN' is used for UNDERGRADUTE courses. When this mark is selected the final grade of 'F' will appear on the student's record.</p> <p><u>Graduate Non-Attendance Procedures</u></p> <p>GRADUATE courses will still use the mark of 'WF'.</p>