


# Recording Grades

Record Grades allows a faculty member to record class grades via the Internet.

Record and enter grade information:

- [View My Class Schedule](#)
- [View My Weekly Schedule](#)
- [Access Class Rosters](#)
- [Record Grades](#)
- [Advisement](#)



A list of terms in which the instructor has taught or is scheduled will be displayed. Click on the month and then the class for which the grades are to be entered.

### Select Grade Roster

**Instructor Name** 2005 - February

Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog Nbr	Section	Class Nbr	Institution
<a href="#">ADVANCED COMPOSITION</a>	ENG 240	002	15833	National University

[Select a Different Term](#)      [Return to Learning Management](#)

The grade roster will appear, and you will be able to enter final class grades in the “Grade Input” column.

[Home](#) > [SA Self Service](#) > [Learning Management](#) > [Management](#) > **Record Grades**

### Grade Roster

05/01/2005

ED 619A      **Section:** 001      National University  
 FIN. ASPECTS OF ED      Undergraduate      2005 - May  
**Class Nbr:** 30089      Lecture      Regular Academic Session

**Select Desired Roster** First ◀ 1 of 1 ▶ Last

Roster Type  
 Final Grade      Final Grade       **Display Ungraded Students Only**

Approval Status:

ID	Name	Grade Input	Official Grade	Grading Basis	Short Description
██████████	██████████	<input type="text"/>	Q	Graded	Graduate <a href="#">Detail</a> <a href="#">Note</a>
██████████	██████████	<input type="text"/>	Q	Graded	Graduate <a href="#">Detail</a> <a href="#">Note</a>
020002717	Records10,Student	<input type="text"/>	Q	Graded	Undergrad <a href="#">Detail</a> <a href="#">Note</a>
██████████	██████████	<input type="text"/>	Q	Graded	Graduate <a href="#">Detail</a> <a href="#">Note</a>

[Select a Different Class](#)

After entering the grades, change the Approval Status from “Not Reviewed” to “Approve”. Once the grades have been accepted by the system, the “Grade Input” column will disappear and the grades you enter will appear under the “Official Grade” column.

*Please Note:*

*You will be able to change grades until you change the Approval Status to “Ready for Review”.*

*The grades will not be accepted until you have given every student in the class a grade.*

Home > SA Self Service > Learning Management > Management > Record Grades

### Grade Roster

09/01/2001

ED 604A	<b>Section:</b> 002	National University
MGT.IS&HUMAN&FISCAL RES.	Undergraduate	2001 - September
<b>Class Nbr:</b> 2036	Lecture	Regular Academic Session

Select Desired Roster First ◀ 1 of 1 ▶ Last

Roster Type

Final Grade Final Grade  Display Ungraded Students Only

Approval Status:

ID	Name	Official Grade	Grading Basis	Short Description		
		A		Graduate	<a href="#">Detail</a>	<a href="#">Note</a>
		A		Graduate	<a href="#">Detail</a>	<a href="#">Note</a>
		A		Graduate	<a href="#">Detail</a>	<a href="#">Note</a>
		A		Graduate	<a href="#">Detail</a>	<a href="#">Note</a>
		A		Graduate	<a href="#">Detail</a>	<a href="#">Note</a>
		A		Graduate	<a href="#">Detail</a>	<a href="#">Note</a>

## Notes about Grade Input

When opting to select a grade from the Grade Input Description table, you may notice options. Some are not utilized by NU (we are working on removing these) and others are used only for certain classes or under certain circumstances. Please note the following:

GRADE	DESCRIPTION	
<a href="#">I</a>	<a href="#">Incomplete</a>	See directions below on how to enter an Incomplete grade online.
<a href="#">IP</a>	<a href="#">In Progress</a>	IP takes the place of the "K" grade for project classes where the allowable timeline exceeds the class end date printed in the schedule.
<a href="#">IX</a>	<a href="#">Incomplete Extension</a>	IX should only be used by the Grades Department if a student needs to extend his/her original Incomplete. Please contact Grades at 8261
<a href="#">NC</a>	<a href="#">No Credit</a>	NC is not utilized by NU.
<a href="#">S</a>	<a href="#">Satisfactory</a>	S is utilized for Pass/Fail classes, such as student teaching.
<a href="#">U</a>	<a href="#">Unsatisfactory</a>	U is utilized for Pass/Fail classes, such as student teaching.

[W](#)

[Withdrawal](#)

W should not be input by an instructor. Students must contact their advisor to officially withdraw from the class by the third week.

## Entering Incomplete Grades

A grade of Incomplete is allowed under certain circumstances as outlined in the *NU General Catalog* (See pages 65 and 71 of *NU General Catalog 2005*, vol. 68).

1. Put an I on the Grade roster under Grade Input.

Select Desired Roster First 1 of 1 Last

Roster Type  
Final Grade Final Grade  Display Ungraded Students Only

Approval Status: Not Reviewed

ID	Name	Grade Input	Official Grade	Grading Basis	Short Description	
	Bird, Big	I		Graded	Undergrad	Note
	Khan, Chaka			Graded	Undergrad	Detail Note
	Charles, Prince			Graded	Undergrad	Detail Note

2. Then click on the [Note](#) hyperlink

Home > SA Self Service > Learning Management > Management > Record Grades New Window

Transcript Note

Name: Beard, Terrance H ID: 006962989

Class Section

Term: 2005 - April  
Subject: ACC Catalog Nbr: 201  
Class Nbr: 25509 Sect: 001 [Incomplete Detail](#)  
Description: FINANCIAL ACCTS. FUND.

Note ID: INC Instructor Inc Grade Notes

View All First 1 of 1 Last

Transcript Note Transcript Note Sequence Nbr + -

Student must  
a) submit mid-term essay  
b) Do a financial budget

OK Cancel

3. Use INC for the Note ID, then type in the criteria that the student must meet in order to clear the incomplete. (This note will print on the unofficial transcript only.)
4. Click OK.

5. Proceed with entering the rest of the grades.



**ONCE GRADES HAVE BEEN ENTERED IN THE "OFFICIAL GRADE" COLUMN, DO NOT CHANGE THEM ON THE WEB PAGE. YOU WILL NEED TO SUBMIT A "CHANGE OF GRADE" FORM TO THE GRADES DEPARTMENT IN THE REGISTRAR'S OFFICE.**

**Copies of this form will be available from the Grades Department in room 165 of Torrey Pines North or from authorized staff at your academic center.**