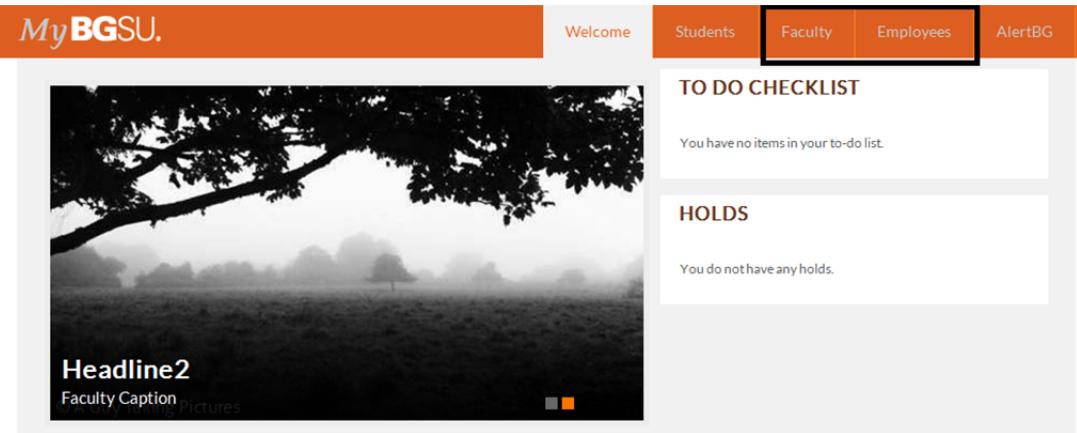
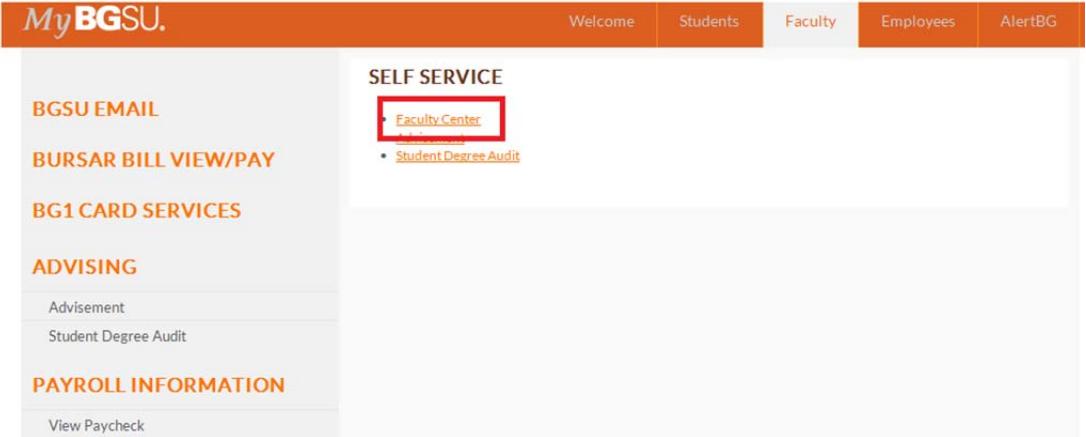


## Submitting Grades via Self Service

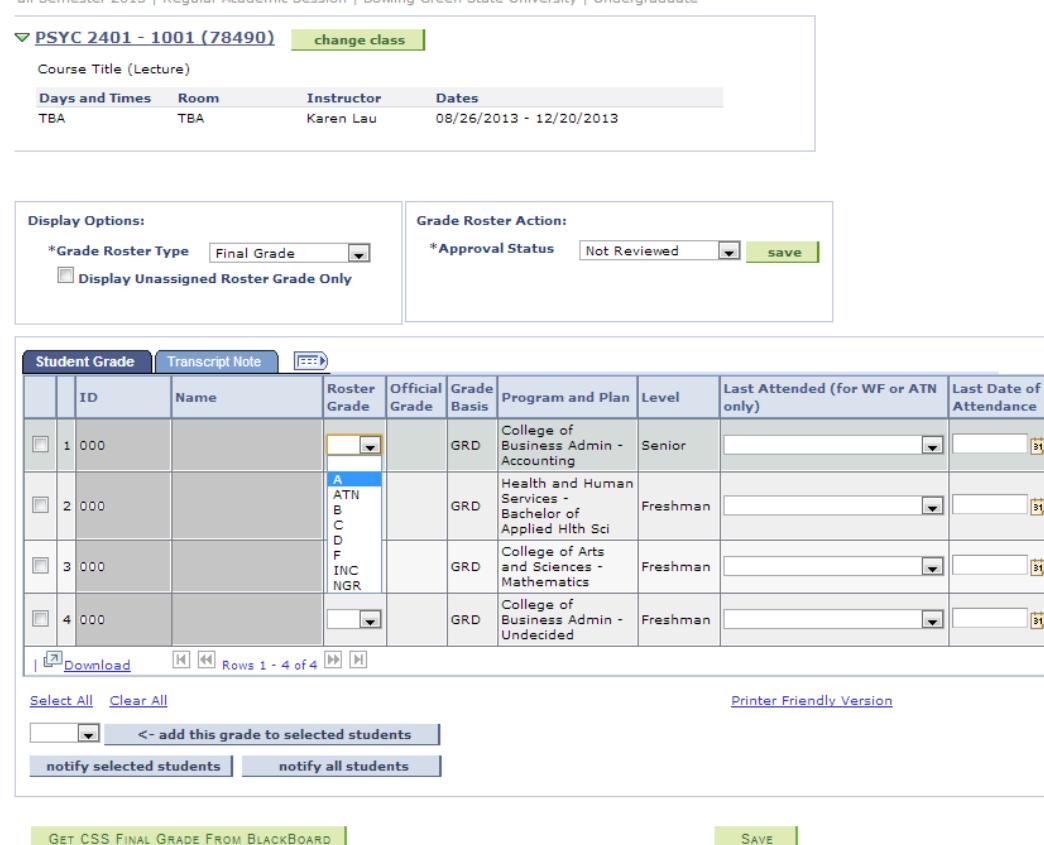
Step	Action
1.	After a tools upgrade that took place this summer, it is recommended that you use the browsers Chrome, Firefox or Safari. There have been issues with Internet Explorer loading pages in the Faculty Center. Please see the yellow highlighted section at the end of this document to review grading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

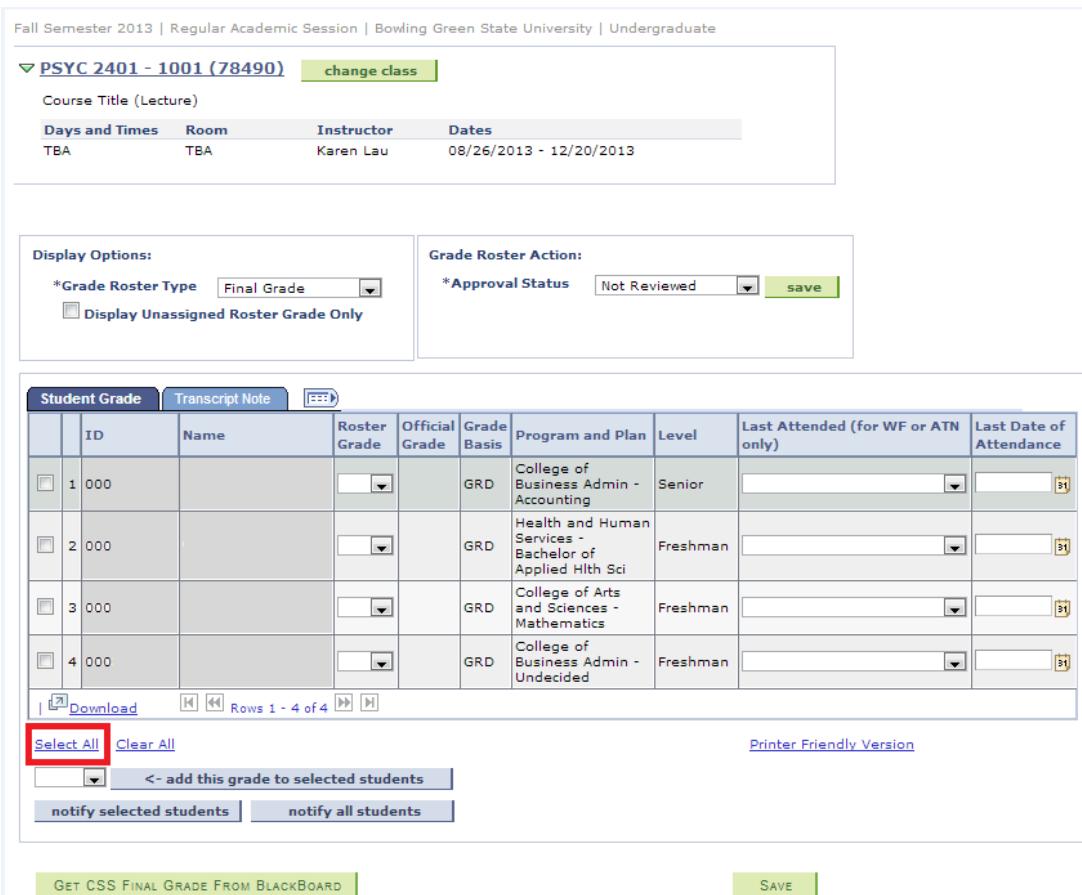
Step	Action
3.	<p>Under either tab you will find a link to the Faculty Center. Click on that link.</p>  

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> <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> PYC 2401- 101</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>	 PYC 2401- 101	Course Title (Lecture)	4	TBA	TBA	Aug 26, 2013-Dec 20, 2013
 PYC 2401- 101	Course Title (Lecture)	4	TBA	TBA	Aug 26, 2013-Dec 20, 2013		

Step	Action																																																										
5.	<p>After clicking on the icon you will be taken to the roster page.</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><b>Display Options:</b></p> <p>*Grade Roster Type: Final Grade <a href="#">▼</a></p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p><b>Grade Roster Action:</b></p> <p>*Approval Status: Not Reviewed <a href="#">▼</a> <a href="#">save</a></p> <p><b>Student Grade</b> <b>Transcript Note</b> <a href="#">[...]</a></p> <table border="1"> <thead> <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><a href="#">▼</a></td> <td></td> <td>GRD</td> <td>College of Business Admin - Accounting</td> <td>Senior</td> <td><a href="#">▼</a></td> <td><a href="#">[!]</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>2 000</td> <td></td> <td><a href="#">▼</a></td> <td></td> <td>GRD</td> <td>Health and Human Services - Bachelor of Applied Hlth Sci</td> <td>Freshman</td> <td><a href="#">▼</a></td> <td><a href="#">[!]</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>3 000</td> <td></td> <td><a href="#">▼</a></td> <td></td> <td>GRD</td> <td>College of Arts and Sciences - Mathematics</td> <td>Freshman</td> <td><a href="#">▼</a></td> <td><a href="#">[!]</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>4 000</td> <td></td> <td><a href="#">▼</a></td> <td></td> <td>GRD</td> <td>College of Business Admin - Undecided</td> <td>Freshman</td> <td><a href="#">▼</a></td> <td><a href="#">[!]</a></td> </tr> </tbody> </table> <p><a href="#">Download</a> <a href="#">[!]</a> Rows 1 - 4 of 4 <a href="#">[!]</a> <a href="#">[!]</a></p> <p><a href="#">Select All</a> <a href="#">Clear All</a> <a href="#">Printer Friendly Version</a></p> <p><a href="#">[!]</a> &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	<input type="checkbox"/>	1 000		<a href="#">▼</a>		GRD	College of Business Admin - Accounting	Senior	<a href="#">▼</a>	<a href="#">[!]</a>	<input type="checkbox"/>	2 000		<a href="#">▼</a>		GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	<a href="#">▼</a>	<a href="#">[!]</a>	<input type="checkbox"/>	3 000		<a href="#">▼</a>		GRD	College of Arts and Sciences - Mathematics	Freshman	<a href="#">▼</a>	<a href="#">[!]</a>	<input type="checkbox"/>	4 000		<a href="#">▼</a>		GRD	College of Business Admin - Undecided	Freshman	<a href="#">▼</a>	<a href="#">[!]</a>
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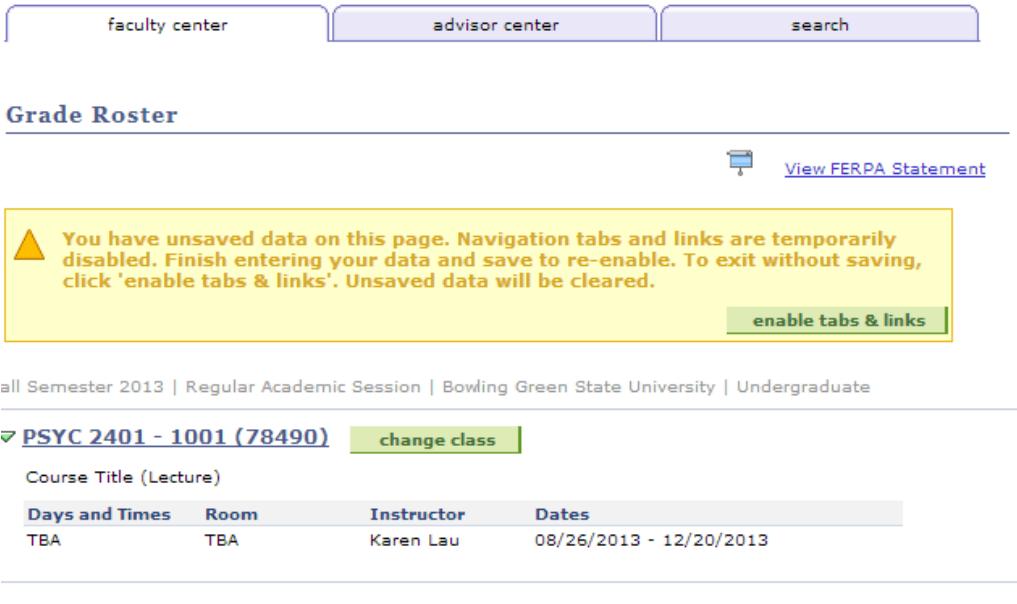
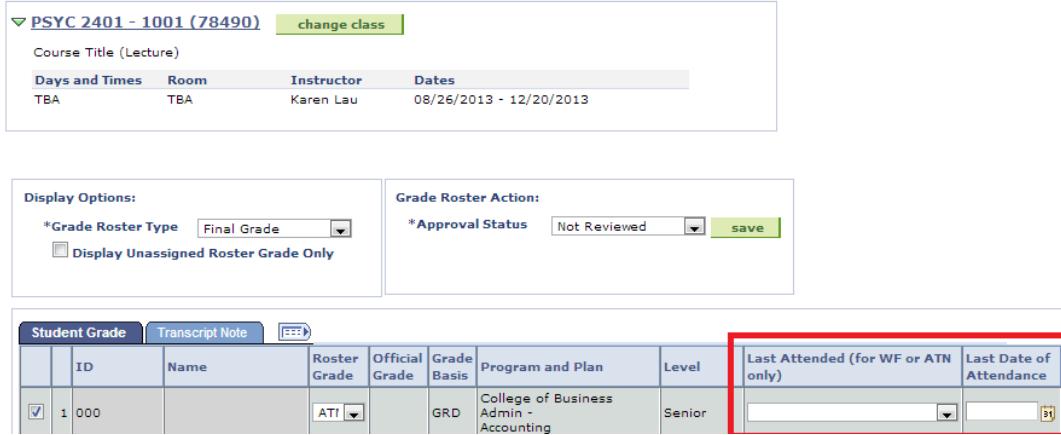
Step	Action																																																										
6.	<p>There are two ways you can approach grading. You can select the dropdown under “Roster Grade” for each Student ID/Name row in the class. The Approval Status must be set to ‘Not Reviewed’ to enter or change grade information. 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> <p><b>PSYC 2401 - 1001 (78490)</b> <a href="#">change class</a></p> <p>Course Title (Lecture)</p> <table border="1"> <tr> <td>Days and Times</td> <td>Room</td> <td>Instructor</td> <td>Dates</td> </tr> <tr> <td>TBA</td> <td>TBA</td> <td>Karen Lau</td> <td>08/26/2013 - 12/20/2013</td> </tr> </table> <p>Display Options:</p> <p>*Grade Roster Type: Final Grade <input type="button" value="▼"/></p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action:</p> <p>*Approval Status: Not Reviewed <input type="button" value="▼"/> <a href="#">save</a></p> <p><b>Student Grade</b> <a href="#">Transcript Note</a> <a href="#">[print]</a></p> <table border="1"> <thead> <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 0008231745</td> <td>Coogswell,Rebecca J</td> <td><input type="button" value="▼"/></td> <td>GRD</td> <td>College of Business Admin - Accounting</td> <td>Senior</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>2 0000825360</td> <td>Lenke,Lori A</td> <td>A ATN B C D F INC NGR</td> <td>GRD</td> <td>Health and Human Services - Bachelor of Applied Hlth Sci</td> <td>Freshman</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>3 0000926728</td> <td>Miller,Peggy J</td> <td><input type="button" value="▼"/></td> <td>GRD</td> <td>College of Arts and Sciences - Mathematics</td> <td>Freshman</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>4 0000883719</td> <td>Sanders,Pamela J</td> <td><input type="button" value="▼"/></td> <td>GRD</td> <td>College of Business Admin - Undecided</td> <td>Freshman</td> <td></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><input type="button" value="▼"/> <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		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 0008231745	Coogswell,Rebecca J	<input type="button" value="▼"/>	GRD	College of Business Admin - Accounting	Senior				<input type="checkbox"/>	2 0000825360	Lenke,Lori A	A ATN B C D F INC NGR	GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman				<input type="checkbox"/>	3 0000926728	Miller,Peggy J	<input type="button" value="▼"/>	GRD	College of Arts and Sciences - Mathematics	Freshman				<input type="checkbox"/>	4 0000883719	Sanders,Pamela J	<input type="button" value="▼"/>	GRD	College of Business Admin - Undecided	Freshman			
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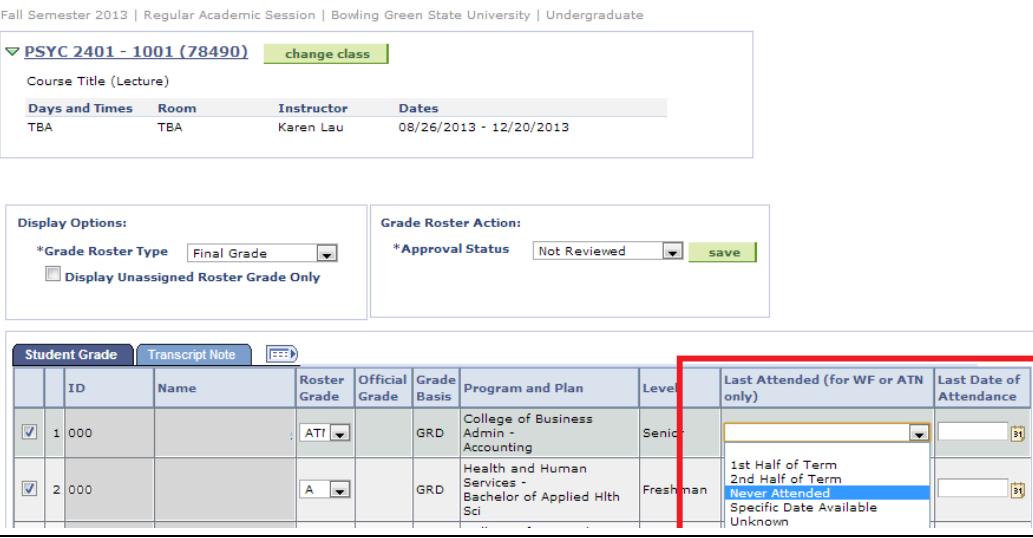
Step	Action
7.	<p>Clicking on the desired grade symbol will select that grade for the student. You can then go down the roster repeating this step for each student. Special instructions on how to grade students that have stopped attending or never attended appear later in this document.</p> 

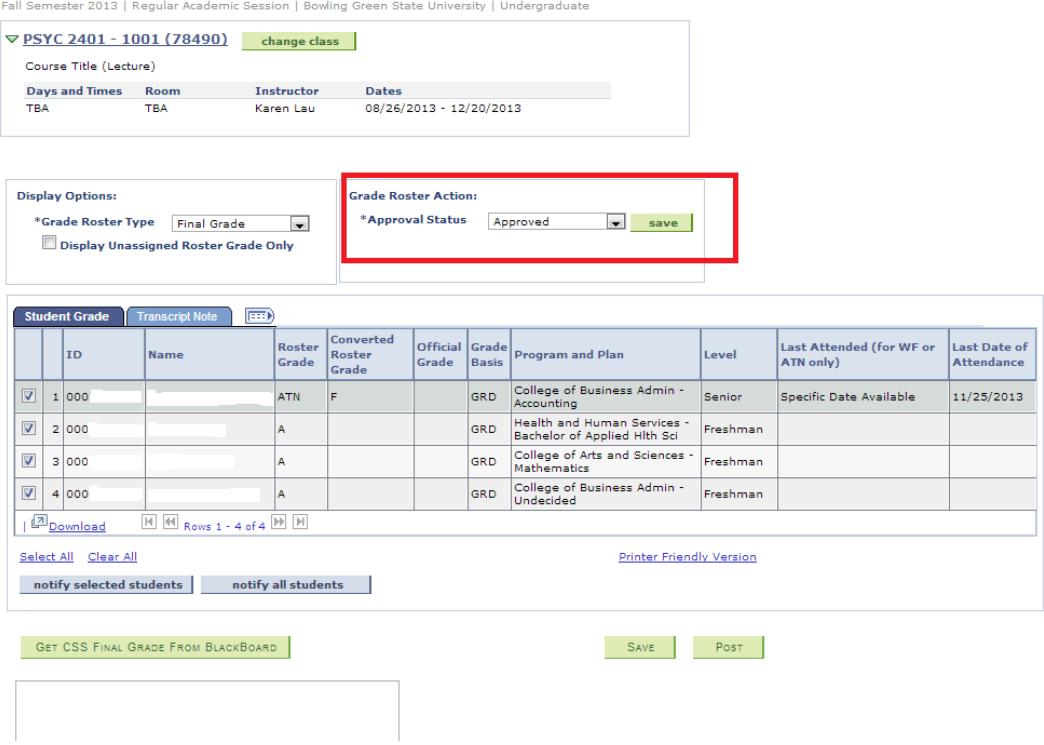
Step	Action
8.	<p>If you have a class in which the majority of students received the same grade, you can first select all of the students on the roster by clicking on the “Select All” link at the bottom of the roster.</p>  <p>The screenshot shows the Grade Roster Action page for PSYC 2401 - 1001 (78490). The page header includes the semester (Fall Semester 2013), session (Regular Academic Session), university (Bowling Green State University), and undergraduate status. The course title is PSYC 2401 - 1001 (78490). The course details table shows Days and Times (TBA), Room (TBA), Instructor (Karen Lau), and Dates (08/26/2013 - 12/20/2013). The 'Display Options' section includes 'Grade Roster Type' (Final Grade selected), 'Approval Status' (Not Reviewed selected), and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' section includes a 'save' button. The main table lists four students with their ID, Name, Roster Grade (all set to 'GRD'), Official Grade, Grade Basis, Program and Plan, Level, Last Attended (for WF or ATN only), and Last Date of Attendance. Each student row has a checkbox. Below the table are buttons for 'Download', 'Rows 1 - 4 of 4', 'Select All' (highlighted with a red box), 'Clear All', 'Printer Friendly Version', and 'notify selected students'/'notify all students'. At the bottom are buttons for 'GET CSS FINAL GRADE FROM BLACKBOARD' and 'SAVE'.</p>

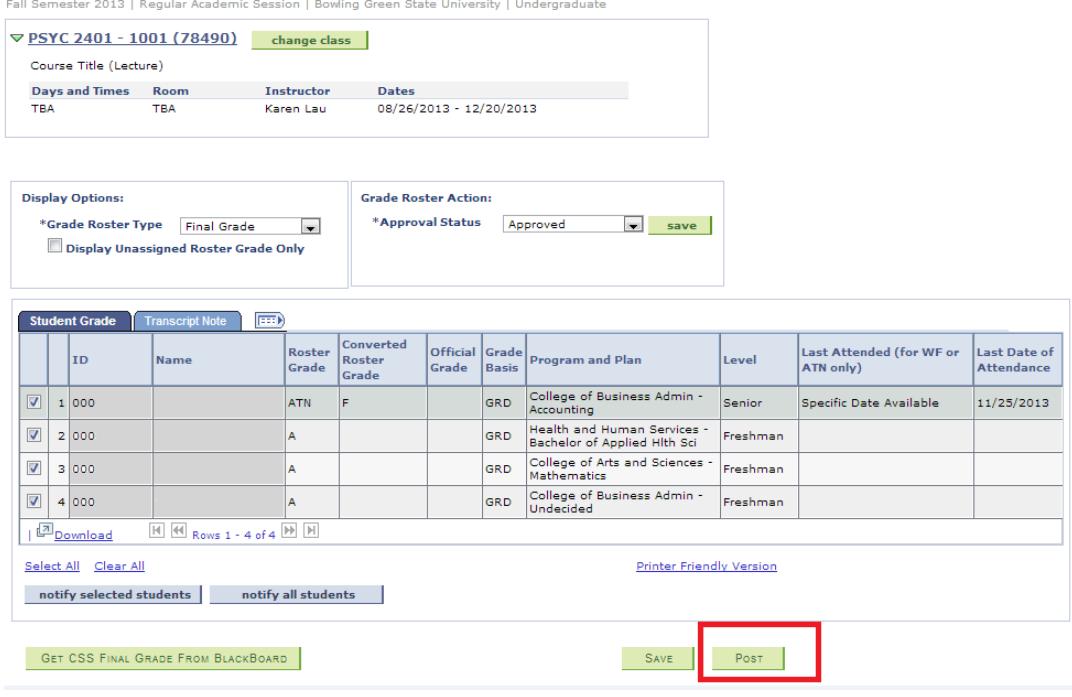
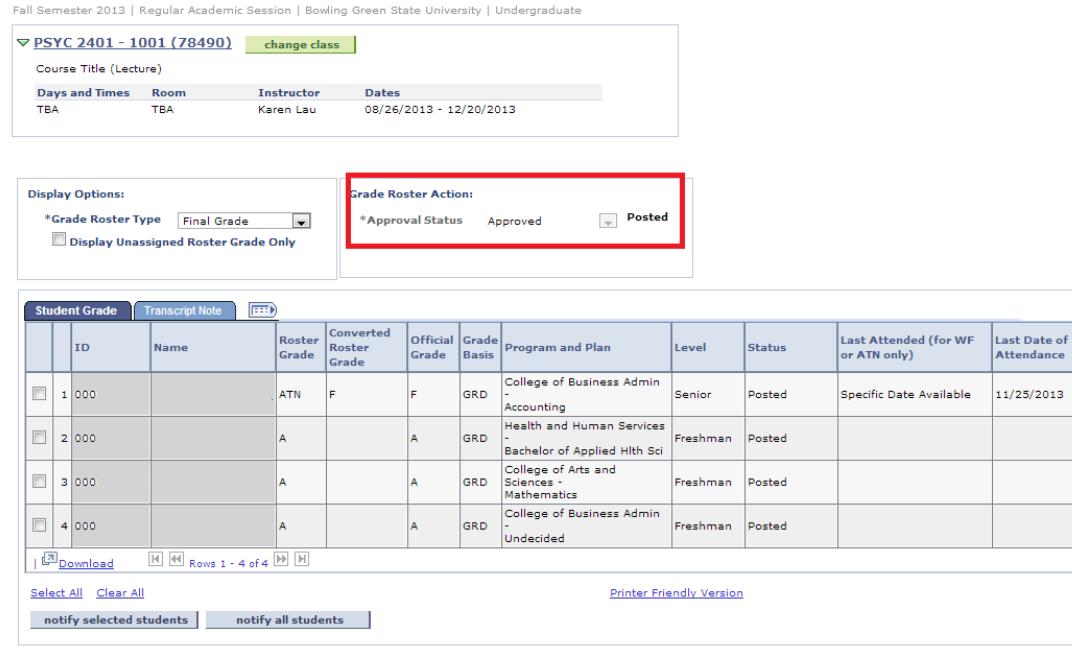
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9.	<p>Select a grade value in the dropdown box next to “Add this grade to selected students”</p> <p>Fall Semester 2013   Regular Academic Session   Bowling Green State University   Undergraduate</p> <p>▼ PSYC 2401 - 1001 (78490) <a href="#">change class</a></p> <p>Course Title (Lecture)</p> <table border="1"> <tr> <th data-bbox="404 397 518 418">Days and Times</th> <th data-bbox="527 397 584 418">Room</th> <th data-bbox="592 397 747 418">Instructor</th> <th data-bbox="755 397 845 418">Dates</th> </tr> <tr> <td data-bbox="404 420 518 441">TBA</td> <td data-bbox="527 420 584 441">TBA</td> <td data-bbox="592 420 747 441">Karen Lau</td> <td data-bbox="755 420 845 441">08/26/2013 - 12/20/2013</td> </tr> </table> <p>Display Options:</p> <p>*Grade Roster Type <input type="button" value="Final Grade"/> <input data-bbox="421 576 445 597" type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action:</p> <p>*Approval Status <input type="button" value="Not Reviewed"/> <input type="button" value="save"/></p> <p><a href="#">Student Grade</a> <a href="#">Transcript Note</a> <a href="#">...»</a></p> <table border="1"> <thead> <tr> <th data-bbox="388 677 412 699"></th> <th data-bbox="388 699 412 720">ID</th> <th data-bbox="388 720 412 741">Name</th> <th data-bbox="388 741 412 762">Roster Grade</th> <th data-bbox="388 762 412 783">Official Grade</th> <th data-bbox="388 783 412 804">Grade Basis</th> <th data-bbox="388 804 412 825">Program and Plan</th> <th data-bbox="388 825 412 846">Level</th> <th data-bbox="388 846 412 868">Last Attended (for WF or ATN only)</th> <th data-bbox="388 868 412 889">Last Date of Attendance</th> </tr> </thead> <tbody> <tr> <td data-bbox="388 720 412 741"><input type="checkbox"/></td> <td data-bbox="388 741 412 762">1 000</td> <td data-bbox="388 762 412 783"></td> <td data-bbox="388 783 412 804"><input type="button" value="▼"/></td> <td data-bbox="388 804 412 825">GRD</td> <td data-bbox="388 825 412 846">College of Business Admin - Accounting</td> <td data-bbox="388 846 412 868">Senior</td> <td data-bbox="388 868 412 889"><input type="button" value="▼"/></td> <td data-bbox="388 889 412 910"><input type="button" value="31"/></td> </tr> <tr> <td data-bbox="388 783 412 804"><input type="checkbox"/></td> <td data-bbox="388 804 412 825">2 000</td> <td data-bbox="388 825 412 846"></td> <td data-bbox="388 846 412 868"><input type="button" value="▼"/></td> <td data-bbox="388 868 412 889">GRD</td> <td data-bbox="388 889 412 910">Health and Human Services - Bachelor of Applied Hlth Sci</td> <td data-bbox="388 910 412 931">Freshman</td> <td data-bbox="388 931 412 952"><input type="button" value="▼"/></td> <td data-bbox="388 952 412 973"><input type="button" value="31"/></td> </tr> <tr> <td data-bbox="388 846 412 868"><input type="checkbox"/></td> <td data-bbox="388 868 412 889">3 000</td> <td data-bbox="388 889 412 910"></td> <td data-bbox="388 910 412 931"><input type="button" value="▼"/></td> <td data-bbox="388 931 412 952">GRD</td> <td data-bbox="388 952 412 973">College of Arts and Sciences - Mathematics</td> <td data-bbox="388 973 412 994">Freshman</td> <td data-bbox="388 994 412 1015"><input type="button" value="▼"/></td> <td data-bbox="388 1015 412 1036"><input type="button" value="31"/></td> </tr> <tr> <td data-bbox="388 910 412 931"><input type="checkbox"/></td> <td data-bbox="388 931 412 952">4 000</td> <td data-bbox="388 952 412 973"></td> <td data-bbox="388 973 412 994"><input type="button" value="▼"/></td> <td data-bbox="388 994 412 1015">GRD</td> <td data-bbox="388 1015 412 1036">College of Business Admin - Undecided</td> <td data-bbox="388 1036 412 1058">Freshman</td> <td data-bbox="388 1058 412 1079"><input type="button" value="▼"/></td> <td data-bbox="388 1079 412 1100"><input type="button" value="31"/></td> </tr> </tbody> </table> <p><a href="#">Download</a> <a href="#">Rows 1 - 4 of 4</a></p> <p>Select All <a href="#">Clear All</a> <a href="#">Printer Friendly Version</a></p> 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Step	Action																																																										
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><a href="#">PSYC 2401 - 1001 (78490)</a> <a href="#">change class</a></p> <p>Course Title (Lecture)</p> <table border="1"> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> <tr> <td>TBA</td> <td>TBA</td> <td>Karen Lau</td> <td>08/26/2013 - 12/20/2013</td> </tr> </table> <p>Display Options:</p> <p>*Grade Roster Type: Final Grade <input type="button" value="▼"/></p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action:</p> <p>*Approval Status: Not Reviewed <input type="button" value="▼"/> <a href="#">save</a></p> <p><a href="#">Student Grade</a> <a href="#">Transcript Note</a> <a href="#">[print]</a></p> <table border="1"> <thead> <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 Attended</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1 000</td> <td></td> <td>A <input type="button" value="▼"/></td> <td></td> <td>GRD</td> <td>College of Business Admin - Accounting</td> <td>Senior</td> <td><input type="button" value="▼"/></td> <td><input type="button" value="▼"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2 000</td> <td></td> <td>A <input type="button" value="▼"/></td> <td></td> <td>GRD</td> <td>Health and Human Services - Bachelor of Applied Hlth Sci</td> <td>Freshman</td> <td><input type="button" value="▼"/></td> <td><input type="button" value="▼"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>3 000</td> <td></td> <td>A <input type="button" value="▼"/></td> <td></td> <td>GRD</td> <td>College of Arts and Sciences - Mathematics</td> <td>Freshman</td> <td><input type="button" value="▼"/></td> <td><input type="button" value="▼"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>4 000</td> <td></td> <td>A <input type="button" value="▼"/></td> <td></td> <td>GRD</td> <td>College of Business Admin - Undecided</td> <td>Freshman</td> <td><input type="button" value="▼"/></td> <td><input type="button" value="▼"/></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><input type="checkbox"/> &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 Attended	<input checked="" type="checkbox"/>	1 000		A <input type="button" value="▼"/>		GRD	College of Business Admin - Accounting	Senior	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input checked="" type="checkbox"/>	2 000		A <input type="button" value="▼"/>		GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input checked="" type="checkbox"/>	3 000		A <input type="button" value="▼"/>		GRD	College of Arts and Sciences - Mathematics	Freshman	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input checked="" type="checkbox"/>	4 000		A <input type="button" value="▼"/>		GRD	College of Business Admin - Undecided	Freshman	<input type="button" value="▼"/>	<input type="button" value="▼"/>
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Step	Action
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> 
14.	<p>Failing to provide attendance information will keep you from being able to post grades.</p>
15.	<p>When all grades have been entered you may save your data first, or go directly to posting the grades.</p>

Step	Action																																																						
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) <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: Final Grade <input type="button" value="change"/></p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Grade Roster Action:</p> <p>*Approval Status: <input type="button" value="Approved"/> <input type="button" value="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>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>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>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>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>Select All <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	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
17.	<p>Once the Approval Status is set to “Approved”, the “Post” button appears at the bottom of the page.</p> 
18.	<p>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.</p> 

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 UNDERGRADUATE courses. When this mark is selected the final grade of 'F' will appear on the student's record.</p> <p>Please see the separate document "Grading Basis and How They Print on the Transcript" for further grading information.</p>