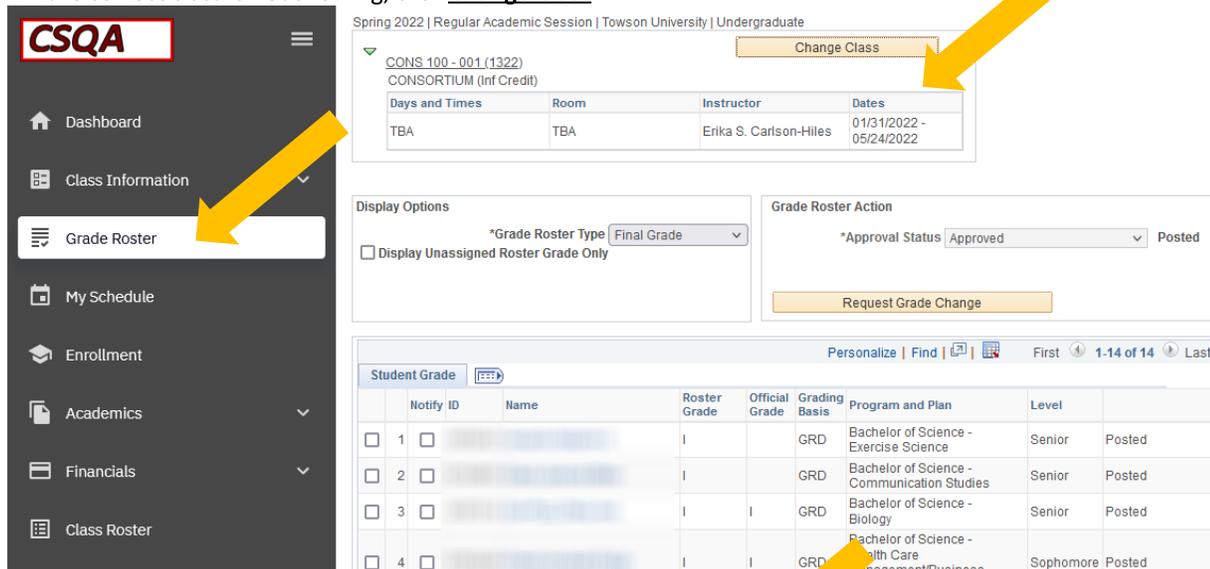


Navigating to Grade Roster

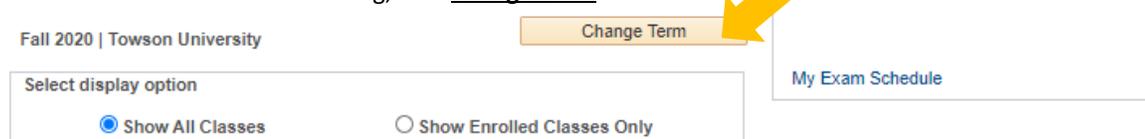
- + From your Faculty Dashboard click “grade roster” from the left menu.
- + If the correct class is not showing, click **Change Class**.



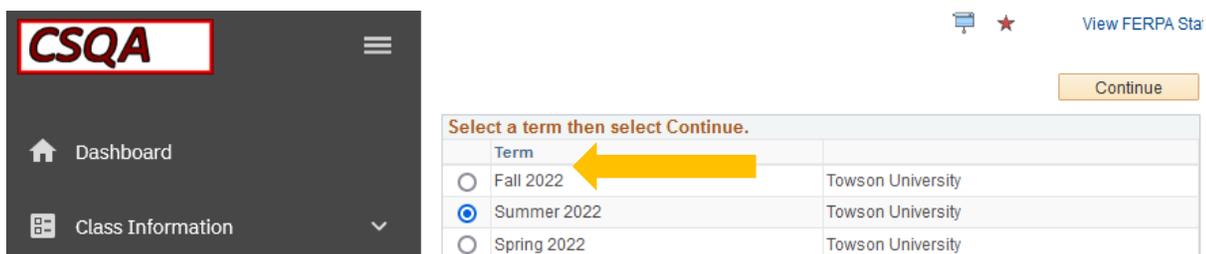
The screenshot shows the Faculty Dashboard with the 'Grade Roster' option highlighted in the left-hand menu. The main content area displays details for the class 'CONSORTIUM (Inf Credit)' with a 'Change Class' button. Below this, there are sections for 'Display Options' (including a dropdown for 'Grade Roster Type' set to 'Final Grade') and 'Grade Roster Action' (including a dropdown for 'Approval Status' set to 'Approved' and a 'Request Grade Change' button). At the bottom, a 'Student Grade' table is visible with columns for Notify ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, Level, and a status column.

Notify ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
1	[blurred]	I		GRD	Bachelor of Science - Exercise Science	Senior	Posted
2	[blurred]	I		GRD	Bachelor of Science - Communication Studies	Senior	Posted
3	[blurred]	I	I	GRD	Bachelor of Science - Biology	Senior	Posted
4	[blurred]	I	I	GRD	Bachelor of Science - Health Care Management/Business	Sophomore	Posted

- + If the correct term is not showing, click **Change Term**.



The screenshot shows a 'Change Term' dialog box. It includes a 'Select display option' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. There is also a 'My Exam Schedule' link.



The screenshot shows a dialog box titled 'Select a term then select Continue.' with a 'Continue' button. It contains a table with radio buttons for selecting a term.

Term	University
<input type="radio"/> Fall 2022	Towson University
<input checked="" type="radio"/> Summer 2022	Towson University
<input type="radio"/> Spring 2022	Towson University

- + From this screen click the icon of the person next to a whiteboard to access your grade roster.

+ The icon will be activated only after Grade Rosters have been officially generated.

Fall 2020 | Towson University Change Term

Select display option
 Show All Classes Show Enrolled Classes Only

[My Exam Schedule](#)

Class Roster
 Grade Roster

My Teaching Schedule > Fall 2020 > Towson University

Personalize | | | First 1-5 of 5 Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
				26	TuTh 2:00PM - 3:15PM		Aug 24, 2020- Dec 14, 2020

+ Your grade roster will look like this:

Display Options
 *Grade Roster Type Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action
 *Approval Status Not Approved Save

Personalize | Find | | | First 1-23 of 23 Last

Student Grade

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		▼		GRD	Bachelor of Science - Philosophy	Junior
<input type="checkbox"/>	2		▼		GRD	Bachelor of Science - Law & American Civilization	Junior
<input type="checkbox"/>	3		▼		GRD	Bachelor of Science - Philosophy	Senior

+ If you do not see the whiteboard icon, the Grade Rosters have not been created. Grade Rosters are created a week or two before Final Exams begin. If you need your grade roster created in advance, please contact Heather Sullivan at hsullivan@towson.edu or 410-704-5074.

CSQA Summer 2022 | Towson University Change Term

Select display option
 Show All Classes Show Enrolled Classes Only

[My Exam Schedule](#)

Class Roster
 Grade Roster

My Teaching Schedule > Summer 2022 > Towson University

Personalize | | | First 1-3 of 3 Last

		Class	Class Title	Enrolled	Days & Times	Class Dates
		CONS 100-001 (1440)	CONSORTIUM (Informal Credit Activity)	5	TBA	May 31, 2022- Jul 6, 2022
		CONS 100-001 (1440)	CONSORTIUM (Informal Credit Activity)	0	TBA	May 31, 2022- Jul 6, 2022
		CONS 500-001 (1452)	CONSORTIUM (Informal Credit Activity)	0	TBA	May 31, 2022- Jul 6, 2022

Inputting Grades

+ **Before** you enter any grades, **review your grade roster to find any students who have W grades**, which indicate the student withdrew from your class. If there are W grades, you **must** click on the FX/W Attendance Status link. Select either **Attended** or **Attended Once or More** and then select **OK**. Repeat this step for all students in your class who have W grades. You do not need to enter a last date of attendance for W grades.

Display Options <input type="checkbox"/> Display Unassigned Roster Grade Only *Grade Roster Type Final Grade	Grade Roster Action *Approval Status Not Approved Save
--	--

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>					GRD	Bachelor of Science - Philosophy	Junior	
<input type="checkbox"/>					GRD	Bachelor of Science - Law & American Civilization	Junior	
<input type="checkbox"/>					GRD	Bachelor of Science - Philosophy	Senior	
<input type="checkbox"/>				W	LAW	Bachelor of Science - History/Philosophy	Senior	FX/W Attendance Status
<input type="checkbox"/>					GRD	Bachelor of Science - Philosophy	Senior	
<input type="checkbox"/>					GRD	Bachelor of Science - Mass Communication/International Studies/Spanish	Senior	
<input type="checkbox"/>				W	LAW	Bachelor of Science - Pre-Nursing/Psychology/African & African-Amer Studies	Junior	FX/W Attendance Status

Class Section Information			
Term	Fall 2020	Course ID	
Subject		Catalog Nbr	
Class Nbr		Section	
Description			
Grd Scheme			
Enrollment/Attendance			
<input type="radio"/> Never Attended <input type="radio"/> Attended Once or More			
OK		Cancel	

+ If you do not know the student's last day of attendance, use the Blackboard reporting tool (instructions are under FX grading below).

FX GRADES

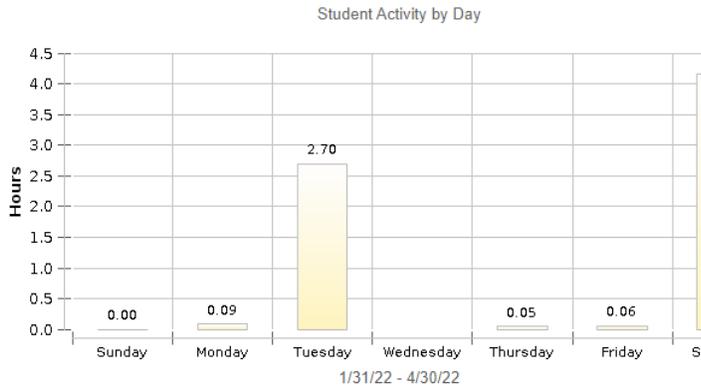
+ When assigning an FX grade, you'll need to complete the FX/W attendance Status with a date of last attended. Once you record the FX/W grades, you can input the remaining earned grades for the rest of the roster.

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	FX/W Attendance Status
<input type="checkbox"/>	1	[REDACTED]	FX	[REDACTED]	[REDACTED]	Master's Degree - Studio Art	Graduate	FX/W Attendance Status

+ If you cannot remember the last date of attendance, you can use the Blackboard report to determine the approximate last date of login.

- Login to [Blackboard](#)
- Select the appropriate term (fall, spring etc.)
- Select the appropriate course
- Select [Evaluation](#)
- Select [Course Reports](#)
- Select "course reports"
- Choose the "Student Overview for Single Course" report and hit "Run."
- Select the student you are trying to determine the last login date or activity
- The last login date provides an estimated date of the last time the student logged into blackboard

Student Overview



Student Time in Course	07:03:22 HH:MM:SS
Avg Time Per User	27:48:19 HH:MM:SS
Total Items	17
Total Logins	44
Last Login Date	4/5/22 06:24 PM

+ Time spent in other student activity by the "Item in the Course" view can help you determine how and when a student participated.

Student Activity by Item in the Course

Item Name And Type	Total Time Spent in Hours	Number of Times Accessed	Initial Access Date/Time
> Essays < Content Folder	0.01	4	Feb 26, 2022, 11:20 AM
Essay 1 Content Folder	2.63	1	Feb 26, 2022, 11:20 AM
Essay 2 Content Folder	0.00	2	Feb 26, 2022, 6:40 PM
Start Here! Content Folder	0.01	3	Jan 31, 2022, 9:35 AM

- + Enter the rest of the grades using the drop-down box next to each student.
- + Visit [Grades and Grading Options](#) for a detailed list of grading options.

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Approved

Save

Student Grade
Personalize | Find | [Print] [Refresh]
First 1-23 of 23 Last

Notify	ID	Name	Roster Grade	Grading Basis	Program and Plan	Level	
1	<input type="checkbox"/>	[blurred]	▼	GRD	Bachelor of Science - Philosophy	Junior	
2	<input type="checkbox"/>	[blurred]	▼	GRD	Bachelor of Science - Law & American Civilization	Junior	
3	<input type="checkbox"/>	[blurred]	▼	GRD	Bachelor of Science - Philosophy	Senior	
4	<input type="checkbox"/>	[blurred]		W	LAW	Bachelor of Science - History/Philosophy	FX/W Attendance Status

How to Save/Post Grades

- + When the grades are completed on the grade roster, click **Save**.

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Approved

Save

- + Click the Dropdown menu for **Approval Status** and change to **Approved**. Then select **Post**. [The Post box will appear after the grade roster is set to **Approved**.]

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Approved

Post

- + **ERROR MESSAGE:** If you receive the error message below, double check all the FX or W hyperlinks for attendance.

Message

Please complete the FX/W note on all students receiving these grades on your roster. For students with an FX, you will be required to give a date if they attended even once.

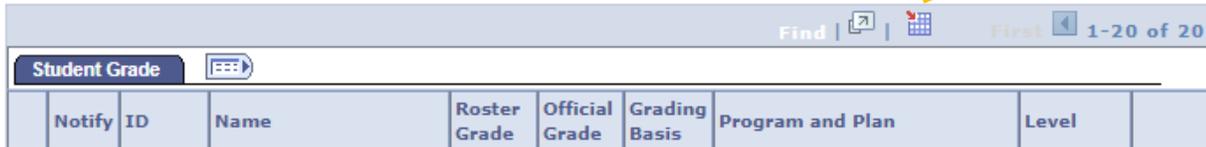
The PeopleCode program executed an Error statement, which has produced this message.

OK

- + If you are not able to add the note, you will need to print your grade roster and start over in a different browser.

How to Print Grade Rosters

- + To print the **Grade Roster** page, select **File > Print** from your browser menu.
- + You can download the Grade Roster using the tiny **download** icon.



How to Change Grades

- + Final grades are due within 72 hours after the last Final Exam. The instructor can change a grade for an individual student until the end of the 72 hours.
- + Once you post grades, the **Request Grade Change** button will appear. Click **Request Grade Change** to change a student's grade.

Display Options	Grade Roster Action
*Grade Roster Type: Final Grade	*Approval Status: Approved
<input type="checkbox"/> Display Unassigned Roster Grade Only	Posted
	Request Grade Change

- + Change grade and click **Submit**.

Grade	A
Submit	

- + If you need to change a grade after it has been posted, the new grade will show in the Official Grade column. You will see "Success." The original grade will remain on the grade roster in the Roster Grade column.

Official Grade	
A-	Success
A	

- + After the 72-hour grading period, **you must request a Change of Grade DocuSign Form from your department Administrative Assistant**. Please be sure to provide your department's Administrative Assistant with the **student's first and last name, TU ID, and email address**.

- + The **Change of Grade DocuSign Form** can only be initiated by your academic department's **Administrative Assistant** and must be signed by the instructor.

- + **Questions:** Call or Email Heather Sullivan at hsullivan@towson.edu or 704-410-5074