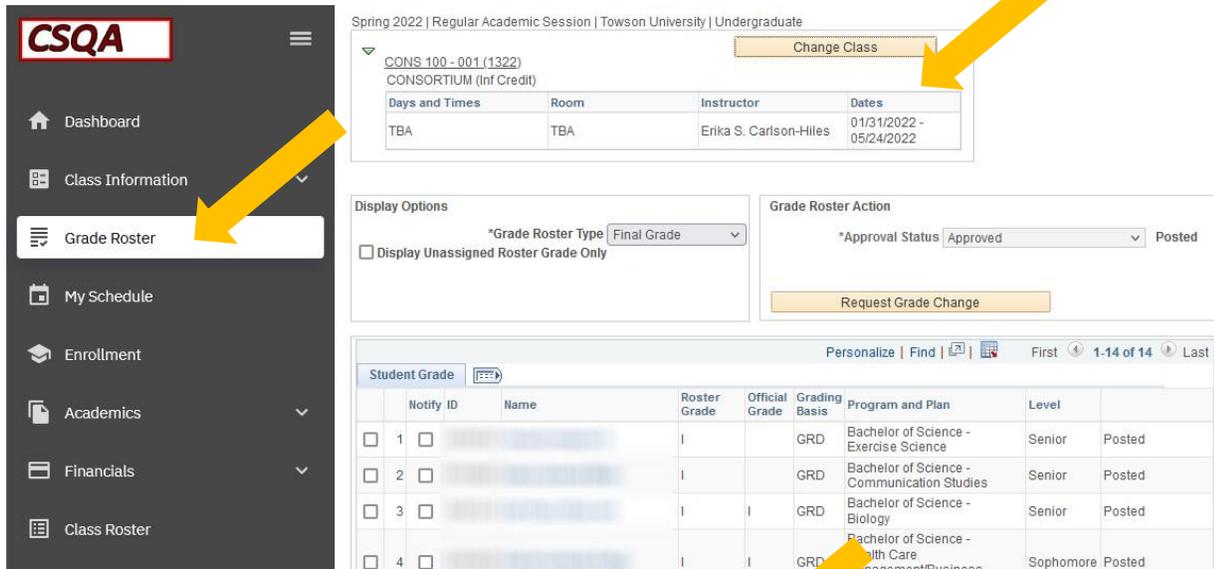


USING THE FACULTY DASHBOARD: The Grade Roster

Navigating to Grade Roster

+ From your Faculty Dashboard click “grade roster” from the left menu.



Spring 2022 | Regular Academic Session | Towson University | Undergraduate

Change Class

CONS 100 - 001 (1322)
CONSORTIUM (Inf Credit)

Days and Times	Room	Instructor	Dates
TBA	TBA	Erika S. Carlson-Hiles	01/31/2022 - 05/24/2022

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

Grade Roster Action
*Approval Status: Approved
Posted
Request Grade Change

Student Grade	Notify ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Posted
<input type="checkbox"/>	1		I		GRD	Bachelor of Science - Exercise Science	Senior	Posted
<input type="checkbox"/>	2		I		GRD	Bachelor of Science - Communication Studies	Senior	Posted
<input type="checkbox"/>	3		I	I	GRD	Bachelor of Science - Biology	Senior	Posted
<input type="checkbox"/>	4		I	I	GRD	Bachelor of Science - Health Care Management/Business	Sophomore	Posted

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



Fall 2020 | Towson University

Change Term

My Exam Schedule

Select display option
 Show All Classes
 Show Enrolled Classes Only



View FERPA Sta

Continue

Select a term then select Continue.

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

+ If the correct class is not showing, click **Change Class**.

+ 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
 Display Unassigned Roster Grade Only
 *Grade Roster Type: Final Grade

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
1	<input type="checkbox"/>		<input type="text" value=""/>		GRD	Bachelor of Science - Philosophy	Junior
2	<input type="checkbox"/>		<input type="text" value=""/>		GRD	Bachelor of Science - Law & American Civilization	Junior
3	<input type="checkbox"/>		<input type="text" value=""/>		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 after the final withdrawal date.

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 (1450) CONSORTIUM (Informal Credit Activity)	5	TBA	May 31, 2022- Jul 6, 2022		
 	CONS 100-001 (1450) 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		

Submitting 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

*Grade Roster Type Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status 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: [blurred]

Subject: [blurred] Catalog Nbr: [blurred]

Class Nbr: [blurred] Section: [blurred]

Description: [blurred]

Grd Scheme: [blurred]

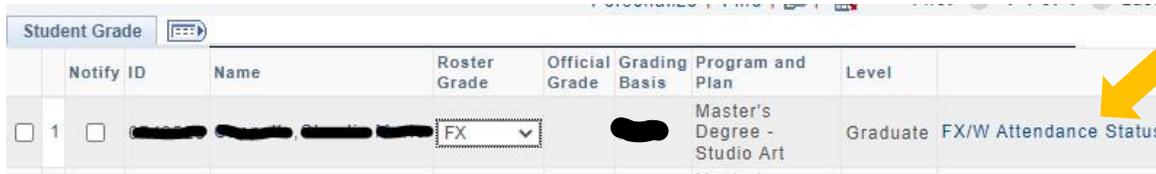
Enrollment/Attendance

Never Attended 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).

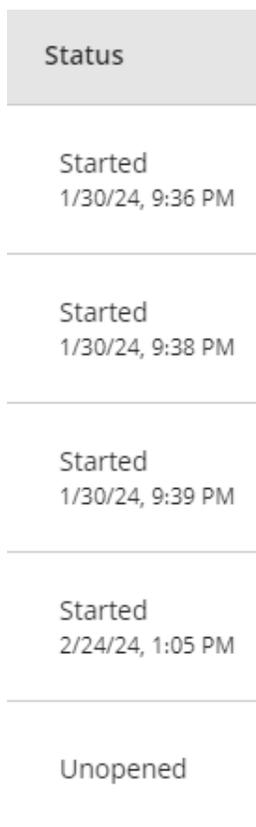
+ When assigning an FX grade, you'll need to complete the FX/W attendance Status with a date of last attended. Once you record the FX/W grades, you can input the remaining earned grades for the rest of the roster.



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

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

- Login to [Blackboard](#) Ultra
- Select the appropriate term (fall, spring etc.)
- Go to Roster "view everyone in your course"
- Click on the student's name
- Click on the tab titled "progress"
- In the status column you can see the last date of attempted work
- In the example below, a reasonable guess would be the student's last day of attendance was 2/24/24:



Status
Started 1/30/24, 9:36 PM
Started 1/30/24, 9:38 PM
Started 1/30/24, 9:39 PM
Started 2/24/24, 1:05 PM
Unopened

- + Enter the rest of the grades using the drop-down menu 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

Personalize | Find | First 1-23 of 23 Last

Student Grade

Notify	ID	Name	Roster Grade	Course	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

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. The post button may appear at the bottom of the page.

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

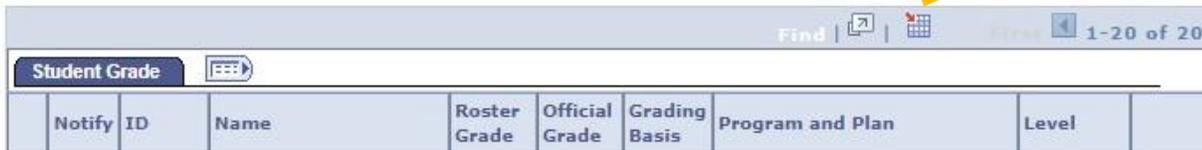
Grade Roster Action

*Approval Status Approved

Post

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 tinydownload icon.



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

How to Change Grades

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.



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

The screenshot shows the 'Grade Roster Action' section. It includes a dropdown for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. Below this is the '*Approval Status' dropdown, which is set to 'Approved' and has a 'Posted' button next to it. A yellow arrow points to the 'Request Grade Change' button.

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

The screenshot shows a grade change form. It has a dropdown menu with 'A' selected and a 'Submit' button.

- + 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.

The screenshot shows a table with two columns: 'Official Grade' and 'Success'. The 'Official Grade' column has a dropdown menu with 'A-' selected. The 'Success' column has the text 'Success'.

- + 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**. Email Heather Sullivan at hsullivan@towson.edu for questions.