UNDERSTANDING CLASS AND GRADE ROSTERS

This tutorial will explain how to navigate the My Faculty Center in order to access, enter, and approve grade rosters, as well as information on how to navigate your class roster.

First, log into "My Faculty Center" using the MyUB homepage.

Oracle User Productivity Kit

Job Aid

Go to https://myub.ubalt.edu
Log in using your network ID and password
Click on My Faculty Center

Grade Roster

The main screen of the Faculty Center will provide you with tabs to your schedule, class rosters, and grade rosters. Before progressing, be sure to verify the correct term you wish to access. If you wish to change terms, click the "Change Term" icon.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Faculty Center

My Schedule

| University of Baltimore   change term | View Personal Data Summary

Select display option: ⦿ Show All Classes   ◯ Show Enrolled Classes Only

Icon Legend: 👥 Class Roster   📑 Grade Roster   🗔 Learning Management

My Teaching Schedule > Spring 2019 > University of Baltimore

View All | 🗗 | 🗓   First ◀ 1-4 of 4 ▶ Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
👥 📑						
👥 📑						
👥 📑						
👥 📑						

Select your term, then click "Continue."

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Faculty Center

Select Term   🖥   View FERPA Statement

CONTINUE

Select a term then select Continue.

	Term	Institution
◯	Spring 2017	University of Baltimore
⦿	Fall 2016	University of Baltimore
◯	Summer 2016	University of Baltimore
◯	Spring 2016	University of Baltimore

CLASS ROSTERS

From the My Schedule tab of the Faculty Center, you will see shortcuts to both your class rosters and grade rosters. If you wish to access your class rosters, click on the class roster icon next to the class in your teaching schedule, represented by a symbol of three people. **Note: clicking the text link to the class itself will NOT properly direct you to the correct class roster.**

There is a multitude of information provided on the class roster, including links to student photos, student ID#'s, links to student email, student program and plan, career level, and if the student is required to complete the Plagiarism Tutorial, and if it has been completed.

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

ss Roster

Regular Academic Session | University of Baltimore | Undergraduate

▽ [change class] [save] ☐ Reviewed

Days and Times	Room	Instructor	Dates
TBA	WEB		01/28/2019 - 05/19/2019

lment Status [Enrolled ▽]

ment Capacity 33   Enrolled 30

display option: ⦿ Link to Photos   ◯ Include photos in list

lled Students   Find | 🔃 | 🏭   First ◀ 1-30 of 30

tify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Status Note	Plagiarism Tutorial Required	Tutorial Completed	Never Attended	Last Date of Attendance	Never Att Deadline
☐	📷			Graded	3.00				Y	Y	☐	05/05/2019	02/12/201
☐	📷			Graded	3.00				Y	Y	☐		02/12/201
☐	📷			Graded	3.00				Y	Y	☐		02/12/201
☐	📷			Graded	3.00				N	N	☐		02/12/201
☐	📷			Graded	3.00				Y	Y	☐	05/17/2019	02/12/201

You are also given the option to view the class roster by enrollment status (enrolled, dropped, or both.)

Days and Times	Room	Instructor	Dates

*Enrollment Status [All / Dropped / Enrolled] ⬅

Enrollment Capacity 18   Enrolled 15   Dropped 3

Select display option: ⦿ Link to Photos   ◯ Include photos in list

In an update effective 8/22/2018, changes were made to the class rosters which now allow professors to report if a student;

- Has never attended classes, or;
- Has stopped attending classes.

Proper reporting of this information will have a mandatory downstream impact that will affect several various departments, particularly *Records, Billing, and Financial Aid.*

Please note these changes apply to all Undergraduate, Graduate, and Doctoral classes (including TAXA classes). Law and Advanced Professional Degree classes are currently excluded from this change.

In the below example, you will see two new columns on the class roster: Never Attended and Last Date of Attendance.

You will also see a new column next to the two columns: Never Attended Deadline.

	Regular Academic Session	University of Baltimore	Undergraduate

| [change class] | [save] | ☐ Reviewed |

Days and Times	**Room**	**Instructor**	**Dates**

*Enrollment Status [Enrolled ∨]

Enrollment Capacity 35   **Enrolled** 2

Select display option: ◉ **Link to Photos**   ○ **Include photos in list**

Enrolled Students   Find | 🔲 | 🔳   First ◀ 1-2 of 2 ▶

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Plagiarism Tutorial Required	Tutorial Completed	Never Attended	Last Date of Attendance	Never Atter Deadline
1	☐	📇			Graded	3.00		Junior	N	N	☐	[ ]🗓	09/10/2019
2	☐	📇			Graded	3.00		Senior	Y	Y	☐	[ ]🗓	09/10/2019

Select All Clear All   Printer Friendly Version

For students who have never attended a class, the professor has the option to check the "Never Attended" box, as long as the date of doing so falls before the Never Attended Deadline.

Upon selecting the Never Attended option, **the professor will be unable to enter a Last Date of Attendance.**

Enrolled Students   Find | 🔲 | 🔳   First ◀ 1-12 of 12 ▶ Last

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Plagiarism Tutorial Required	Tutorial Completed	Never Attended	Last Date of Attendance	Never Attended Deadline
1	☐	📇			Graded	3.00		Junior	Y	Y	☑		09/19/2018
2	☐	📇			Graded	3.00		Junior	Y	Y	☑		09/19/2018
3	☐	📇			Graded	3.00		Senior	Y	Y	☑		09/19/2018

The professor should make sure to **SAVE** his/her selections before exiting out of the "Class Roster" tab.

The professor can add a last date of attendance at any time past the Never Attended Deadline, so long as the grade roster for that class has not been approved and posted.

The last date of attendance must fall within the academic calendar for that class's session or you will get an error message as seen below:

Message		Never Attended Deadline
The LDA should be a valid date within the session. (20011,13)		09/19/2018
A date that falls within the session of the class is required to save this information.		09/19/2018
OK		09/19/2018
Senior	Y	Y	☐	08/01/2018 🗓	09/19/2018

The last date of attendance may be between the first and last dates of the class's session.

NOTE: Please be mindful that when a professor enters a Last Date of Attendance, the Never Attended option does NOT disappear for that student.

Never Attended	Last Date of Attendance	Never Attended Deadline
☑		09/19/2018
☑		09/19/2018
☑		09/19/2018
☐	10/19/2018 🗓	09/19/2018
☐	🗓	09/19/2018
☐	🗓	09/19/2018
☐	🗓	09/19/2018

Selecting the Never Attended option once a Last Date of Attendance is entered will overwrite the Last Date of Attendance.

Always remember to save any changes made to the class roster.

NEW FOR FALL 2019 There is also an option for faculty to confirm when a class rosters has been reviewed for not having attended or last date of attendance. This is ONLY available on the class roster, and not the grade roster.

If all students in your course have attended then check the reviewed box and click save.

From the Class Roster you also have the ability to send notifications to individual students or all students on the roster. To select an individual student, click the "Notify" box next to his/her name, then select "Notify Selected Students."

If you wish to send a notification to all students on your roster, click "Select All" to check all "Notify" boxes next to the student's information, then click "Notify All Students."

From the "Send Notification" screen, you have access to edit who is sending the email, as well as any additional people you may wish to copy/blind copy. You may also edit the subject (the default subject will read "From the desk of {your name}"). Once you have finished typing in the body of the message under "Message Text," you may click "Send Notification" to send your student correspondence. You may also return to your class roster from this screen.

Class Roster

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from	
From:	
To:	
CC:	
BCC:	

Subject:	<From the desk of >
Message Text:	

SEND NOTIFICATION

Return to Class Roster

GRADE ROSTERS

In order to access your grade roster, click the "Grade Roster" icon next to your respective class under the My Schedule tab, which is indicated by a professor pointing to a chalkboard.

The grade roster will provide several pieces of information from the class roster, including student ID#, Name, Program and Plan, and Career Level. Also, like the class roster, you are given the option to notify students through this screen.

Fall 2016 | Regular Academic Session | University of Baltimore | Graduate

▽   change class

Days and Times	Room	Instructor	Dates
We 5:30PM-8:00PM			08/29/2016 - 12/18/2016

Display Options:

*Grade Roster Type   Final Grade ▽

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

Approval Status   Not Reviewed ▽   save

Student Grade ▣

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐	1		▽		GLR		Graduate
☐	2		▽		GLR		Graduate
☐	3		▽		GLR		Graduate
☐	4		▽		GLR		Graduate
☐	5		▽		GLR		Graduate
☐	6		▽		GLR		Graduate
☐	7		▽		GLR		Graduate
☐	8		▽		GLR		Graduate
☐	9		▽		GLR		Graduate
☐	10		▽		GLR		Graduate
☐	11		▽		GLR		Graduate

View All | ⬈ | Download |◀ ◀◀ Rows 1 - 11 of 11 ▶▶ ▶|

Select All   Clear All   Printer Friendly Version

▽   <- add this grade to selected students

notify selected students   notify all students

NOTE: If you are unable to access your grade roster for a class, it could be for various reasons:

1. Grade rosters have not been created for faculty at the time;
2. The term selected may be incorrect;
3. The instructor may not have faculty security access.

Under display options, you are given the option to select either Final Grade, or Midterm Grade rosters (Undergraduate careers only). Select the correct Roster Type.

Fall 2016 | Regular Academic Session | University of Baltimore | Graduate

| change class |

Days and Times	Room	Instructor	Dates
We 5:30PM-8:00PM			08/29/2016 - 12/18/2016

Display Options:

*Grade Roster Type   Final Grade ▾

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

Approval Status   Not Reviewed ▾   save

You may now enter the student's grades under the "Roster Grade" drop-down menu. All respective grades will be listed for selection.

Display Options:

*Grade Roster Type   Final Grade ▾

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

Approval Status   Not Reviewed ▾   save

Student Grade

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐	1			A A- B B+ B- C C+ C- CS F		GLR		Graduate
☐	2					GLR		Graduate
☐	3					GLR		Graduate
☐	4					GLR		Graduate
☐	5					GLR		Graduate
☐	6			▾		GLR		Graduate
☐	7			▾		GLR		Graduate

If you wish to give the same grade to a population of students, or all students, check the boxes next to the student's row you wish to select. Then, next to the "Add this grade to selected students" button, select the corresponding grade under the drag down box. Then, click the "Add this grade to selected students" button.

With regards to the amendment made effective 8/22/2018, professors are now required to report Last Date of Attendance on a grade roster. The never attended checkbox will **not** be available from this page.

When submitting a final grade roster, any FA grades **MUST** have a Last Date of Attendance reported or the professor will see this message below.

FA grades should be reported and approved at the same time all other grades have been reported on the grade roster. The professor should always save his/her work before setting the grade roster to approved.

Once all grades have been entered, you may set the Approval Status under the "Grade Roster Action" to "Approved." **NOTE: you will NOT be able to perform this action until ALL grades have been assigned to ALL students.** Hit save. If done correctly, the drag-down option under "Roster Grade" will now become unavailable.

In order for the students to see their grades under their My Student Center, the grades must officially "post", which is a regularly-scheduled automated process run through the Office of Records. Remember: the final grade roster will only post **ONCE THE GRADE ROSTER IS SET TO AN "APPROVED" STATUS!**

If done correctly, the roster grade will show up as an "Official Grade" when the automated posting process next runs.

A completed grade roster will now feature not only the Official Grade, but a Status column in which all rows will populate with "Posted."

Student Grade

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
☐	1			A	A	GLR		Graduate	Posted
☐	2			A	A	GLR		Graduate	Posted
☐	3			A	A	GLR		Graduate	Posted
☐	4			A	A	GLR		Graduate	Posted
☐	5			A	A	GLR		Graduate	Posted
☐	6			A	A	GLR		Graduate	Posted
☐	7			A	A	GLR		Graduate	Posted
☐	8			A	A	GLR		Graduate	Posted
☐	9			A	A	GLR		Graduate	Posted
☐	10			A	A	GLR		Graduate	Posted
☐	11			A	A	GLR		Graduate	Posted

View All | | Download   Rows 1 - 11 of 11

Select All   Clear All   Printer Friendly Version

notify selected students   notify all students

Any additional questions or concerns may be directed to the Office of Records and Registration at

(410) 837-4825 or records@ubalt.edu.