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.	When Submitting Grades from the Faculty Center you w MYBGSU.BGSU.EDU. There is a Faculty and Employe one.	ill need to log in to ee tab at the top. Navigate to either				
	MyBGSU. Welcome	Students Faculty Employees AlertBG				
		TO DO CHECKLIST				
		You have no items in your to-do list.				
		HOLDS				
	You do not have any holds.					
	Headline2 Faculty Caption Pictures					

Step	Action					
3.	Under either tab you will find a link to the Faculty Center. Click on that link.					
	My BG SU.	Welcome	Students	Faculty	Employees	AlertBG
	BGSU EMAIL BURSAR BILL VIEW/PAY BG1 CARD SERVICES ADVISING Advisement Student Degree Audit PAYROLL INFORMATION View Paycheck	SELF SERVICE				
	My BG SU.				Employees	AlertBG
	BGSU EMAIL BURSAR BILL VIEW/PAY BG1 CARD SERVICES FACULTY SERVICES Advisement	IT SECURITY ACCESS FORMS Web Report Library • FMS Web Report Library Access Form				
	Student Degree Audit Faculty Center					

Step	Action
4.	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.
	My Schedule
	Fall Semester 2013 Bowling Green State University change term My Exam Schedule
	Select display option: (a) Show All Classes (b) Show Enrolled Classes Only
	Icon Legend: 🏫 Class Roster 🋕 Early Alert 🛐 Grade Roster 🌄 Learning Management
	My Teaching Schedule > Fall Semester 2013 > Bowling Green State University
	PYC 2401- Course Title (Lecture) 4 TBA TBA Aug 26, 2013- 101 01 020, 2013 020, 2013 020, 2013 020, 2013

Step	Action
5.	After clicking on the icon you will be taken to the roster page.
	▼ <u>PSYC 2401 - 1001 (78490)</u> change class
	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 Not Reviewed save
	Display Unassigned Roster Grade Only
	Student Grade Transcript Note ITT ID Name Roster Grade Official Grade Grade Basis Program and Plan Basis Level Last Attended (for WF or ATN only) Last Date of Attendance
	I 000 Image: Comparison of the second seco
	Image: Second
	☐ 3 000 GRD GRD GRD College of Arts and Sciences - Mathematics Freshman
	4 000 Image: College of Business Admin - Undecided Freshman Image: College of Business Admin - Undecided
	Image: Select All Clear All Printer Friendly Version
	<- add this grade to selected students
	GET CSS FINAL GRADE FROM BLACKBOARD SAVE

Step	Action				
6.	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. Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate PSYC 2401 - 1001 (78490) change class				
	Course Intel (Lecture) Days and Times Room Instructor Dates TBA TBA Karen Lau 08/26/2013 - 12/20/2013				
	Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only Grade Roster Act on: *Approval Status Not Reviewed same				
	Student Grade Transcript Note Image: Constraint of the state of th				
	College of Business Admin - Senior				
	2 0000825360 Lenke, Lori A A ATN B ATN B Health and Human Services - Bachelor of Applied Hlth Sci Freshman				
	3 0000926728 Miller, Peggy J F GRD College of Arts and Sciences - NGR Freshman Image: College of Arts				
	4 0000883719 Sanders, Pamela J Image: College of Business Admin - Undecided Freshman Image: College of Business Admin - Undecided				
	Image: Select All Clear All Printer Friendly Version Image: Select All Clear All Printer Friendly Version Image: Select All Selected students notify selected students				
	GET CSS FINAL GRADE FROM BLACKBOARD SAVE				

Step	Action
7.	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.
	Course Title (Lecture)
	Days and Times Room Instructor Dates TBA TBA Karen Lau 08/26/2013 - 12/20/2013
	Display Options: *Grade Roster Type Final Grade Approval Status Not Reviewed Save *Approval Status Not Reviewed Save
	Student Grade Transcript Note IEII) ID Name Roster Official Grade Program and Plan Level Last Attended (for WF or ATN Last Date of Attendance
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	2 000 A ATN B C A ATN B C Health and Human Services - Bachelor of Applied Hth Sci Freshman Image: Comparison of Compa
	3 000 000<
	Image: A 000 Image: College of Business Admin - Undecided Image: College of Business Admin - Undecided
	Select All Clear All Printer Friendly Version C add this grade to selected students notify selected students notify all students

Step	Action							
8.	If you have a can first selec the bottom of	class in whi ct all of the s f the roster.	ch the ma tudents or	jorit the	y of student roster by c	s recei licking	ived the same grac g on the "Select Al	le, you l" link at
	Fall Semester 2013 PSYC 2401 - 1	Regular Academic Ses	sion Bowling Gre	en Stat	e University Under	graduate		
	Course Litle (Lect	ure)						
	Days and Times TBA	Room In TBA K	nstructor [aren Lau []	Dates 08/26/20	013 - 12/20/2013			
	Display Options: *Grade Roster 1 Display Una	Type Final Grade Issigned Roster Grade	Gra */ Only	de Rost Approva	er Action: Il Status Not Rev	iewed	▼ save	
	Student Grade	Transcript Note	Roster Official Grade Grade	Grade Basis	Program and Plan	Level	Last Attended (for WF or ATN only)	Last Date of Attendance
	1 000			GRD	College of Business Admin - Accounting	Senior		1
	2 000	·	•	GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman		
	3 000			GRD	College of Arts and Sciences - Mathematics	Freshman		31
	4 000			GRD	College of Business Admin - Undecided	Freshman		1
	Download	间 < Rows 1 - 4 of 4	₩ H					
	Select All Clear A	ll add this grade to selec studentsnotify	cted students y all students				Printer Friendly Version	
	GET CSS FINAL (Grade From BlackBoat	RD				SAVE	

Step	Action							
9.	Select a grade value in the dropdown box next to "Add this grade to selected students" 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 Display Unassigned Roster Grade Only							
	Student Grade Transcript Note E							
	ID Name Roster Grade Grade Grade Basis Program and Plan Level Last Attended (for WF or ATN Attendance Attendance)							
	College of Business Admin - Accounting							
	C 2 000 C C C C C C C C C C C C C C C C							
	3 000 Image: College of Arts Image: College of Arts GRD College of Arts Freshman Image: College of Arts Mathematics							
	4 000 Image: College of Business Admin - Undecided							
	Select All Clear All Printer Friendly Version							
	 - add this grade to selected students A motify all students ATN B 							
	D S FINAL GRADE FROM BLACKBOARD SAVE							

Step	Action			
10.	After you have select button. This will app student records and of following Step 6 abov Fall Semester 2013 Regular Acade Selection (7849) Course Title (Lecture) Days and Times Room TBA TBA	ted the grade, click ply the grade to all change the grade for ove. emic Session Bowling Green Stat 0) change class Instructor Dates Karen Lau 08/26/2	the "Add this grade t students. You may th or those that received s e University Undergraduate	to selected students" nen go to individual something different by
	Display Options: *Grade Roster Type Final (Display Unassigned Roster Student Grade Transcript Note	Grade Construction of the second seco	er Action: al Status Not Reviewed 💌	save
	ID Name	Roster Official Grade Grade Grade Basis	Program and Plan Level	Last Attended (for WF or ATN Last Dat only) Attenda
	1 000	A 💌 GRD	College of Business Admin - Senior Accounting	
	2 000	A 💌 GRD	Health and Human Services - Bachelor of Applied Hlth Sci	
	3 000	A 💌 GRD	College of Arts and Sciences - Freshman Mathematics	
	4 000	A 🗸 GRD	College of Business Admin - Freshman Undecided	
	Download H H Rows	1 - 4 of 4 🕨 🕅		
	Select All Clear All	e to selected students notify all students	Prints	r Friendly Version
	GET CSS FINAL GRADE FROM B	LACKBOARD	SAV	E

Step	Action					
11.	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 ent 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 ent periodically to ensure you do not lose your work.					
	faculty center advisor center search					
	Grade Roster					
	View FERPA Statement					
	You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.					
	all Semester 2013 Regular Academic Session Bowling Green State University Undergraduate					
	Days and Times Room Instructor Dates TBA TBA Karen Lau 08/26/2013 - 12/20/2013					
12.	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. Fall Semester 2013 Regular Academic Session Bowing 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 Display Unassigned Roster Grade Only *Approval Status Not Reviewed save					
	Student Grade Transcript Note ITT ID Name Roster Official Grade Program and Plan Level Last Attended (for WF or ATN Last Date of					
	V 1 000 Attendance V 1 000 ATT GRD College of Business Accounting Senior Image: College of Business College of Business Senior Image: College of Business					

Step	Action				
13.	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.				
	PSYC 2401 - 1001 (78490) change class Course Title (Lecture) Days and Times Room Days and Times Room Instructor Dates TBA TBA Karen Lau 08/26/2013 - 12/20/2013				
	Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only Grade Roster Action: *Approval Status Not Reviewed save				
	Student Grade Transcript Note Transcript Note ID Name Roster Official Grade Program and Plan Leve Last Attended (for WF or ATN Last Date of Attendance V 1 000 ATI GRD College of Business Senic Ist Half of Term Ist Half of Term V 2 000 A GRD GRD Health and Human Services - Bachelor of Applied Hith Fresh nan Ist Half of Term Ist Wear Attended Specific Date Available Ist Name I				
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.				

Step	Action
16.	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. 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.
	Display Unassigned Roster Grade Only Student Grade Transcript Note ID Name Roster Grade Grade Grade Program and Plan Level Ast Attended (for WF or Ast Date of ID 10 Name Roster Grade Grade Program and Plan Level Ast Attended (for WF or Ast Date of ID 1000 ATN F Grade Grade Program and Plan Level Ast Attended (for WF or Ast Date of ID 1000 ATN F Grade Grade Program and Plan Level Ast Attended (for WF or Ast Date of ID 1000 ATN F GRO College of Business Admin - Senior Specific Date Available 11/25/2013 ID 3 000 A GRO Gelge of Arts and Sciences - Freshman Grade Gelge Date of Mathematics Freshman Ger Call Ger Call Ger Call Rows 1 - 4 of 4 JP Mathematics Sect CSS Finat Grade Frow BLACKBOARD SAYE Post Post Mathematics Post Post Post </th

17.	Once the Approval Status is set to "Approved", the "Post" button appears at the bottom 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	of
	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	
	PSYC 2401 - 1001 (78490) change class Course Title (Lecture) Days and Times Days and Times Room	
	Course Title (Lecture) Days and Times Room Instructor Dates	
	TBA TBA Karen Lau 08/26/2013 - 12/20/2013	
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	Student Grade Transcript Note [HEE)	
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	I 000 ATN F GRD College of Business Admin - Senior Senior Specific Date Available 11/25/20	.3
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	[] Download	
	Select All Clear All Printer Friendly Version	
	GET CSS FINAL GRADE FROM BLACKBOARD SAVE POST	
	You will see the word "Posted" next to the Approval Status if you successfully	es,
	recorded the grades. If you wish to leave the grade roster before posting the grad please remember to save your work. Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate Y PSYC 2401 - 1001 (78490) Change class Course Title (Lecture) Days and Times Room TBA TBA Karen Lau 08/26/2013 - 12/20/2013	
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	recorded the grades. If you wish to leave the grade roster before posting the grade 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 TEA TEA Karen Lau 08/26/2013 - 12/20/2013 Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only Student Grade Transcript Note TTD ID Name Roster Converted Official Grade Program and Plan Level Status Last Attended (for WF Last D	te of
	recorded the grades. If you wish to leave the grade roster before posting the grad please remember to save your work. Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate PSYC 2401 - 1001 (78490)	te of ance 1013
	recorded the grades. If you wish to leave the grade roster before posting the grade please remember to save your work.	ite of ance 1013
	recorded the grades. If you wish to leave the grade roster before posting the grad please remember to save your work. Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate Fall Semester 2013 Regular Academic Session Bowling Green State University Undergraduate	ite of ance
	recorded the grades. If you wish to leave the grade roster before posting the grad please remember to save your work.	te of ance 2013
	recorded the grades. If you wish to leave the grade roster before posting the grad please remember to save your work.	te of ance
	recorded the grades. If you wish to leave the grade roster before posting the grad please remember to save your work. Fal senester 2013 Regular Academic Session Bowling Green State University Undergraduate <u>VFYC 2401 - 1001 (78490) barge class</u> <u>Course Title (Lecture)</u> <u>Days and Time Toom Testructor Dates</u> <u>TEA TEA Keren Law 08/26/2013 - 12/20/2013</u> <u>Victorit Title (Lecture)</u> <u>Display Options:</u> <u>*Crade Roster Type Final Grade</u> <u>Display Unassigned Roster Grade Only</u> <u>*Crade Roster Type Final Grade</u> <u>Display Unassigned Roster Grade Only</u> <u>*Underf Crade Tomoriet Mode</u> <u>Tool A A A GRD Basis Fores Admin Senior Posted Specific Date Available 11/25/ <u>A A A GRD Basis First Admin Senior</u> <u>Posted Status Posted</u> <u>Select A Class 1 - 4 grade Meterset</u> <u>Roster Totse Admin Senior</u> <u>Posted Display Unassigned Roster 1 - 4 grade Meterset</u> <u>Roster Grade Display Unassigned Roster Crade Only</u> <u>Select A Class 1 - 4 grade Meterset</u> <u>Roster Grade Display Unassigned Roster Crade Display Unassigned Roster Crade Only</u> <u>Roster Grade Roster Grade Display Unassigned Roster Grade Only</u> <u>Roster Grade Roster Grade Display Unassigned Roster Grade Only</u> <u>Roster Grade Roster Grade Display Unassigned Roster Grade Only</u> <u>Roster Grade Roster Grade Only</u> <u>Roster Grade Roster Grade Only</u> <u>Roster Grade Roster Grade Display Unassigned Roster Grade Only</u> <u>Roster Grade Roster Final Orace</u> <u>Roster Grade Roster Grade Only</u> <u>Roster Grade Roster Grade Only</u> <u>Roster Grade Roster Final Orace</u> <u>Roster Grade Roster Grade Only</u> <u>Roster Freshman Posted</u> <u>Roster I - 4 grade</u> <u>Roster I - 4 grade</u></u>	te of ance
	recorded the grades. If you wish to leave the grade roster before posting the please remember to save your work.	

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.	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.
	If you have any questions they can be directed to 372-8232 or <u>Records@BGSU.EDU</u> .
21.	Undergraduate Non-Attendance Procedures
	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.
	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.
	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.
	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.
	Graduate Non-Attendance Procedures
	GRADUATE courses will still use the mark of 'WF'.