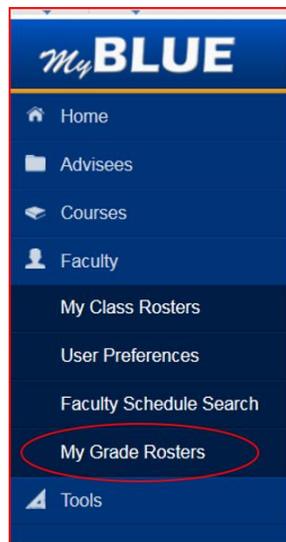


Posting Final Grades

3 Steps to Post Grades

1. **Assign** grade to each student, click **save**.
2. Choose “**Approved**” status, click **save**.
3. **Post** grades.

1. Log into MyBLUE. Click on “My Grade Rosters” under the Faculty tab.



2. Check that you have the correct term. Click on “Grade Input Allowed” under the Final Grade Column for the course you are grading.

A screenshot of the Grade Roster page. The page title is "Grade Roster" and the date is "Friday February 20, 2015". The breadcrumb trail is "Home / Faculty / Grade Roster". There are "Print" and "Help" buttons. A dropdown menu shows "Spring 2015". Below the header is a table with columns: Class, Description, Degree Grades, and Final Grade. The "Final Grade" column has "Grade Input Allowed" highlighted in yellow for all rows. A red box highlights the "Final Grade" column, and a red arrow points to the "Spring 2015" dropdown.

Class	Description	Degree Grades	Final Grade
SPCH 100 -15	Fund of Speech Comm	Approved	Grade Input Allowed
SPCH 451 -01	Leadership Comm	Approved	Grade Input Allowed
SPCH 851P -01	Leadership Comm	N/A	Grade Input Allowed
SPCH 459 -01	ORC Senior Practicum	Approved	Grade Input Allowed

- Under Display Options choose “**Final Grade**” for grade roster type. All students will appear on the final grade roster. The degree grades roster will only appear if graduating students are enrolled in this course. Please disregard the degree grades roster at this point.

Fall 2010 | Regular Academic Session | University of Nebraska Kearney | Graduate

▼ TESE 822P - 80 (24436) [change class](#)

Psychology & Education of Gifted & Talented Learners (Lecture)

Days and Times	Room	Instructor	Dates
TBA	WEB BASED COURSE	Joan Lewis	08/23/2010 - 12/16/2010

Display Options:
 *Grade Roster Type: **Final Grade** (circled)
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Not Reviewed [save](#)

Student Grade [\[PDF\]](#)

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1		▼		GRD	Fine Arts & Humanities - Art Education	Graduate
2		▼		GRD	Education - Special Education	Graduate
3		▼		GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
4		▼		GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year

Effective Spring 2016 Financial Aid regulations have necessitated some changes to the Final Grade Rosters in MyBLUE when assigning the grade of “F” or “NC”. If you have questions or concerns regarding this requirement, please contact Matt Johnson in Financial Aid at johnsonmd@unk.edu.

Enter the grade the student should receive this semester. Choose the letter grade from the drop down menu under “Roster Grade.” The grades of CR for credit and NC for no credit will be available where applicable. Click the Save button located in the bottom right hand corner, under the list of students.

Student Grade [\[PDF\]](#)

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1		▼		GRD	Fine Arts & Humanities - Art Education	Graduate
2		▼		GRD	Education - Special Education	Graduate
3		A		GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
4		A+		GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
5		B+		GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
6		C+		GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
7		D+		GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
8		F		GRD	Education - Curriculum and Instruction	Graduate
9		▼		GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
10		▼		GRD	Education - Special Education	Graduate
11		▼		GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
12		▼		GRD	Education - Special Education	Graduate
13		▼		GRD	Education - Special Education	Graduate
14		W		GRD	Education - Special Education	Graduate
15		▼		GRD	Education - Special Education	Graduate
16		▼		GRD	Education - Special Education	Graduate

View All | [Download](#) | [\[N\]](#) [\[C\]](#) Rows 1 - 16 of 16 [\[H\]](#) [\[H\]](#)

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

▼ <- add this grade to selected students

[notify selected students](#) [notify all students](#)

[SAVE](#) (circled)

- The same grade can be given to all or several students at once. Check the box to the left of the students you want to select. Go to the bottom of the page to find the prompt labeled “Add the grade to selected students.” From the drop down box next to the prompt, select the appropriate grade to assign to all selected students. Then click “Add this grade to selected students.” The grades will post under the column “Roster Grade” for each student who is selected. Click the Save button located under the list of students.

The screenshot displays a web-based interface for managing student grades. At the top, there is a title bar that says "Student Grade" with a refresh icon. Below this is a table with the following columns: ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The table contains 16 rows of student data. To the left of the table, there is a vertical list of checkboxes for selecting students. A blue oval highlights the checkboxes for students 2, 3, and 4. Below the table, there is a dropdown menu for selecting a grade. A blue oval highlights the dropdown menu, which is currently open and showing a list of grades: A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, I. A blue oval highlights the option "< - add this grade to selected students" in the dropdown menu. At the bottom of the interface, there are two buttons: "notify selected students" and "notify all students". A green oval highlights a "SAVE" button located at the bottom right of the page.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1				GRD	Fine Arts & Humanities - Art Education	Graduate
2				GRD	Education - Special Education	Graduate
3				GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
4				GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
5				GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
6				GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
7			W	GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
8				GRD	Education - Curriculum and Instruction	Graduate
9				GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
10				GRD	Education - Special Education	Graduate
11				GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
12				GRD	Education - Special Education	Graduate
				GRD	Education - Special Education	Graduate
			W	GRD	Education - Special Education	Graduate
				GRD	Education - Special Education	Graduate
				GRD	Education - Special Education	Graduate

- Once grades are selected and saved for all students choose “Approved” from the Approval Status under Grade Roster Action. Click Save next to the “approved” status. *All students in the grade roster must be graded before the roster can be approved.* If all students do not have a grade an error message will appear if an attempt is made to save in Approved status.

Please note: 20 students will appear on the screen at one time. If more than 20 students are enrolled use the arrows directly below the class list to navigate to the remaining class list. The number of students is indicated next to the arrows, i.e. 1-20 of 48.

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status:
 Not Reviewed
 Approved
 Not Reviewed
 Ready for Review
 save

Student Grade		ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1			A+		GRD	Fine Arts & Humanities - Art Education	Graduate
<input type="checkbox"/>	2			A		GRD	Education - Special Education	Graduate
<input type="checkbox"/>	3			A-		GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
<input type="checkbox"/>	4			A		GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
<input type="checkbox"/>	5			A		GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
<input type="checkbox"/>	6			A+		GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
<input type="checkbox"/>	7				W	GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
<input type="checkbox"/>	8			B		GRD	Education - Curriculum and Instruction	Graduate
<input type="checkbox"/>	9			A-		GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
<input type="checkbox"/>	10			B+		GRD	Education - Special Education	Graduate
<input type="checkbox"/>	11			A-		GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
<input type="checkbox"/>	12			A-		GRD	Education - Special Education	Graduate
<input type="checkbox"/>	13			B		GRD	Education - Special Education	Graduate
<input type="checkbox"/>	14				W	GRD	Education - Special Education	Graduate
<input type="checkbox"/>	15			B+		GRD	Education - Special Education	Graduate
<input type="checkbox"/>	16			B		GRD	Education - Special Education	Graduate

View All | [Download](#) | Rows 1 - 16 of 16 | [First](#) | [Last](#)

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

<- add this grade to selected students

notify selected students notify all students

- After saving in “Approved” status a “Post” button will appear in the lower right hand corner of the page. Click on the “Post” button once all grades are in approved status. Once the “Post” button is selected the grade will become the official grade and is posted to the student’s record and is visible for the student to see in their MyBLUE account.

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved save

Student Grade [?] [x]

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1		A		GRD	Fine Arts & Humanities - Art Education	Graduate
<input type="checkbox"/>	2		B		GRD	Education - Special Education	Graduate
<input type="checkbox"/>	3		A+		GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
<input type="checkbox"/>	4		B-		GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
<input type="checkbox"/>	5		A+		GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
<input type="checkbox"/>	6		A-		GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
<input type="checkbox"/>	7			W	GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
<input type="checkbox"/>	8		B-		GRD	Education - Curriculum and Instruction	Graduate
<input type="checkbox"/>	9		B-		GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
<input type="checkbox"/>	10		B		GRD	Education - Special Education	Graduate
<input type="checkbox"/>	11		C		GRD	Grad Non-Deg Aid Eligible - Endorsement	Fifth Year
<input type="checkbox"/>	12		B+		GRD	Education - Special Education	Graduate
<input type="checkbox"/>	13		A-		GRD	Education - Special Education	Graduate
<input type="checkbox"/>	14			W	GRD	Education - Special Education	Graduate
<input type="checkbox"/>	15		B+		GRD	Education - Special Education	Graduate
<input type="checkbox"/>	16		B		GRD	Education - Special Education	Graduate

View All | [Download](#) | [x] [x] Rows 1 - 16 of 16 [x] [x]

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

notify selected students
notify all students

SAVE
POST

- After submitting grades, click on “Change Class” to select the next class for which you wish to submit grades.

Fall 2010 | Regular Academic Session | University of Nebraska Kearney | Graduate

▼ **TESE 822P - 80 (24436)** **change class**

Psychology & Education of Gifted & Talented Learners (Lecture)

Days and Times	Room	Instructor	Dates
TBA	WEB BASED COURSE	Joan Lewis	08/23/2010 - 12/16/2010

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Approved **Posted**

[Request Grade Change](#)

Student Grade

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1		A	A	GRD	Fine Arts & Humanities - Art Education	Graduate
2		B	A-	GRD	Education - Special Education	Graduate
3		A+	A+	GRD	Grad Non-Deg Non Aid Eligible - Graduate Non-Degree	Graduate
4				GRD	Grad Non-Deg Aid Eligible -	Fifth Year

- Select the Grade Roster icon that is next to a class you have not yet graded.

Faculty Center

My Schedule

Spring 2015 | University of Nebraska Kearney **change term** [View Personal Data Summary](#)
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management Correction Roster

My Teaching Schedule > Spring 2015 > University of Nebraska Kearney

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
SPCH 100-15 (13525)	Fund of Speech Comm (Lecture)	22	MoWeFr 11:15AM - 12:05PM	MC 147	Jan 12, 2015- May 7, 2015
SPCH 451-01 (13537)	Leadership Comm (Lecture)	24	TBA	ONLINE - Fully Online	Jan 12, 2015- May 7, 2015
SPCH 451H-01 (14367)	Leadership Comm (Lecture)	0	TBA	ONLINE - Fully Online	Jan 12, 2015- May 7, 2015
SPCH 459-01 (16270)	ORC Senior Practicum (Lecture)	16	MoWeFr 10:10AM - 11:00AM	MC 147	Jan 12, 2015- May 7, 2015
SPCH 851P-01 (15134)	Leadership Comm (Lecture)	4	TBA	ONLINE - Fully Online	Jan 12, 2015- May 7, 2015

[View Weekly Teaching Schedule](#) [Go to top](#)

9. Once you have posted your grades you can confirm they are posted by selecting the “Grade Roster” from the top breadcrumb row.

10. The status of the “Final Grade” roster should state “Posted” if you have completed entering in the grades for that course. (Note: If the status states “Grade Input Allowed” or “Approved” you have not posted your final grades.)

Grade Roster				Friday February 20, 2015
Home / Faculty / Grade Roster				Print Help
Classes				Spring 2015
Spring 2015				HelpDownload
Class	Description	Degree Grades	Final Grade	
SPCH 100 - 15	Fund of Speech Comm	Approved	Posted	
SPCH 451 - 01	Leadership Comm	Approved	Approved	
SPCH 851P - 01	Leadership Comm	N/A	Grade Input Allowed	
SPCH 459 - 01	ORC Senior Practicum	Approved	Grade Input Allowed	

11. Changes to final grades through MyBLUE are only allowed while final grading is open. After grading closes, a change of grade form will need to be submitted to the Registrar's Office. To make a grade change through MyBLUE during the grading timeframe, you must click on the "Posted" status.

Grade Roster Friday February 20, 2015

Home / Faculty / Grade Roster Print Help

Classes Spring 2015

Spring 2015				HelpDownload
Class	Description	Degree Grades	Final Grade	
SPCH 100-15	Fund of Speech Comm	Approved	Posted	
SPCH 451-01	Leadership Comm	Approved	Approved	
SPCH 851P-01	Leadership Comm	N/A	Grade Input Allowed	
SPCH 459-01	ORC Senior Practicum	Approved	Grade Input Allowed	

12. A link appears in the Grade Roster Action box - "Request Grade Change".

Grade Roster

Spring 2015 | Regular Academic Session | University of Nebraska Kearney | Undergraduate

▼ **SPCH 100 - 15 (13525)** [change class](#)

Fundamentals of Speech Communication (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 11:15AM-12:05PM	MC 147		01/12/2015 - 05/07/2015

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Approved **Posted**

[Request Grade Change](#)

13. Once “Request Grade Change” is selected the screen below will appear. A drop down menu will appear under the official grade column. Choose the grade(s) to change and click Submit. This grade will become the new official grade and will be posted to the student’s record.

Grade Change Request

Fall 2010 | Regular Academic Session | University of Nebraska Kearney | Graduate

▼ **TESE 822P - 80 (24436)**
 Psychology & Education of Gifted & Talented Learners (Lecture)

Days and Times	Room	Instructor	Dates
TBA	WEB BASED COURSE	Joan Lewis	08/23/2010 - 12/16/2010

ID	Name	Enrollment Status	Grading Basis	Official Grade
1		Enrolled	Traditional Grades	A
2		Enrolled	Traditional Grades	B
3		Enrolled	Traditional Grades	A
4		Enrolled	Traditional Grades	A+
5		Enrolled	Traditional Grades	A-
6		Enrolled	Traditional Grades	B
7		Enrolled	Traditional Grades	B+
8		Enrolled	Traditional Grades	B-
9		Enrolled	Traditional Grades	C
10		Enrolled	Traditional Grades	C+
11		Enrolled	Traditional Grades	C-
12		Enrolled	Traditional Grades	D
13		Enrolled	Traditional Grades	D+
14		Enrolled	Traditional Grades	D-
15		Enrolled	Traditional Grades	F
16		Enrolled	Traditional Grades	I

[Return to Grade Roster](#)



14. After changing the grade(s) and clicking submit a “Success” notation should appear next to each grade that was changed. Click “Return to Grade Roster” in the bottom left hand corner.

19		Enrolled	Traditional Grades	A-	Success
20		Enrolled	Traditional Grades	A	

[Return to Grade Roster](#)



15. **Do not use the “Notify all students” or “Notify selected students” buttons.**

This option is not functional at this point. If you try to use it, it will seem like a message was sent but is not received by the recipient.

16. We recommend printing a list of final grades you have entered. Choose “printer friendly version” in the bottom right hand corner to print this list.

<input type="checkbox"/>	18		A	A	GRD	Sciences - Biology Online	Graduate	Posted
<input type="checkbox"/>	19		A	A-	GRD	Natural & Social Sciences - Biology Online	Graduate	Posted
<input type="checkbox"/>	20		A	A	GRD	Natural & Social Sciences - Biology Online	Graduate	Posted

View All | | Download | Rows 1 - 20 of 20 |

Select All Clear All Printer Friendly Version

notify selected students | notify all students

3 Steps to Post Grades

4. ***Assign*** grade to each student, click **save**.
5. Choose “***Approved***” status, click **save**.
6. ***Post*** grades.