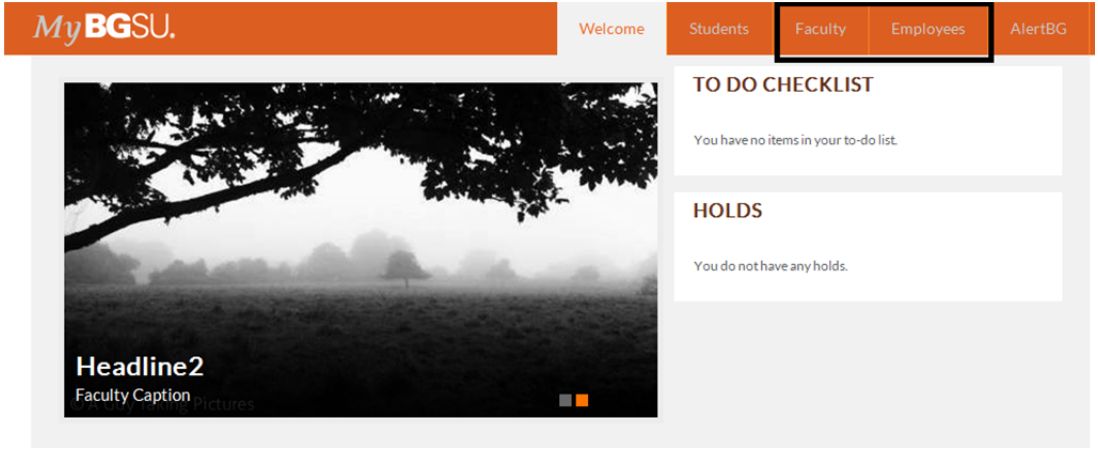
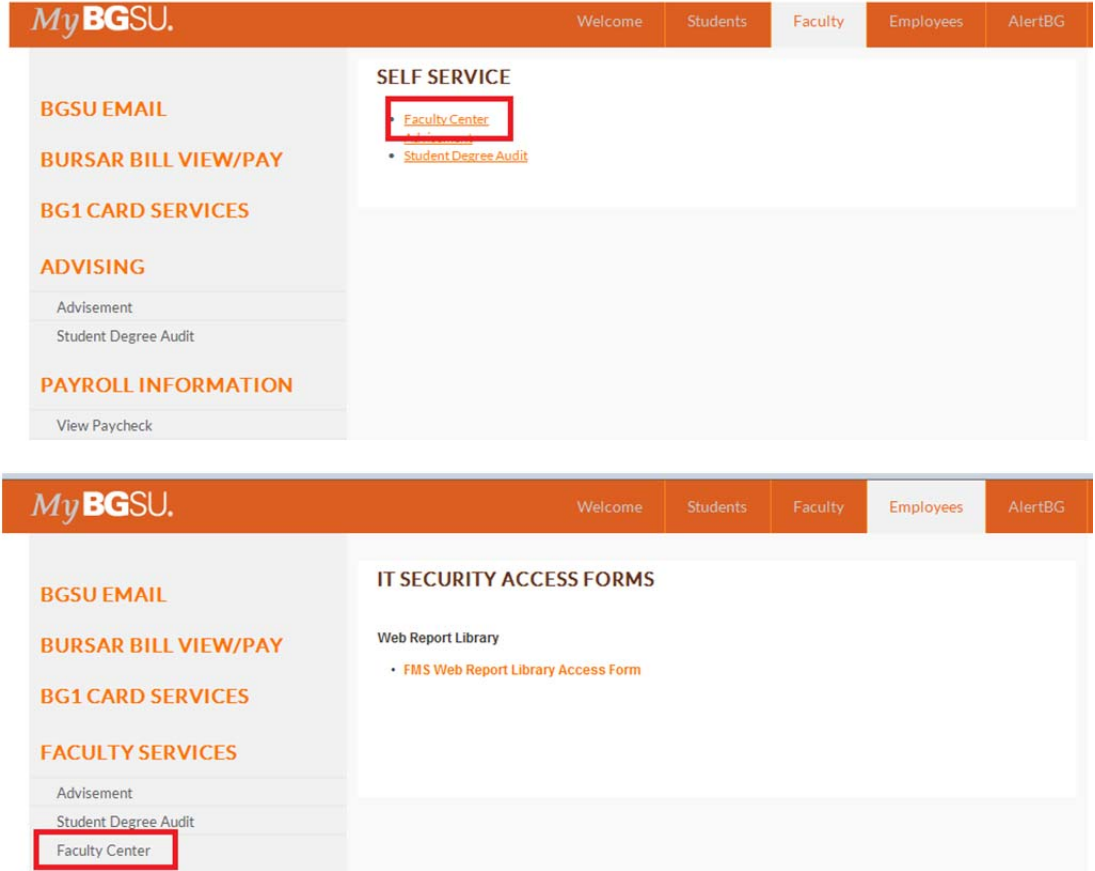










## Submitting Grades via Self Service

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>  The screenshot shows the MyBGSU website interface. At the top, there is an orange navigation bar with the text "MyBGSU." on the left. To its right, there are several tabs: "Welcome", "Students", "Faculty", "Employees", and "AlertBG". The "Faculty" and "Employees" tabs are highlighted with a black border. Below the navigation bar, the main content area is divided into two columns. The left column features a large image of a tree branch over a field, with the text "Headline2" and "Faculty Caption Pictures" overlaid. The right column contains two sections: "TO DO CHECKLIST" with the message "You have no items in your to-do list." and "HOLDS" with the message "You do not have any holds."

Step	Action
3.	<p data-bbox="354 256 1260 285">Under either tab you will find a link to the Faculty Center. Click on that link.</p> <div data-bbox="354 289 1442 1155">  <p>The image contains two screenshots of the MyBGSU website. Both screenshots show a navigation bar with 'Welcome', 'Students', 'Faculty', 'Employees', and 'AlertBG'. The left sidebar lists services: BGSU EMAIL, BURSAR BILL VIEW/PAY, BG1 CARD SERVICES, ADVISING (with sub-links Advisement and Student Degree Audit), and PAYROLL INFORMATION (with sub-link View Paycheck). The right sidebar has two sections: 'SELF SERVICE' and 'IT SECURITY ACCESS FORMS'. In the first screenshot, the 'Faculty Center' link under 'SELF SERVICE' is highlighted with a red box. In the second screenshot, the 'Faculty Center' link under 'FACULTY SERVICES' is highlighted with a red box.</p> </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><u>Faculty Center</u></p> <p><u>My Schedule</u></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><tr><td></td><td><a href="#">BYC 2401-101</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 2401-101</a>	Course Title (Lecture)	4	TBA	TBA	Aug 26, 2013- Dec 20, 2013
	<a href="#">BYC 2401-101</a>	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> <div> <div> PSYC 2401 - 1001 (78490) change class </div> <div> Course Title (Lecture) </div> <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> </div> <div> <div> Display Options: <div> *Grade Roster Type Final Grade </div> <input type="checkbox"/> Display Unassigned Roster Grade Only </div> <div> Grade Roster Action: <div> *Approval Status Not Reviewed </div> save </div> </div> <div> <div> Student Grade Transcript Note </div> <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></td> <td></td> <td>GRD</td> <td>College of Business Admin - Accounting</td> <td>Senior</td> <td></td> <td></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></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></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></td> </tr> </tbody> </table> <div> Download Rows 1 - 4 of 4 </div> <div> Select All Clear All Printer Friendly Version </div> <div> <div> <input type="checkbox"/> &lt;- add this grade to selected students </div> <div> notify selected students notify all students </div> </div> </div> <div> <div>GET CSS FINAL GRADE FROM BLACKBOARD</div> <div>SAVE</div> </div>	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				GRD	College of Business Admin - Accounting	Senior			<input type="checkbox"/>	2 000				GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman			<input type="checkbox"/>	3 000				GRD	College of Arts and Sciences - Mathematics	Freshman			<input type="checkbox"/>	4 000				GRD	College of Business Admin - Undecided	Freshman		
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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> <p>▼ PSYC 2401 - 1001 (78490) <span>change class</span></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> </div> <div> <div> <p>Display Options:</p> <p>*Grade Roster Type <span>Final Grade</span></p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> </div> <div> <p>Grade Roster Action:</p> <p>*Approval Status <span>Not Reviewed</span> <span>save</span></p> </div> </div> <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 0008231745</td> <td><a href="#">Cogswell, Rebecca Jo</a></td> <td>▼</td> <td></td> <td>GRD</td> <td>College of Business Admin - Accounting</td> <td>Senior</td> <td>▼</td> <td><span>31</span></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>2 0000825360</td> <td><a href="#">Lenke, Lori A</a></td> <td>A ATN B C D F INC NGR</td> <td></td> <td>GRD</td> <td>Health and Human Services - Bachelor of Applied Hlth Sci</td> <td>Freshman</td> <td>▼</td> <td><span>31</span></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>3 0000926728</td> <td><a href="#">Miller, Peggy J</a></td> <td>▼</td> <td></td> <td>GRD</td> <td>College of Arts and Sciences - Mathematics</td> <td>Freshman</td> <td>▼</td> <td><span>31</span></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>4 0000883719</td> <td><a href="#">Sanders, Pamela J</a></td> <td>▼</td> <td></td> <td>GRD</td> <td>College of Business Admin - Undecided</td> <td>Freshman</td> <td>▼</td> <td><span>31</span></td> </tr> </tbody> </table> <p>Download Rows 1 - 4 of 4</p> <p>Select All Clear All</p> <p>▼ &lt; add this grade to selected students</p> <p>notify selected students notify all students</p> <p>GET CSS FINAL GRADE FROM BLACKBOARD</p> <p>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 0008231745	<a href="#">Cogswell, Rebecca Jo</a>	▼		GRD	College of Business Admin - Accounting	Senior	▼	<span>31</span>	<input type="checkbox"/>		2 0000825360	<a href="#">Lenke, Lori A</a>	A ATN B C D F INC NGR		GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	▼	<span>31</span>	<input type="checkbox"/>		3 0000926728	<a href="#">Miller, Peggy J</a>	▼		GRD	College of Arts and Sciences - Mathematics	Freshman	▼	<span>31</span>	<input type="checkbox"/>		4 0000883719	<a href="#">Sanders, Pamela J</a>	▼		GRD	College of Business Admin - Undecided	Freshman	▼	<span>31</span>
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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>▼ <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> <div> <div> <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> </div> <div> <p><b>Grade Roster Action:</b></p> <p>*Approval Status <input type="text" value="Not Reviewed"/> <a href="#">save</a></p> </div> </div> <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><div>A ATN B C D F INC NGR</div></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></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></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></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><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"/> &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	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		<div>A ATN B C D F INC NGR</div>		GRD	College of Business Admin - Accounting	Senior	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	2 000				GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	3 000				GRD	College of Arts and Sciences - Mathematics	Freshman	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	4 000				GRD	College of Business Admin - Undecided	Freshman	<input type="text"/>	<input type="text"/>
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Step	Action
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8. 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.

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 Final Grade  
☐ Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status Not Reviewed [save](#)

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="checkbox"/> 2 000		
<input type="checkbox"/> 3 000		
<input type="checkbox"/> 4 000		

[Download](#) Rows 1 - 4 of 4

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

<- add this grade to selected students

[notify selected students](#)

[notify all students](#)

[GET CSS FINAL GRADE FROM BLACKBOARD](#)

[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 Type

Final Grade

☐

Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status

Not Reviewed

[save](#)

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"/>		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"/>

[Download](#)

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Select All

[Clear All](#)

[Printer Friendly Version](#)

< add this grade to selected students

A

selected students

notify all students

ATN

B

C

D

F

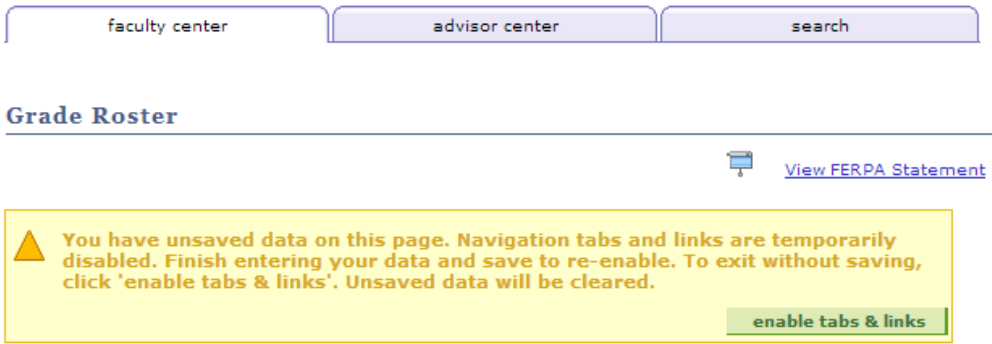
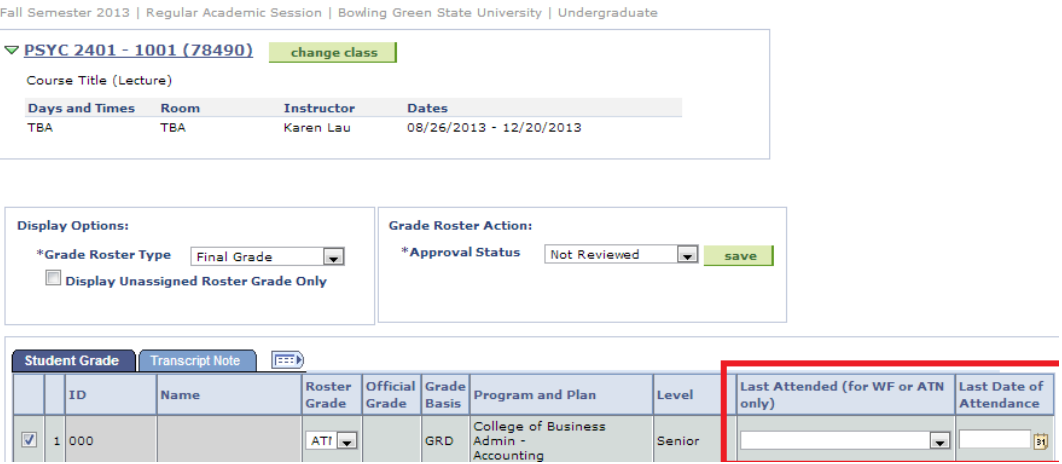
TMC

S FINAL GRADE FROM BLACKBOARD

[Save](#)



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> <div><div>Fall Semester 2013   Regular Academic Session   Bowling Green State University   Undergraduate</div><div><div><div>▼ PSYC 2401 - 1001 (78490)</div><div>change class</div></div><div>Course Title (Lecture)</div><div><table><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></div></div></div> <div><div><div>Display Options:</div><div><div>*Grade Roster Type</div><div>Final Grade</div><div>▼</div></div><div><input type="checkbox"/> Display Unassigned Roster Grade Only</div></div><div><div>Grade Roster Action:</div><div><div>*Approval Status</div><div>Not Reviewed</div><div>▼</div></div><div>save</div></div></div> <div><div><div>Student Grade</div><div>Transcript Note</div><div>☰</div></div><table><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 Day Attended</th></tr><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></td><td></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></td><td></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></td><td></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></td><td></td></tr></table><div><div><div>Download</div><div>Rows 1 - 4 of 4</div></div><div><div>Select All</div><div>Clear All</div><div>Printer Friendly Version</div></div><div><div><div>▼</div><div>&lt;- add this grade to selected students</div></div><div><div>notify selected students</div><div>notify all students</div></div></div></div><div><div>GET CSS FINAL GRADE FROM BLACKBOARD</div><div>SAVE</div></div></div>	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 Day 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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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>  <p>The screenshot shows the 'Grade Roster' interface. At the top, there are three buttons: 'faculty center', 'advisor center', and 'search'. Below them is the 'Grade Roster' heading and a link to 'View FERPA Statement'. A prominent yellow warning box states: '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 &amp; links'. Unsaved data will be cleared.' A green button labeled 'enable tabs &amp; links' is at the bottom right of the warning box. Below the warning, the page shows the semester 'Fall Semester 2013   Regular Academic Session   Bowling Green State University   Undergraduate' and a class selection for 'PSYC 2401 - 1001 (78490)' with a 'change class' button. A table below lists the course details: Days and Times (TBA), Room (TBA), Instructor (Karen Lau), and Dates (08/26/2013 - 12/20/2013).</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>  <p>The screenshot shows the 'Grade Roster' interface for the same class. It includes the same semester and class information. Below the course details, there are 'Display Options' and 'Grade Roster Action' sections. The 'Display Options' section has a dropdown for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' section has a dropdown for '*Approval Status' set to 'Not Reviewed' and a 'save' button. At the bottom, there is a table with columns: Student Grade, Transcript Note, ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, Level, Last Attended (for WF or ATN only), and Last Date of Attendance. The first row shows a student with ID 1 000, Roster Grade 'ATN', Grade Basis 'GRD', Program and Plan 'College of Business Admin - Accounting', and Level 'Senior'. The 'Last Attended' and 'Last Date of Attendance' fields are highlighted with a red box.</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> <div><div>▼ PSYC 2401 - 1001 (78490) <span>change class</span></div><div>Course Title (Lecture)</div><table><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></div> <div><div>Display Options: *Grade Roster Type <span>Final Grade</span> <input type="checkbox"/> Display Unassigned Roster Grade Only</div><div>Grade Roster Action: *Approval Status <span>Not Reviewed</span> <span>save</span></div></div> <div><table><tr><th colspan="2">Student Grade</th><th colspan="2">Transcript Note</th><th colspan="2">PDF</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><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><div></div></td><td><div>31</div></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><div>1st Half of Term 2nd Half of Term Never Attended Specific Date Available Unknown</div></td><td><div>31</div></td></tr></table></div>	Days and Times	Room	Instructor	Dates	TBA	TBA	Karen Lau	08/26/2013 - 12/20/2013	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 checked="" type="checkbox"/>	1 000		ATI		GRD	College of Business Admin - Accounting	Senior	<div></div>	<div>31</div>	<input checked="" type="checkbox"/>	2 000		A		GRD	Health and Human Services - Bachelor of Applied Hlth Sci	Freshman	<div>1st Half of Term 2nd Half of Term Never Attended Specific Date Available Unknown</div>	<div>31</div>
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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.																																												

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> <div><div>Fall Semester 2013   Regular Academic Session   Bowling Green State University   Undergraduate</div><div><div>▼ PSYC 2401 - 1001 (78490) <span>change class</span></div><div>Course Title (Lecture)</div><div><table><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></div></div><div><div>Display Options:</div><div><div>*Grade Roster Type <span>Final Grade</span></div><div><input type="checkbox"/> Display Unassigned Roster Grade Only</div></div><div><div>Grade Roster Action:</div><div><div>*Approval Status <span>Approved</span> <span>save</span></div></div></div></div><div><div><div>Student Grade</div><div>Transcript Note</div><div>PDF</div></div><table><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><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></table><div><div>Download</div><div>Rows 1 - 4 of 4</div></div><div><div>Select All Clear All</div><div>Printer Friendly Version</div></div><div><div>notify selected students</div><div>notify all students</div></div></div><div><div>GET CSS FINAL GRADE FROM BLACKBOARD</div><div>SAVE</div><div>POST</div></div></div>	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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17.	<p>Once the Approval Status is set to “Approved”, the “Post” button appears at the bottom of the page.</p> <div><div>Fall Semester 2013   Regular Academic Session   Bowling Green State University   Undergraduate</div><div><div>▼ PSYC 2401 - 1001 (78490) <span>change class</span></div><div>Course Title (Lecture)</div><div><div>Days and Times</div><div>Room</div><div>Instructor</div><div>Dates</div></div><div><div>TBA</div><div>TBA</div><div>Karen Lau</div><div>08/26/2013 - 12/20/2013</div></div></div><div><div>Display Options:</div><div>*Grade Roster Type <span>Final Grade</span></div><div><input type="checkbox"/> Display Unassigned Roster Grade Only</div><div>Grade Roster Action:</div><div>*Approval Status <span>Approved</span> <span>save</span></div></div><div><div>Student Grade</div><div>Transcript Note</div><div>PDF</div><table><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><div><div>Download</div><div>Rows 1 - 4 of 4</div></div><div><div>Select All</div><div>Clear All</div><div>notify selected students</div><div>notify all students</div><div>Printer Friendly Version</div></div><div><div>GET CSS FINAL GRADE FROM BLACKBOARD</div><div>SAVE</div><div>POST</div></div></div></div>		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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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> <div><div>Fall Semester 2013   Regular Academic Session   Bowling Green State University   Undergraduate</div><div><div>▼ PSYC 2401 - 1001 (78490) <span>change class</span></div><div>Course Title (Lecture)</div><div><div>Days and Times</div><div>Room</div><div>Instructor</div><div>Dates</div></div><div><div>TBA</div><div>TBA</div><div>Karen Lau</div><div>08/26/2013 - 12/20/2013</div></div></div><div><div>Display Options:</div><div>*Grade Roster Type <span>Final Grade</span></div><div><input type="checkbox"/> Display Unassigned Roster Grade Only</div><div>Grade Roster Action:</div><div>*Approval Status <span>Approved</span> <span>Posted</span></div></div><div><div>Student Grade</div><div>Transcript Note</div><div>PDF</div><table><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>Status</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>ATN</td><td>F</td><td>F</td><td>GRD</td><td>College of Business Admin - Accounting</td><td>Senior</td><td>Posted</td><td>Specific Date Available</td><td>11/25/2013</td></tr><tr><td><input type="checkbox"/></td><td>2 000</td><td></td><td>A</td><td></td><td>A</td><td>GRD</td><td>Health and Human Services - Bachelor of Applied Hlth Sci</td><td>Freshman</td><td>Posted</td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td>3 000</td><td></td><td>A</td><td></td><td>A</td><td>GRD</td><td>College of Arts and Sciences - Mathematics</td><td>Freshman</td><td>Posted</td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td>4 000</td><td></td><td>A</td><td></td><td>A</td><td>GRD</td><td>College of Business Admin - Undecided</td><td>Freshman</td><td>Posted</td><td></td><td></td></tr></tbody></table><div><div>Download</div><div>Rows 1 - 4 of 4</div></div><div><div>Select All</div><div>Clear All</div><div>notify selected students</div><div>notify all students</div><div>Printer Friendly Version</div></div></div></div>		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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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> <p>Please see the separate document "Grading Basis and How They Print on the Transcript" for further grading information.</p>