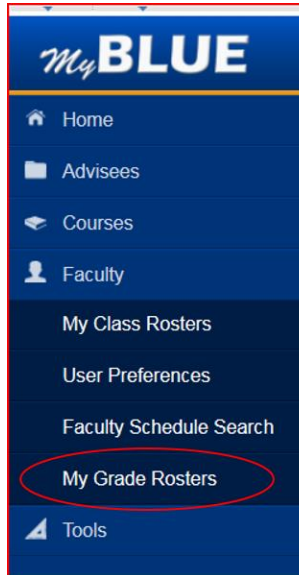
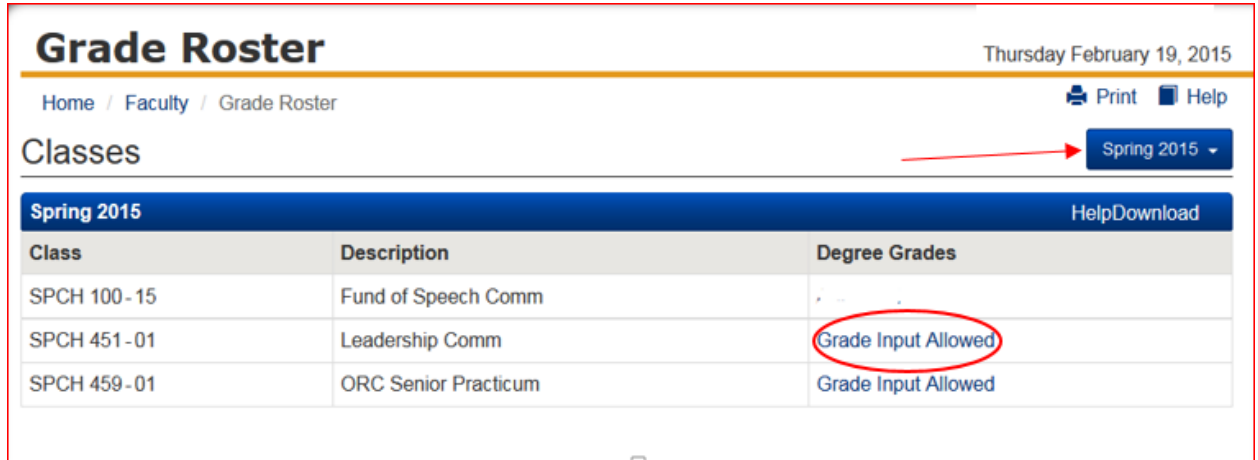


# Submitting Lowest Possible Grades

1. Log into MyBlue. Click on “My Grade Rosters” under the Faculty Tab



2. Check that you have the correct term. If the class has graduating students enrolled, there will be “Grade Input Allowed” under the Degree Grades column. Click on “Grade Input Allowed” to access the degree grade roster.

A screenshot of the Grade Roster page. The page title is "Grade Roster" and the date is "Thursday February 19, 2015". There are links for "Print" and "Help". The breadcrumb trail is "Home / Faculty / Grade Roster". Under "Classes", there is a dropdown menu for "Spring 2015" with a red arrow pointing to it. Below the dropdown is a table with columns "Class", "Description", and "Degree Grades". The table has three rows: "SPCH 100-15" with "Fund of Speech Comm", "SPCH 451-01" with "Leadership Comm", and "SPCH 459-01" with "ORC Senior Practicum". The "Degree Grades" for the last two rows are "Grade Input Allowed", with the first instance circled in red. There is a "HelpDownload" link in the top right of the table area.

Class	Description	Degree Grades
SPCH 100-15	Fund of Speech Comm	
SPCH 451-01	Leadership Comm	Grade Input Allowed
SPCH 459-01	ORC Senior Practicum	Grade Input Allowed

- Under Display Options make sure “Degree Grades” is chosen for grade roster type. Only graduating students will appear.

Spring 2011 | Regular Academic Session | University of Nebraska Kearney | Graduate

▼ **TESE 816D - 06 (10352)** [change class](#)

Practicum in Special Education (Lecture)

Days and Times	Room	Instructor	Dates
TBA	WEB BASED COURSE	Ann Knipping, Joan Lewis	01/10/2011 - 05/05/2011

**Display Options:**

\*Grade Roster Type **Degree Grades**

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Not Reviewed [save](#)

**Student Grade**

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1				CNC	Education - Special Education	Graduate
2				CNC	Education - Special Education	Graduate

View All | [Download](#) | Rows 1 - 2 of 2

- Enter the **lowest possible grade** the student may receive this semester. Choose the letter grade from the pull down menu under “Roster Grade.” Click Save. CR and NC are available for classes that are graded Credit/No Credit.

**Display Options:**

\*Grade Roster Type Degree Grades

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Not Reviewed [save](#)

**Student Grade**

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1				CNC	Education - Special Education	Graduate
2				CNC	Education - Special Education	Graduate

View All | [Download](#) | Rows 1 - 2 of 2

Select All Clear All

<- add this grade to selected student

notify selected students notify all students

[Printer Friendly Version](#)

[SAVE](#)

- 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 below and choose the grade from the drop down menu to assign to all selected students. Then click, “Add this grade to selected students.” The grades will post under the “roster grade” column for each student selected. **Click Save.**

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1				CNC	Education - Special Education	Graduate
<input type="checkbox"/>	2				CNC	Education - Special Education	Graduate

View All | Download | Rows 1 - 2 of 2

Select All Clear All Printer Friendly Version

<- add this grade to selected students

selected students notify all students

SAVE

Home Center Advisor Center Class Search  
 Home Class Roster Grade Roster

- Once grades are posted and saved for all students, choose “Approved” from the approval status. Click Save next to the “approved” status.

Display Options:  
 \*Grade Roster Type Degree Grades  
 Display Unassigned Roster Grade Only

Grade Roster Action:  
 \*Approval Status Approved save

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1		CR		CNC	Education - Special Education	Graduate
<input type="checkbox"/>	2		CR		CNC	Education - Special Education	Graduate

View All | Download | Rows 1 - 2 of 2

Select All Clear All Printer Friendly Version

notify selected students notify all students

SAVE

- It is recommended to print a list of LPG grades you have entered. Choose “printer friendly version” in the bottom right hand corner to print this list.

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

**Grade Roster**

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

▼ **SPCH 451 - 01 (13537)** **change class**

Leadership Communication (Lecture)

Days and Times	Room	Instructor	Dates
TBA	ONLINE - Fully Online	Amber S Messersmith	01/12/2015 - 05/07/2015

**Display Options:**  
 \*Grade Roster Type: Degree Grades  
 Display Unassigned Roster Grade Only

**Grade Roster Action:**  
 \*Approval Status: Approved **save**

**Student Grade**

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1		A+		GRD	Fine Arts & Humanities - Organizational Relational Com/Psychology	Senior
2		A+		GRD	Fine Arts & Humanities - Organizational Relational Com	Senior

View All | Download | Rows 1 - 2 of 2

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

**notify selected students** **notify all students**

**SAVE**

- Select the Grade Roster icon that is next to a class you have not yet graded. (Note: The icon will only appear for classes that have graduating students enrolled.)

**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
<a href="#">SPCH 100-15 (13525)</a>	Fund of Speech Comm (Lecture)	22	MoWeFr 11:15AM - 12:05PM	MC 147	Jan 12, 2015 - May 7, 2015
<a href="#">SPCH 451-01 (13537)</a>	Leadership Comm (Lecture)	24	TBA	ONLINE - Fully Online	Jan 12, 2015 - May 7, 2015
<a href="#">SPCH 451H-01 (14367)</a>	Leadership Comm (Lecture)	0	TBA	ONLINE - Fully Online	Jan 12, 2015 - May 7, 2015
<a href="#">SPCH 459-01 (16270)</a>	ORC Senior Practicum (Lecture)	16	MoWeFr 10:10AM - 11:00AM	MC 147	Jan 12, 2015 - May 7, 2015
<a href="#">SPCH 851P-01 (15134)</a>	Leadership Comm (Lecture)	4	TBA	ONLINE - Fully Online	Jan 12, 2015 - May 7, 2015

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

10. Once you have entered and saved and approved the grades for your last course. Select “Grade Roster” from the top breadcrumbs.

**Grade Roster Entry** Thursday February 19, 2015

Home / Faculty / **Grade Roster** / Grade Entry

Faculty Center | Class Search

my schedule | class roster | grade roster

**Grade Roster**

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

▼ **SPCH 459 - 01 (16270)** [change class](#)

Organizational & Relational Communication Senior Practicum (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:10AM-11:00AM	MC 147	Amber S Messersmith	01/12/2015 - 05/07/2015

Display Options: \*Grade Roster Type: Degree Grades (v)  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Approved (v) [save](#)

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1		A+		GRD	Fine Arts & Humanities - Organizational Relational Com	Senior
2		A+		GRD	Fine Arts & Humanities -	Senior

11. From this screen you can check that all your grades have been successfully submitted. If the status is “Grade Input Allowed” this means the grades need to be entered for that course.

**Grade Roster** Thursday February 19, 2015

Home / Faculty / Grade Roster

Print Help

Classes Spring 2015 (v) HelpDownload

Class	Description	Degree Grades
SPCH 100 - 15	Fund of Speech Comm	Approved
SPCH 451 - 01	Leadership Comm	Approved
SPCH 459 - 01	ORC Senior Practicum	Approved

12. **Lowest Possible Grades cannot be changed on the system once Lowest Possible Grading has closed.** If any changes need to be made, please contact the Registrar's Office at x8527. Reports will be run from the grades submitted to determine if student's are eligible to get their diploma at Commencement.
  
13. **Do not use the "Notify all students" or "Notify selected students" buttons.**