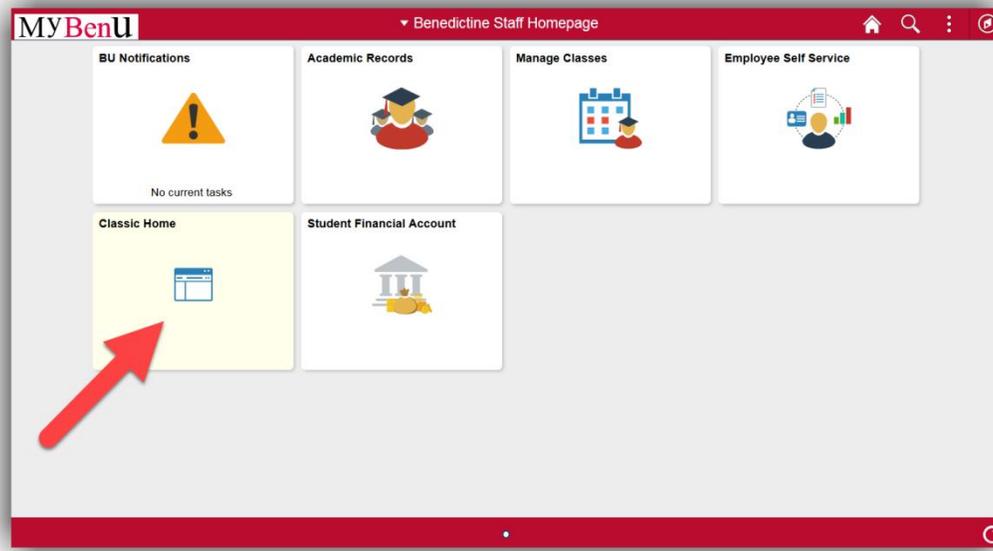


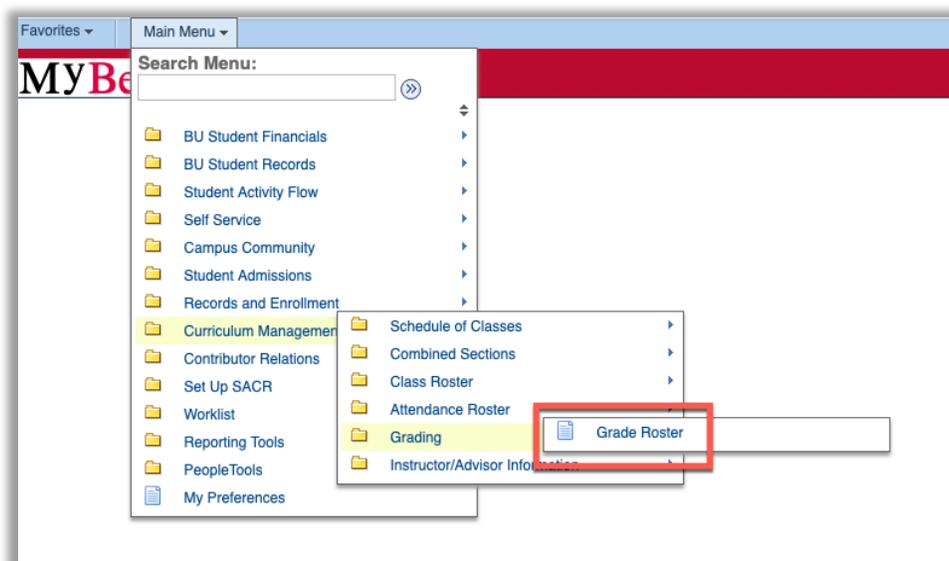
Grade Input Via MyBenU

GRADE INPUT NAVIGATION

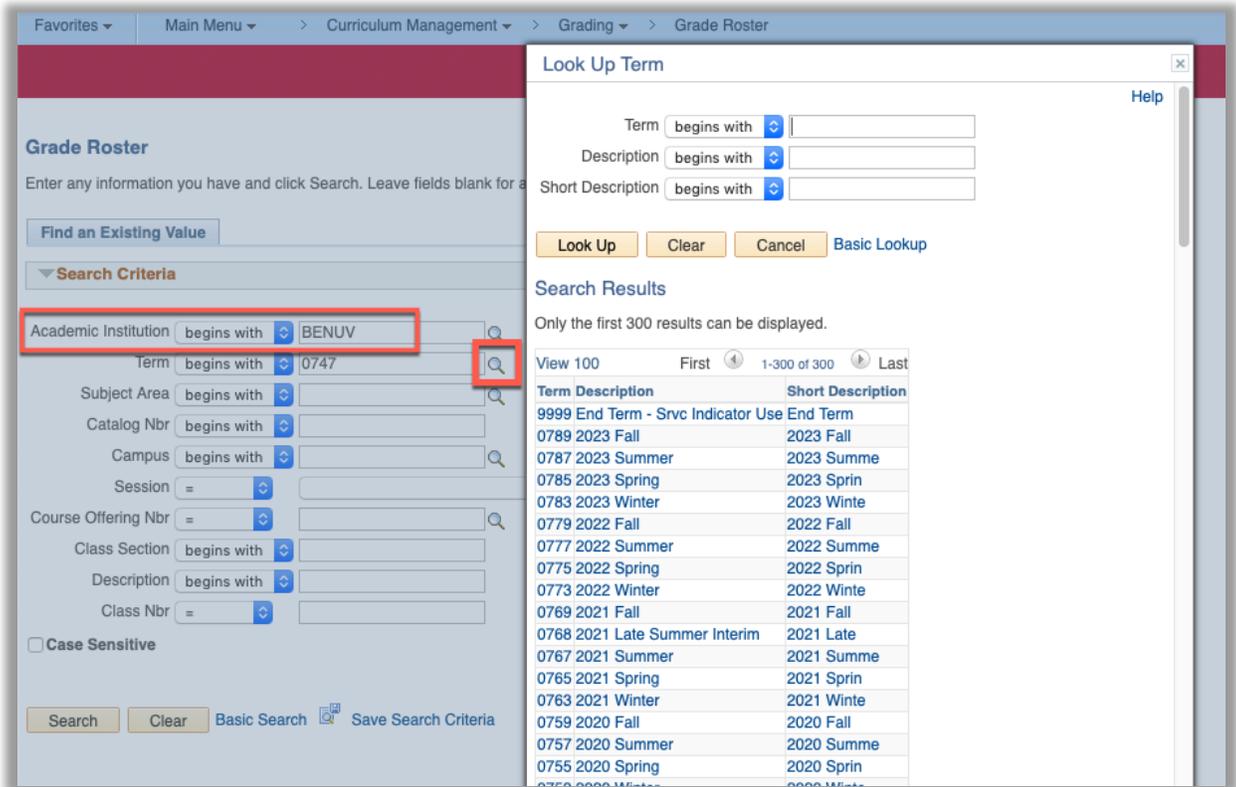
1. Log into the MyBenU system. You will be on the Homepage. Click on the **Classic Home** tile to get to the Classic view.



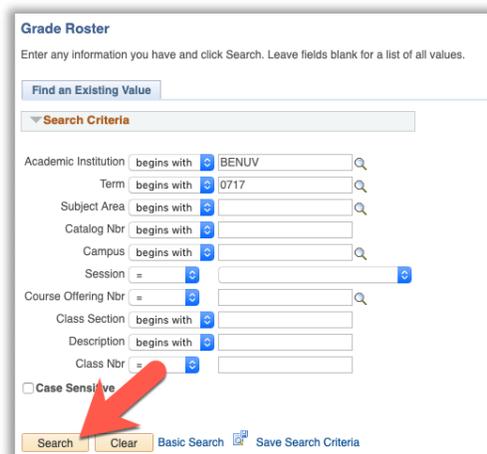
2. Click on **Main Menu** in the top bar, and navigate through **Self Service > Curriculum Management > Grading > Grade Roster**. The **Grade Roster** search page will open.



- Once on the **Grade Roster** search page, make sure that the **Academic Institution** code is “BENUV”. In addition, enter the code of the appropriate term for your class. If you do not know the term code, click on the magnifying glass. This will open the **Look Up Term** page. Scroll down the page to find the correct term link and click on it. This will return you to the **Grade Roster** search page with the term populated.



- Click on the **Search** button. All of the classes for which you are listed as the instructor on in that term will appear. **NOTE:** If you are teaching only one class in that term, the **Grade Roster Type** page for that class will open [skip step 5].



5. Click on the link for the class which grades are to be submitted from those listed. The **Grade Roster Type** page for that class will open.

Grade Roster Type | Grade Roster

Course ID Managerial Finance Offer Nbr 1 Benedictine University
FINA Catalog 300 Class Section 2019 Summe
 Use Blind Grading Class Nbr Dynamic Dated Semester

	*Grade Roster Type	*Description		
1	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

[View the Help documentation](#) [Change of Grade Request Form](#)

Grade Roster Type | Grade Roster

6. On the **Grade Roster Type** page, under the **Grade Roster Type** drop-down, select the “Final Grade” option. This will refresh the **Grade Roster Type** page with additional information. On this refreshed page, click on the **Create** button. The **Grade Roster** page will open and a grade roster based on all students currently registered in the class will be generated. Students who have withdrawn from the class after the add/drop date will appear on the roster with a grade of “W” (do not replace this “W” grade).

Grade Roster Type | Grade Roster

Course ID Managerial Finance Offer Nbr 1 Benedictine University
FINA Catalog 300 Class Section 2019 Summe
 Use Blind Grading Class Nbr Dynamic Dated Semester

	*Grade Roster Type	*Description	Final Roster Grading Status	Override	
1	<input type="text" value="Final Grade"/>	<input type="text" value="Final Grade"/>	Grade Input Allowed	<input type="checkbox"/>	<input type="button" value="Create"/> <input type="button" value="+"/> <input type="button" value="-"/>

[View the Help documentation](#) [Change of Grade Request Form](#)

Grade Roster Type | Grade Roster

- Enter the grade for each student in the **Grade Input** column. Click the **Save** button when all grades have been entered. Once all grades have been entered and you are ready to submit your grades, return to the **Grade Roster Type** page by clicking on the **Grade Roster Type** link in the lower left corner of the page or on the **Grade Roster Type** tab on the top of the page.

The screenshot shows the 'Grade Roster Type' page. At the top, there are two tabs: 'Grade Roster Type' and 'Grade Roster'. The 'Grade Roster' tab is active. Below the tabs, there is a header section with the following information:

- Term: 2019 Summe
- Class Nbr: 7505
- Managerial Finance
- Section: CV12
- Session: DDS
- FINA
- Catalog: 300
- Seq Nbr: 1

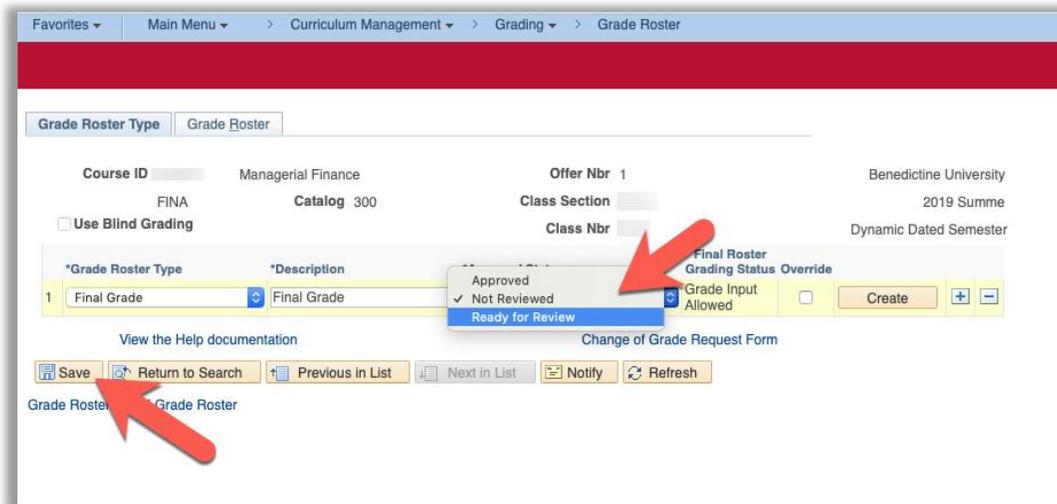
Below the header, there is a 'Roster Type' section with a checkbox labeled 'Display Unassigned Roster Grade Only'.

The main part of the page is a table with the following columns: ID, Name, Roster Grade, Official Grade, Career, Grading Basis, Final Roster Status, Detail, and Note. The table contains 16 rows of student data. A red arrow points to the 'Roster Grade' column for the first student, which contains the letter 'A'. Another red arrow points to the 'Save' button at the bottom left of the page.

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1		A		Ugrad Sem	Graded	Pending	Detail	Note
2		B		Ugrad Sem	Graded	Pending	Detail	Note
3		A		Ugrad Sem	Graded	Pending	Detail	Note
4		A		Ugrad Sem	Graded	Pending	Detail	Note
5		B		Ugrad Sem	Graded	Pending	Detail	Note
6		B		Ugrad Sem	Graded	Pending	Detail	Note
7		C		Ugrad Sem	Graded	Pending	Detail	Note
8		A		Ugrad Sem	Graded	Pending	Detail	Note
9		C		Ugrad Sem	Graded	Pending	Detail	Note
10		A		Ugrad Sem	Graded	Pending	Detail	Note
11		B		Ugrad Sem	Graded	Pending	Detail	Note
12		A		Ugrad Sem	Graded	Pending	Detail	Note
13		B		Ugrad Sem	Graded	Pending	Detail	Note
14		A		Ugrad Sem	Graded	Pending	Detail	Note
15		B		Ugrad Sem	Graded	Pending	Detail	Note
16		A		Ugrad Sem	Graded	Pending	Detail	Note

At the bottom of the page, there is a navigation bar with the following buttons: Save, Return to Search, Previous in List, Next in List, Notify, and Refresh. The 'Save' button is highlighted with a red box.

8. On the **Grade Roster Type** page, in the **Approval Status** drop-down, select the “Ready for Review” option. Next, click on the **Save** button. The grades have been submitted to the Registrar’s Office for review and posting.



GRADING POLICY TIPS FOR FINAL GRADES

- Audits – If a student appears on your roster as an Audit, the grade basis will be audit instead of graded, and the credit hours will be zero.
- Incompletes – Incompletes (I’s) are issued to students who cannot finish the coursework due to extenuating circumstances. “I” grades are to be issued sparingly. To be eligible for an incomplete, a student must be in good academic standing, must be performing at a satisfactory level in the course (“B” for graduate work, and “C” for undergraduate work), and must have completed a substantial portion of the course. The student must submit, to the instructor, a clearly defined plan for completion of the coursework with dates recorded on the Incomplete Request Form. An “I” must be approved by the instructor, and the Department Chair, and the Registrar.
- Grade Appeals – If a student believes that the final grade is not deserved, the student can appeal the grade in the following sequence:
 1. Instructor
 2. Department Chair/Program Director
 3. College Dean
 4. Provost

It is recommended that you retain all grading records for at least one year, or submit your grading materials to your Department Chair/Program Director.

- Change of Grades – Grade changes are permitted only for clerical errors, transpositions, calculation errors, illegibility, re-evaluation of already submitted course work. Acceptance of additional class work is not appropriate. You cannot offer an exam to be retaken, or a paper to be rewritten, once you have submitted a final grade. A “change of grade form” requires a reason for the grade change, and the instructor’s signature, and the signature of the Department Chair or Program Director or Associate Dean.

- Final Grade Due Dates – It is imperative that grade deadlines be observed. Academic Deans have stipulated that it is the responsibility of all faculty to submit their final grades on time. The policy is that final grades are due 10 calendar days after the end of the session that the course is scheduled. For traditional undergraduate classes, the grades are due 10 calendar days after the end of the regular term, exclusive of the final exam week. The deadline is standardized as a Wednesday at 10 am for all classes, following the above session/term guideline.
- Non-Attendance – If your grade roster reflects a student who never attended, the student must be graded with an “F” – failure. You should use the Note option in the Grade Entry to offer a brief explanation to assist with any appeals.

TIPS IN USING YOUR ONLINE CLASS ROSTER

- Your class roster is available online 24/7. The roster is quite fluid before the term/session begins reflecting ongoing registrations and add/drops before your class begins. Your roster should be stable by the first class meeting *after* the end of the add/drop period.
- In addition to reflecting an enrolled student class roster, you may view a waiting list of the class roster by changing the roster to “waiting”. The list reflects the wait position of the student. Remember that auto enroll from the wait list expires the day before the term begins. At that point, if the class has a wait list, the student must use a pin number to enroll in the class, available from the instructor or Department Chair.
- If a student is attending your class but is not on your roster ask them to contact the Office of the Registrar immediately. All registration issues must be resolved through the Office of the Registrar. By week three of the class a student who is not on a class roster **cannot** remain in the class. Students who do not appear on a class roster by week three will not be graded and be ineligible for credit for the course.
- Administrative Drop Policy – This applies to all undergraduate students. Undergraduate students may be dropped from a class for non-attendance by a departmental administrative drop by the end of the first week of the class. Please contact your Department Chair/Program Director for more information about this policy.
- Early Warning Notices – EWN’s are strongly encouraged to reflect the academic progress of the student in a class. The EWN triggers counseling and assistance from the Student Success Center staff. There is another document that shows how to enter an EWN.
- Course Withdrawals – If a student drops a class after the full refund period of the class, a “W”, withdrawal will be reflected on the class roster as withdrawn from the class.