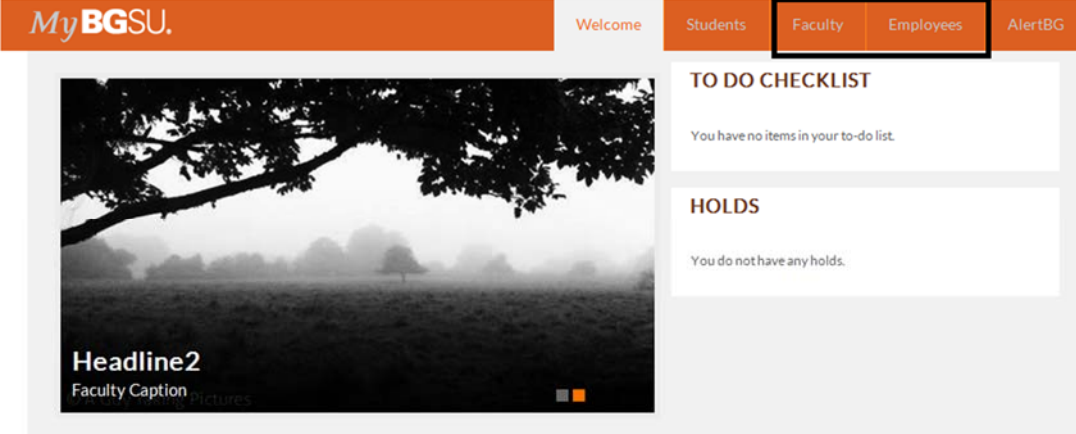
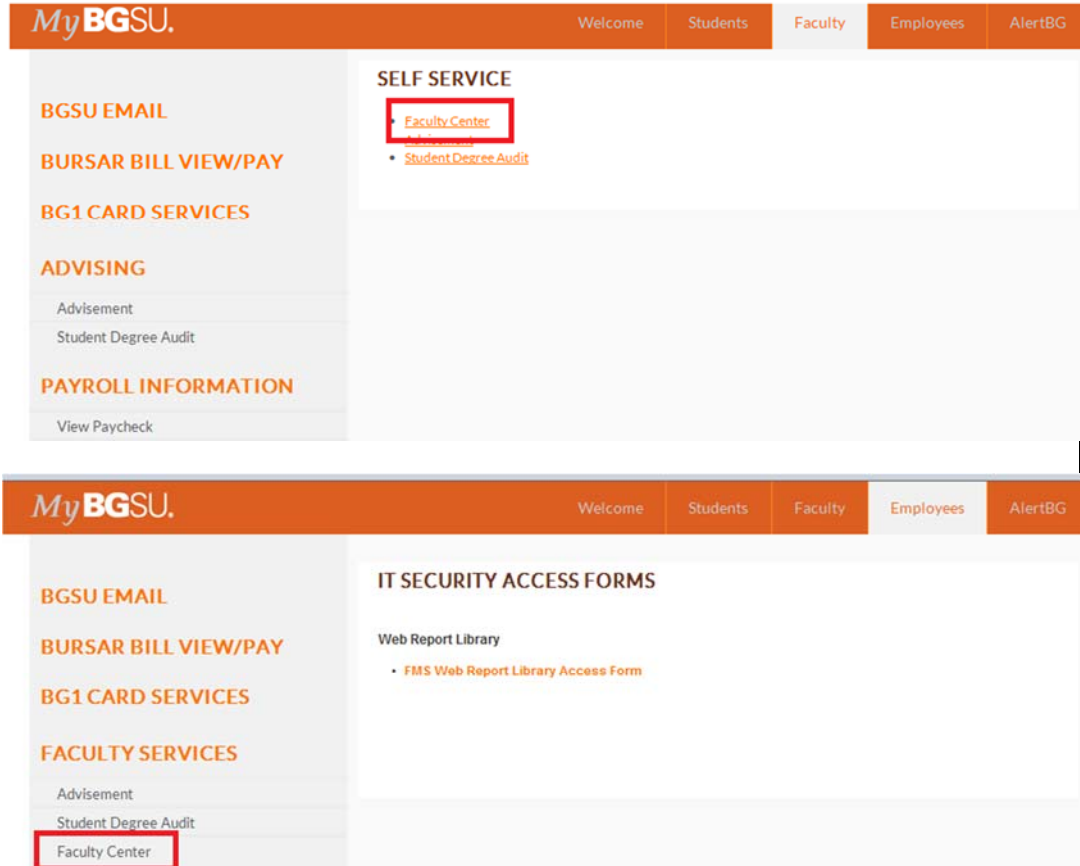










## Submitting Grades via Self Service

Step	Action
1.	<p>If a student stops attending a class (this includes students who attend but then miss the final and have not made other arrangements with the instructor) or never attends a class the mark of 'ATN' was created for UNDERGRADUTE courses. When this mark is selected the final grade of 'F' will appear on the student's record. Last date of attendance information must also be reported when a mark of ATN is awarded so as to be compliant with federal regulation regarding the awarding of student financial aid. Failing to assign a mark of ATN to students who have stopped attending can result in the University losing financial aid monies. For GRADUATE students, a grade of 'WF' should be assigned and last date of attendance information provided.</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' 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 'U' will appear on the student's record.</p>
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="363 254 1273 285">Under either tab you will find a link to the Faculty Center. Click on that link.</p>  <p>The first screenshot shows the 'MyBGSU' website with the 'Faculty' tab selected. The 'SELF SERVICE' section contains a link to 'Faculty Center' which is highlighted with a red box. Other links in this section include 'Student Degree Audit'.</p> <p>The second screenshot shows the same website with the 'Faculty' tab selected. The 'FACULTY SERVICES' section contains a link to 'Faculty Center' which is highlighted with a red box. Other links in this section include 'Advisement' and 'Student Degree Audit'.</p>

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><b>Faculty Center</b></p> <hr/> <p><b>My Schedule</b></p> <p>Fall Semester 2013   Bowling Green State University <a href="#">change term</a> <a href="#">My Exam Schedule</a></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><b>My Teaching Schedule &gt; Fall Semester 2013 &gt; Bowling Green State University</b></p> <table border="1"> <tr> <td></td> <td><a href="#">BYC 2401-</a></td> <td>Course Title (Lecture)</td> <td>4</td> <td>TBA</td> <td>TBA</td> <td>Aug 26, 2013- Dec 20, 2013</td> </tr> </table>		<a href="#">BYC 2401-</a>	Course Title (Lecture)	4	TBA	TBA	Aug 26, 2013- Dec 20, 2013
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Step	Action																																																																							
5.	<p data-bbox="363 254 1156 289">After clicking on the icon you will be taken to the roster page.</p> <p data-bbox="383 296 1062 315">Fall Semester 2013   Regular Academic Session   Bowling Green State University   Undergraduate</p> <div data-bbox="383 321 1174 453"> <p data-bbox="383 331 792 357">▼ <b>PSYC 2401 - 1001 (78490)</b> <a href="#">change class</a></p> <p data-bbox="412 365 565 384">Course Title (Lecture)</p> <table border="1" data-bbox="412 390 1084 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="391 506 1190 621"> <table border="1"> <tr> <td data-bbox="391 506 769 621"> <p data-bbox="391 512 516 531">Display Options:</p> <p data-bbox="412 541 740 560">*Grade Roster Type <input type="text" value="Final Grade"/> ▼</p> <p data-bbox="431 569 721 588"><input type="checkbox"/> Display Unassigned Roster Grade Only</p> </td> <td data-bbox="769 506 1190 621"> <p data-bbox="769 512 932 531">Grade Roster Action:</p> <p data-bbox="790 541 1174 560">*Approval Status <input type="text" value="Not Reviewed"/> ▼ <a href="#">save</a></p> </td> </tr> </table> </div> <div data-bbox="391 636 1414 1083"> <table border="1"> <thead> <tr> <th colspan="2">Student Grade</th> <th colspan="2">Transcript Note</th> <th colspan="7"></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 Date of Attendance</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1 000</td> <td></td> <td><input type="text"/></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"/></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"/></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"/></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="412 947 737 966">Download Rows 1 - 4 of 4</p> <p data-bbox="391 982 1252 1001">Select All Clear All <a href="#">Printer Friendly Version</a></p> <p data-bbox="412 1014 805 1033"><input type="text"/> ▼ &lt;- add this grade to selected students</p> <p data-bbox="412 1045 805 1064"> <input type="button" value="notify selected students"/> <input type="button" value="notify all students"/> </p> </div> <div data-bbox="407 1115 1157 1140"> <p data-bbox="407 1115 716 1140"><a href="#">GET CSS FINAL GRADE FROM BLACKBOARD</a></p> <p data-bbox="1076 1115 1157 1140"><a href="#">SAVE</a></p> </div>	Days and Times	Room	Instructor	Dates	TBA	TBA	Karen Lau	08/26/2013 - 12/20/2013	<p data-bbox="391 512 516 531">Display Options:</p> <p data-bbox="412 541 740 560">*Grade Roster Type <input type="text" value="Final Grade"/> ▼</p> <p data-bbox="431 569 721 588"><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p data-bbox="769 512 932 531">Grade Roster Action:</p> <p data-bbox="790 541 1174 560">*Approval Status <input type="text" value="Not Reviewed"/> ▼ <a href="#">save</a></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 Date of Attendance	<input type="checkbox"/>	1 000		<input type="text"/>		GRD	College of Business Admin - Accounting	Senior	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	2 000		<input type="text"/>		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"/>		GRD	College of Arts and Sciences - Mathematics	Freshman	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	4 000		<input type="text"/>		GRD	College of Business Admin - Undecided	Freshman	<input type="text"/>	<input type="text"/>
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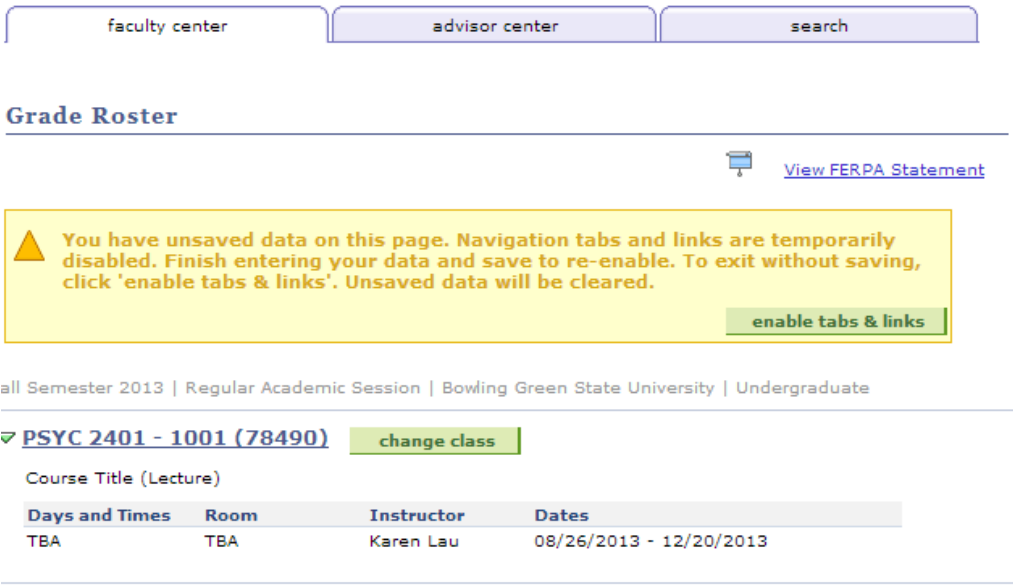
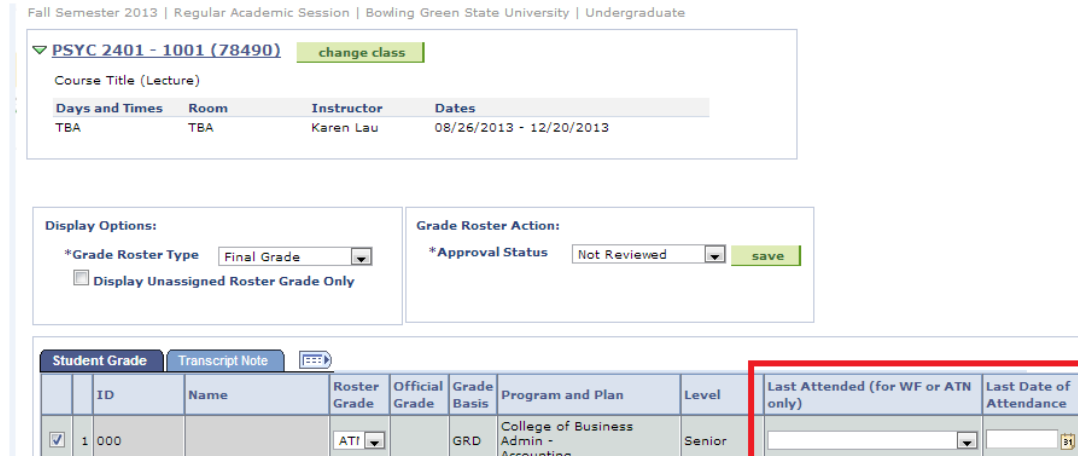
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7.	<p>Clicking on the desired grade symbol will select that grade for the student. You can then go down the roster repeating this step for each student. Special instructions on how to grade students that have stopped attending or never attended appear later in this document.</p> <p>fall Semester 2013   Regular Academic Session   Bowling Green State University   Undergraduate</p> <p>▼ PSYC 2401 - 1001 (78490) <a href="#">change class</a></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"/> <a href="#">save</a></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><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" value="31"/></td> </tr> <tr> <td>2 000</td> <td></td> <td><input type="text" value="ATN"/></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" value="31"/></td> </tr> <tr> <td>3 000</td> <td></td> <td><input type="text" value="F"/></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" value="31"/></td> </tr> <tr> <td>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"/></td> <td><input type="text" value="31"/></td> </tr> </tbody> </table> <p><a href="#">Download</a> Rows 1 - 4 of 4</p> <p><a href="#">Select All</a> <a href="#">Clear All</a> <a href="#">Printer Friendly Version</a></p> <p><input type="text" value=""/> &lt;- add this grade to selected students</p> <p><a href="#">notify selected students</a> <a href="#">notify all students</a></p> <p><a href="#">GET CSS FINAL GRADE FROM BLACKBOARD</a> <a href="#">SAVE</a></p>	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		<input type="text" value="A"/>		GRD	College of Business Admin - Accounting	Senior	<input type="text"/>	<input type="text" value="31"/>	2 000		<input type="text" value="ATN"/>		GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	<input type="text"/>	<input type="text" value="31"/>	3 000		<input type="text" value="F"/>		GRD	College of Arts and Sciences - Mathematics	Freshman	<input type="text"/>	<input type="text" value="31"/>	4 000		<input type="text" value=""/>		GRD	College of Business Admin - Undecided	Freshman	<input type="text"/>	<input type="text" value="31"/>
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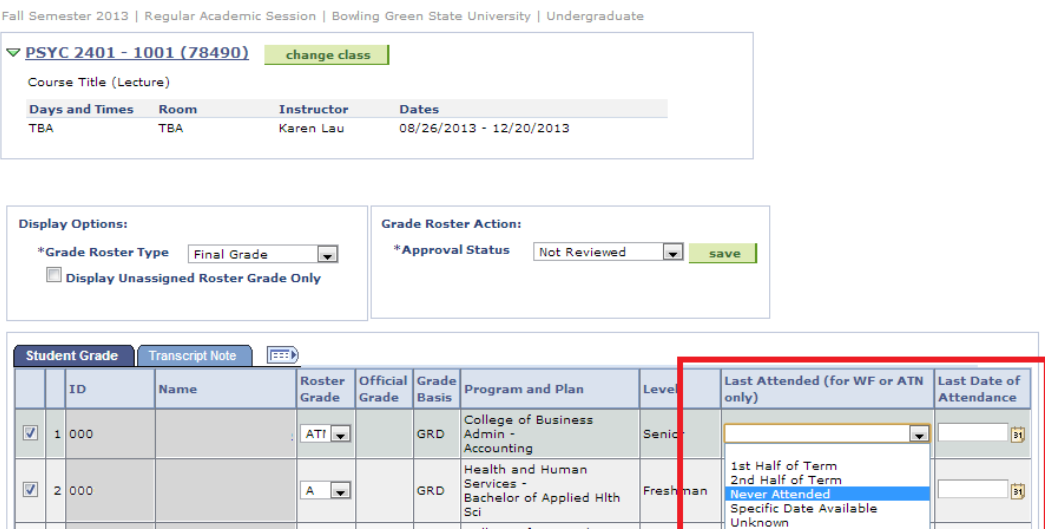
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8.	<p>If you have a class in which the majority of students received the same grade, you can first select all of the students on the roster by clicking on the “Select All” link at the bottom of the roster.</p> <div data-bbox="373 394 1430 1272" style="border: 1px solid #ccc; padding: 10px;"> <p>Fall Semester 2013   Regular Academic Session   Bowling Green State University   Undergraduate</p> <p>▼ <a href="#">PSYC 2401 - 1001 (78490)</a> <a href="#">change class</a></p> <p>Course Title (Lecture)</p> <table border="1" data-bbox="402 499 1101 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 data-bbox="389 617 1211 737" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Display Options:</b></p> <p>*Grade Roster Type <input type="text" value="Final Grade"/> ▼</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p><b>Grade Roster Action:</b></p> <p>*Approval Status <input type="text" value="Not Reviewed"/> ▼ <a href="#">save</a></p> </div> <table border="1" data-bbox="389 758 1430 1094" style="border: 1px solid #ccc; margin-top: 10px;"> <thead> <tr> <th colspan="2">Student Grade</th> <th colspan="2">Transcript Note</th> <th colspan="7"></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 Date of Attendance</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1 000</td> <td></td> <td>▼</td> <td></td> <td>GRD</td> <td>College of Business Admin - Accounting</td> <td>Senior</td> <td>▼</td> <td>3/1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2 000</td> <td></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>3/1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3 000</td> <td></td> <td>▼</td> <td></td> <td>GRD</td> <td>College of Arts and Sciences - Mathematics</td> <td>Freshman</td> <td>▼</td> <td>3/1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4 000</td> <td></td> <td>▼</td> <td></td> <td>GRD</td> <td>College of Business Admin - Undecided</td> <td>Freshman</td> <td>▼</td> <td>3/1</td> </tr> </tbody> </table> <p data-bbox="402 1073 743 1094">Download Rows 1 - 4 of 4</p> <p data-bbox="389 1108 1276 1136"><a href="#">Select All</a> <a href="#">Clear All</a> <a href="#">Printer Friendly Version</a></p> <p data-bbox="402 1142 813 1163">▼ &lt;- add this grade to selected students</p> <p data-bbox="402 1171 813 1192"><a href="#">notify selected students</a> <a href="#">notify all students</a></p> <p data-bbox="402 1247 1179 1268"><a href="#">GET CSS FINAL GRADE FROM BLACKBOARD</a> <a href="#">SAVE</a></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	Grade Basis	Program and Plan	Level	Last Attended (for WF or ATN only)	Last Date of Attendance	<input type="checkbox"/>	1 000		▼		GRD	College of Business Admin - Accounting	Senior	▼	3/1	<input type="checkbox"/>	2 000		▼		GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	▼	3/1	<input type="checkbox"/>	3 000		▼		GRD	College of Arts and Sciences - Mathematics	Freshman	▼	3/1	<input type="checkbox"/>	4 000		▼		GRD	College of Business Admin - Undecided	Freshman	▼	3/1
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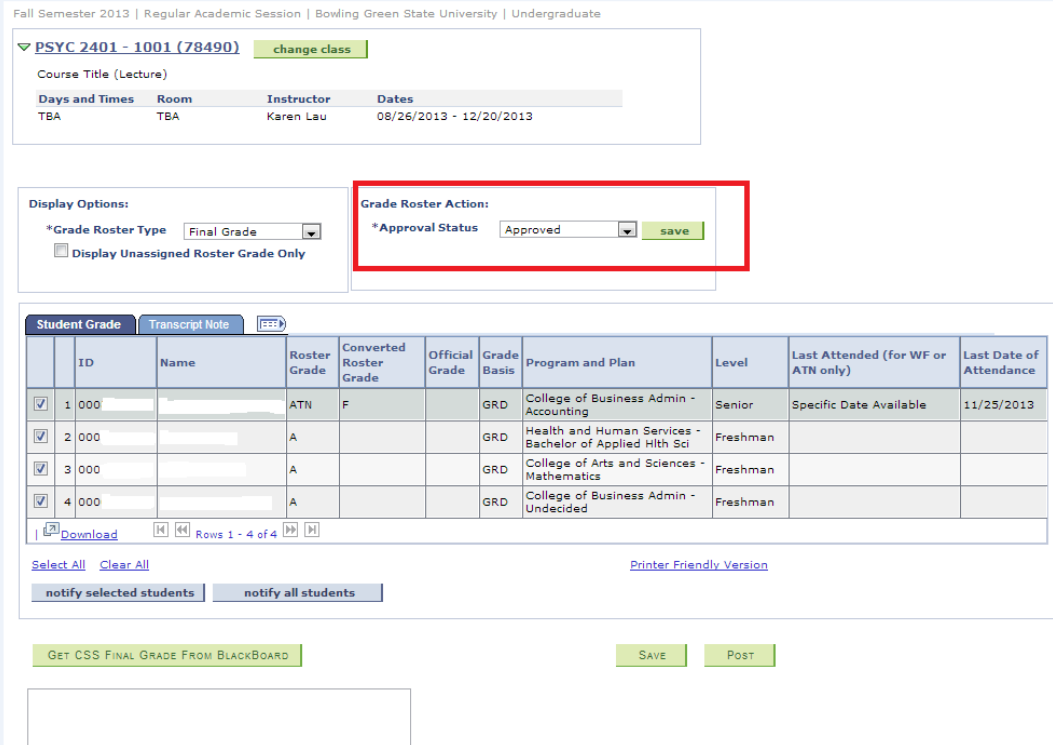
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10.	<p>After you have selected the grade, click the “Add this grade to selected students” button. This will apply the grade to all students. You may then go to individual student records and change the grade for those that received something different by following Step 6 above.</p> <p>Fall Semester 2013   Regular Academic Session   Bowling Green State University   Undergraduate</p> <p>▼ <b>PSYC 2401 - 1001 (78490)</b> <a href="#">change class</a></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"/> <a href="#">save</a></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 Attended</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></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></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></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></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></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></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></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></td> <td></td> </tr> </tbody> </table> <p><a href="#">Download</a> Rows 1 - 4 of 4</p> <p><a href="#">Select All</a> <a href="#">Clear All</a> <a href="#">Printer Friendly Version</a></p> <p><input type="text"/> <a href="#">&lt; - add this grade to selected students</a></p> <p><a href="#">notify selected students</a> <a href="#">notify all students</a></p> <p><a href="#">GET CSS FINAL GRADE FROM BLACKBOARD</a> <a href="#">SAVE</a></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 Attended	<input checked="" type="checkbox"/>		1 000		A		GRD	College of Business Admin - Accounting	Senior			<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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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) <span style="background-color: #90EE90; padding: 2px;">change class</span></p> <p>Course Title (Lecture)</p> <table border="1" data-bbox="397 535 1047 577"> <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 <span>Final Grade</span> <input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action: *Approval Status <span>Not Reviewed</span> <span style="background-color: #90EE90; padding: 2px;">save</span></p> <table border="1" data-bbox="397 777 1421 961"> <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 only)</th> <th>Last Date of Attendance</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <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><span>1st Half of Term</span></td> <td><span>31</span></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><span>Never Attended</span></td> <td><span>31</span></td> </tr> </tbody> </table>	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 only)	Last Date of Attendance	<input checked="" type="checkbox"/>	1 000		ATI		GRD	College of Business Admin - Accounting	Senior	<span>1st Half of Term</span>	<span>31</span>	<input checked="" type="checkbox"/>	2 000		A		GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	<span>Never Attended</span>	<span>31</span>
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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 and has 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) <a href="#">change class</a></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"/> ▼</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action:</p> <p>*Approval Status: <input type="text" value="Approved"/> ▼ <a href="#">save</a></p> <table border="1"> <thead> <tr> <th></th> <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><input checked="" type="checkbox"/></td> <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><input checked="" type="checkbox"/></td> <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><input checked="" type="checkbox"/></td> <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><input checked="" type="checkbox"/></td> <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><a href="#">Download</a> <a href="#">Rows 1 - 4 of 4</a></p> <p><a href="#">Select All</a> <a href="#">Clear All</a> <a href="#">Printer Friendly Version</a></p> <p><a href="#">notify selected students</a> <a href="#">notify all students</a></p> <p><a href="#">GET CSS FINAL GRADE FROM BLACKBOARD</a> <a href="#">SAVE</a> <a href="#">POST</a></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	<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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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 Type   Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status  [save](#)

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
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[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 Type   Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status

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
1 000		ATN	F	F	GRD	College of Business Admin - Accounting	Senior	Posted	Specific Date Available	11/25/2013
2 000		A		A	GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	Posted		
3 000		A		A	GRD	College of Arts and Sciences - Mathematics	Freshman	Posted		
4 000		A		A	GRD	College of Business Admin - Undecided	Freshman	Posted		

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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 <a href="mailto:Records@BGSU.EDU">Records@BGSU.EDU</a>.</p>
21.	<p>Because of the change to undergraduate grading policy making the mark of 'ATN' appear as an 'F' on the transcript, there had to be some 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' 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 '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' was created for UNDERGRADUTE courses. When this mark is selected the final grade of 'F' will appear on the student's record.</p>