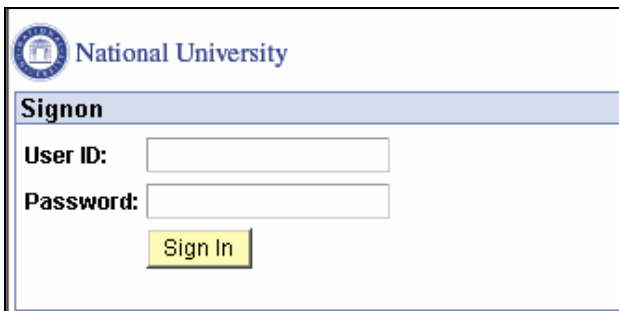



Recording Final Grades

The SOAR Portal enables instructors to post grades remotely via the Internet. **All grades must be submitted online.** Faxed, hand-carried or e-mailed copies of grade rosters will not be accepted.

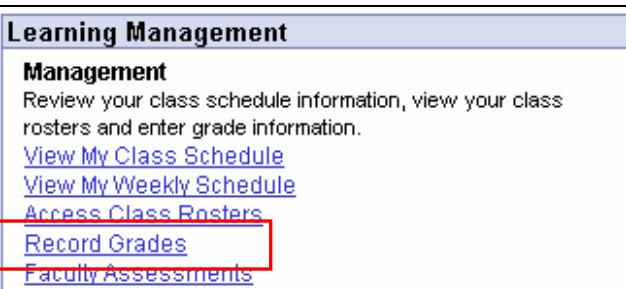
Grades should be posted no later than 14 days after the last class meeting.

- From the main www.nu.edu page, click on the [Login](#) hyperlink and then select the [SOAR Faculty Portal](#) option. Login to the Portal using your NU User ID and Password.



 National University
Signon
 User ID:
 Password:

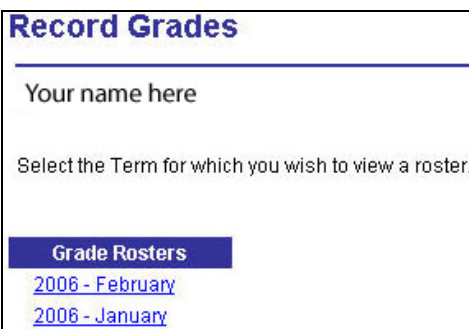
- Once you have logged in, Select [Record Grades](#) in the Learning Management section.



Learning Management
Management
 Review your class schedule information, view your class rosters and enter grade information.
[View My Class Schedule](#)
[View My Weekly Schedule](#)
[Access Class Rosters](#)

[Faculty Assessments](#)

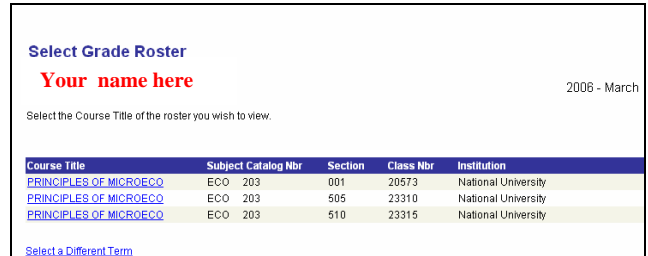
- A listing of all terms in which you have taught or are scheduled to teach will appear. Select the term for which you wish to post grades.



Record Grades
 Your name here
 Select the Term for which you wish to view a roster.

[2006 - February](#)
[2006 - January](#)

- A listing of all classes for the selected term in which you are scheduled as the primary instructor will appear. Select the class for which you wish to enter grades.

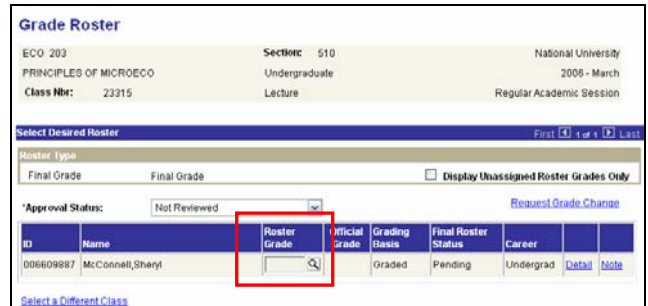


Select Grade Roster
 Your name here 2006 - March
 Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog Nbr	Section	Class Nbr	Institution
PRINCIPLES OF MICROECO	ECO 203	001	20573	National University
PRINCIPLES OF MICROECO	ECO 203	505	23310	National University
PRINCIPLES OF MICROECO	ECO 203	510	23315	National University

[Select a Different Term](#)

- Enter each student's FINAL grade into the "Roster Grade" column.

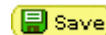
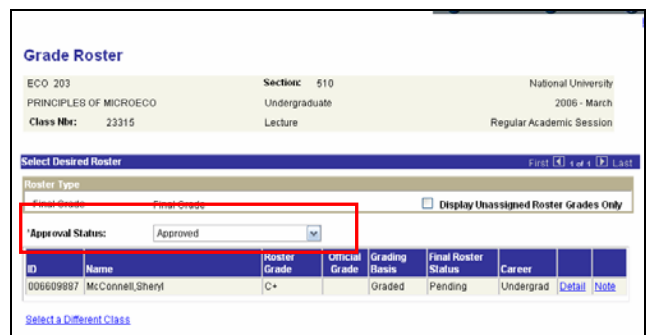


Grade Roster
 ECO 203 Section: 510 National University
 PRINCIPLES OF MICROECO Undergraduate 2006 - March
 Class Nbr: 23315 Lecture Regular Academic Session
 Select Desired Roster First 1 of 1 Last
 Roster Type: Final Grade Display Unassigned Roster Grades Only
 *Approval Status: Not Reviewed [Request Grade Change](#)

ID	Name	Roster Grade	Official Grade	Grading Basis	Final Roster Status	Career	
006609887	McConnell,Sheryl	<input type="text"/>		Graded	Pending	Undergrad	Detail Note

[Select a Different Class](#)

- After entering all grades, change the Status from "Not Received" to **Approved** and click

Grade Roster
 ECO 203 Section: 510 National University
 PRINCIPLES OF MICROECO Undergraduate 2006 - March
 Class Nbr: 23315 Lecture Regular Academic Session
 Select Desired Roster First 1 of 1 Last
 Roster Type: Final Grade Display Unassigned Roster Grades Only
 *Approval Status: **Approved**

ID	Name	Roster Grade	Official Grade	Grading Basis	Final Roster Status	Career	
006609887	McConnell,Sheryl	C+		Graded	Pending	Undergrad	Detail Note

[Select a Different Class](#)



The roster must be set to a status of **Approved** in order for the grades to be posted by the Office of the Registrar. (A status of "Ready for Review" represents an "unofficial" grade which cannot be posted to the student's record.)

In order to set a grade roster to Approved status, a grade must be entered for every student on the roster. **Partial posts are not accepted.**

****INCOMPLETE GRADES****

Please refer to the University catalog to ensure that any "I" grade assigned to a student meets the qualifying criteria. In short, the student must have completed at least two-thirds of the class sessions and be unable to complete the remaining requirements due to unforeseen and uncontrollable circumstances.

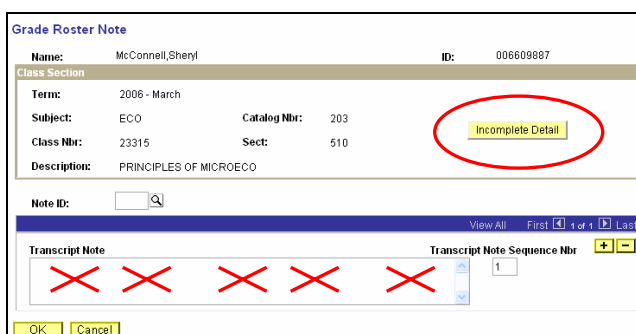
In order to ensure that an "I" grade will lapse to the appropriate "F" or "U" grade if the student does not complete the coursework in the allotted timeframe (default is 185 days), additional information must be entered to assist the grading staff in maintaining these records.

The following policy for recording "I" grades became effective March 1, 2006 and must be followed for "I" grades to be processed correctly.

- For each "I" grade entered in the Roster Grade column, click on the corresponding [Note](#) hyperlink.

	Roster Grade	Official Grade	Grading Basis	Final Roster Status	Career		
	I		Graded	Pending	Undergrad	Detail	Note

- You will then be taken to the Grade Roster Notes page. From here, click on the Incomplete Detail button.

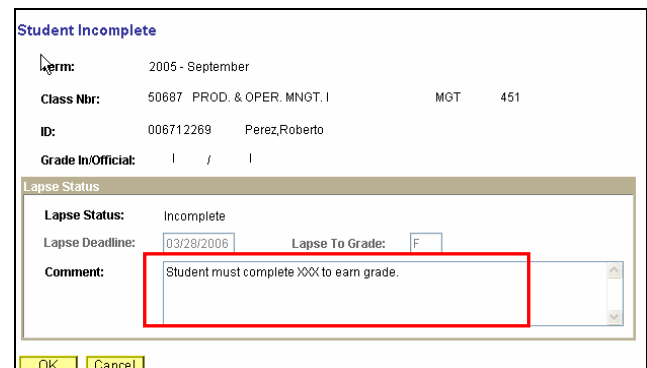



Previously, any notes related to the "I" grade were entered on this page in the Transcript Note section. Beginning March 2006 you should no longer enter data into the Transcript Note field.

- Enter any comments related to the student's Incomplete grade (missing requirements, etc.) in the comment box. **Every "I" grade given must have a comment associated with it.** In addition, if you wish to shorten or extend the timeframe for completion, the new deadline date must be entered as part of the comment.



If you do not provide the completion deadline, the student's grade will lapse to an "F" (or "U") in 185 days after the last class meeting.




Please note that ALL information entered into this comment box will be extracted **exactly as it is written** and merged into a letter that will be sent to the student. The letter will serve as a courtesy reminder that they have been given an Incomplete grade and have X amount of time to complete the requirements.

In the past, some faculty have placed phone numbers and additional personal contact information in the Incomplete notes section. Under this new process, ALL data on this page will be extracted and provided to students as part of the letter generation process.

Please enter your comments carefully.

A grade of "I" should **NEVER** be issued to a student that has not attended classes or does not meet the specific criteria outlined in the University catalog.

****IN PROGRESS GRADES****

The In Progress "IP" grade is a designation typically used for project courses that allow up to six months

or more for completion. If students in a class complete the requirements at different times, recording final grades for some students and “IP” grades for the remaining students allows instructors to **Approve** the roster so that the grades can be posted to all student records.

No grade points are assigned for the “IP” grade and no credit is awarded until the class is completed and a permanent grade replaces the “IP” grade. Using an “IP” grade is not considered a partial post.

A grade of “IP” should **NEVER** be issued to a student that has not attended classes.

Since an “IP” grade is unique to long-term classes, only those classes will have an “IP” grade option available on the roster. If you do not see “IP” as an option, the class for which you are entering grades is not eligible for “IP” grading.

A grade of “IP” is valid for one year from the date of the first class meeting. If the student has not completed the outstanding coursework and a grade change request not been received by the Grades Department within the 365-day timeframe, the grade of “IP” will automatically lapse to an “F” or a “U” depending upon the grading structure of the class.

****CHANGING GRADES****

A process runs nightly that selects the “Approved” status grades and posts them to the student’s official record. If you just have finished entering your term grades and realize that you have mistakenly given a student the incorrect grade, you have access to correct this error if the change is made on the same calendar day.

Simply revert the Status to Not Received, make the necessary changes, and return the status to Approved **and SAVE your changes**.

Once grades have been posted via the scheduled process, this option will no longer be available and a Change of Grade form must be submitted to the Registrar’s Office.

Approval Status: Approved						
ID	Name	Roster Grade	Official Grade	Grading Basis	Final Roster Status	Career
006609807	McConnell,Sheryl	C+	C+	Graded	Posted	Undergrad

****ATTENDANCE ****

In accordance with University Policy, all students must be officially registered for a class in order to attend it and receive a grade. This means that the course must be added to the student’s schedule prior to the ninth (9th) day of the session. In addition, registered students are expected to attend all class meetings of a course.

It is ultimately the student’s responsibility to withdraw from the class by the published deadlines. Failure to do so may result in an “F” grade being assigned to their record.

In the event that a student never attends a class meeting, the nightly attendance processed by the Center Assistants should drop the student from the class after the ninth (9th) day—and s/he will not appear on the final grade roster when it is generated.

An instructor may choose to withdraw a student from class if the student has more than two absences. To do so, the instructor should notify the appropriate center assistant and/or admissions advisor and request that the student be dropped for excessive absences.

For students who have more than three absences, and who are not withdrawn, **a letter grade of “F” should be issued.** The student should be notified that, due to excessive absences, a passing grade cannot be issued for the class. The student’s attendance has rendered him/her ineligible for a passing grade.

If the student wishes to dispute the “F” grade, attendance-related grade disputes must be addressed in writing to the Registrar’s Office within 90 days of the grade posting date.



Grades of “I” or “IP” should **NEVER** be issued to a student that has not attended classes, has excessive absences, or does not otherwise meet the criteria outlined in the University catalog.

****TRACKING CLASSES****

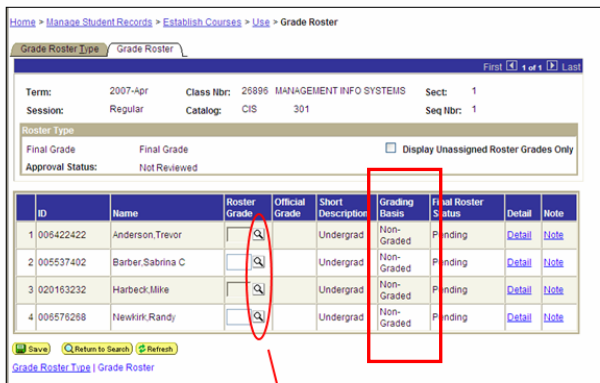


Effective 5/18/2007 and beginning with the 2007-May (0705) term, all classes designated as "tracking classes" will no longer require a grade to be submitted for the class.

Only those courses listed below have been designated as tracking classes and will not require grade submission:

Subject Area	Catalog Nbr	Campus	Course ID	Description
ORI	1	(blank)	012640	CREDENTIAL SEMINAR
ORI	2	(blank)	012641	LEARNING DIS. CRED. SEM.
ORI	3	(blank)	012642	ADMIN. CRED. SEMINAR
ORI	4	(blank)	012643	PPS SEMINAR
ORI	5	(blank)	012644	STUDENT TEACHING SEMINAR
ORI	6	(blank)	012645	INT. STUDENT ORIENTATION
ORI	7	(blank)	012646	OPTIONAL PRAC TRN TRACK
ORI	8	(blank)	014535	FA UGRD TRACKING CLASS
ORI	9	(blank)	014536	FA GRAD TRACKING CLASS
ORI	10	(blank)	017331	NURSING ORIENTATION
PSY	500	(blank)	012790	MAC TRACKING

Please note: As shown below, a grade roster will still be generated for these classes; however, no option of grade look-up or entry will be available and the Grading Basis column will clearly reflect "Non-Graded" to indicate that this is a tracking class.



Home > Manage Student Records > Establish Courses > Use > Grade Roster

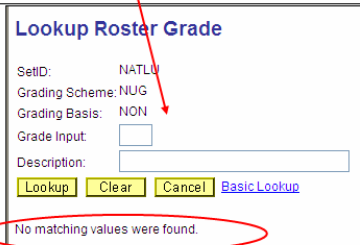
Grade Roster Type: Grade Roster

Term: 2007-Apr Class Nbr: 26898 MANAGEMENT INFO SYSTEMS Sect: 1
 Session: Regular Catalog: CIS 301 Seq Nbr: 1

Roster Type: Final Grade Display Unassigned Roster Grades Only
 Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Short Description	Grading Basis	Roster Status	Detail	Note
1 008422422	Anderson, Trevor			Undergrad	Non-Graded	Pending	Detail	Note
2 005537402	Barber, Sabrina C			Undergrad	Non-Graded	Pending	Detail	Note
3 020163232	Harbeck, Mike			Undergrad	Non-Graded	Pending	Detail	Note
4 006576268	Newkirk, Randy			Undergrad	Non-Graded	Pending	Detail	Note

Buttons: Save, Return to Search, Refresh



Lookup Roster Grade

SetID: NATLU
 Grading Scheme: NUG
 Grading Basis: NON
 Grade Input:
 Description:

Buttons: Lookup, Clear, Cancel, Basic Lookup

No matching values were found.