

MyUAlbany ~ Faculty

Grade Students - Large Class

Procedure

Use this method when you have a very large class to grade.

The screenshot shows the 'Faculty Center' page for 'Liz Professor' in 'Fall 2008'. It includes navigation links for 'My Exam Schedule' and 'View Personal Data Summary'. A 'change term' button is visible. Under 'Select display option', 'Show All Classes' is selected. A toolbar contains 'Class Roster', 'Grade Roster', and 'Learning Management'. Two tables are displayed:

My Teaching Schedule > Fall 2008 > University at Albany						
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
ETAP 201-0001 (6304)	Explor Teaching as Profession (Lecture)	60	TuTh 10:15AM - 11:35AM	LC 5	Aug 25, 2008- Dec 8, 2008	
ETAP 526-0002 (3817)	Educational Computing (Lecture)	4	TBA	Arranged	Aug 25, 2008- Dec 8, 2008	

Below the teaching schedule is a 'My Exam Schedule' table:

My Exam Schedule > Fall 2008 > University at Albany					
Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
ETAP 201-0001 (6304)	Explor Teaching as Profession (Lecture)	12/17/2008, Wednesday	8:00AM - 10:00AM	LC 5	60

Step	Action
1.	Click the Grade Roster button for the class that you want to grade.

Faculty Center

Grade Roster [View FERPA Statement](#)

ETAP 526 - 0002 Educational Computing
Lecture (3817)
Fall 2008 | Regular Academic Session | University at Albany | Graduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	Arranged	Liz Professor	08/25/2008 - 12/08/2008

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

<- add this grade to all students

Student Grade	Transcript Note	Find					
Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	000312947	Dane,Annie	<input type="button" value="v"/>		GRD	Curric Devl & Inst Tech (MS) - Curric Devl & Inst Tech (MS)	Graduate
<input type="checkbox"/>	000960058	Dane,Arlene	<input type="button" value="v"/>		GRD	Education (nondegree) - Education (nondegree)	Graduate
<input type="checkbox"/>	000004078	Dane,Darlene_L	<input type="button" value="v"/>		GRD	Curric Devl & Inst Tech (MS) - Curric Devl & Inst Tech (MS)	Graduate
<input type="checkbox"/>	000858483	Dane,Helen	<input type="button" value="v"/>		GRD	General Educational Std (MS) - Gen Educational Studies (MS)	Graduate

Step	Action
2.	<p>Determine which grade you are giving the majority of your students.</p> <p>Click the drop down arrow to choose the grade to apply to all the students on your Grade Roster.</p> <p><input type="button" value="v"/></p>

Faculty Center

Grade Roster [View FERPA Statement](#)

ETAP 526 - 0002 Educational Computing
Lecture (3817)
Fall 2008 | Regular Academic Session | University at Albany | Graduate

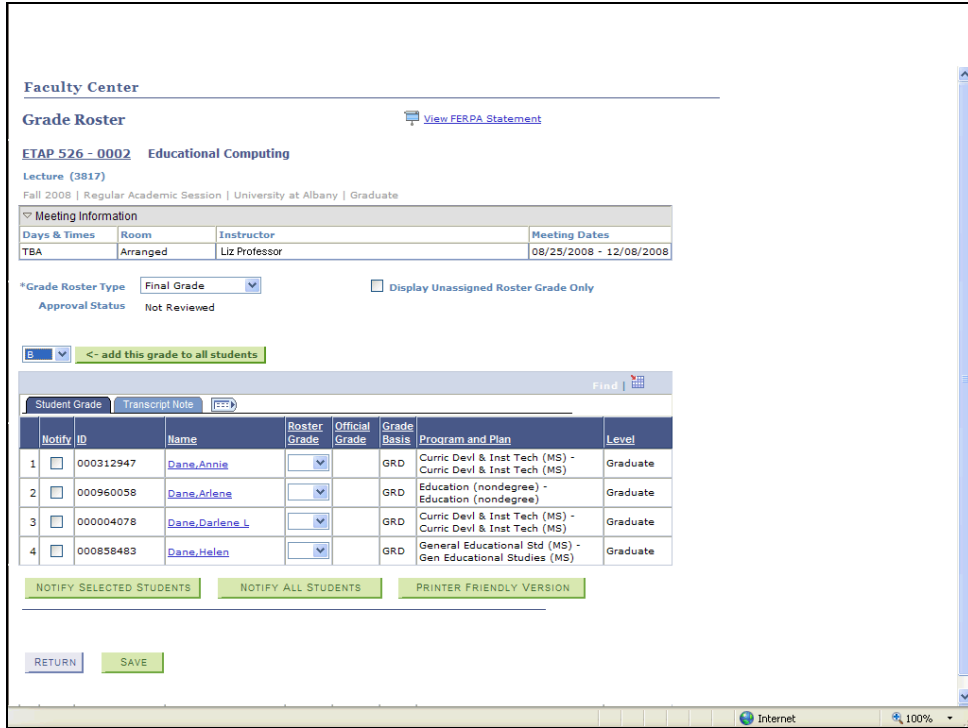
Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	Arranged	Liz Professor	08/25/2008 - 12/08/2008

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

<- add this grade to all students

Grade	Transcript Note	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
A								
A-								
B								
B+								
B-								
C+								
C								
C-								
D+								
D								
D-								
E								
F								
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Step	Action
4.	<p>Click the <- Add this grade to all students button.</p> <p><- add this grade to all students</p>
5.	<p>Change the grade for each student that is different from the grade that was added to all students.</p> <p>Click the drop down arrow in the Roster Grade column.</p> <p>B ▼</p>

Faculty Center

Grade Roster [View FERPA Statement](#)

ETAP 526 - 0002 Educational Computing
Lecture (3817)
Fall 2008 | Regular Academic Session | University at Albany | Graduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	Arranged	Liz Professor	08/25/2008 - 12/08/2008

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

Student Grade	Transcript Note	Find
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	000312947	Dane,Annie	B		GRD	Curric Devl & Inst Tech (MS) - Curric Devl & Inst Tech (MS)	Graduate
<input type="checkbox"/>	000960058	Dane,Arlene	B		GRD	Education (nondegree) - Education (nondegree)	Graduate
<input type="checkbox"/>	000004078	Dane,Darlene L	A		GRD	Curric Devl & Inst Tech (MS) - Curric Devl & Inst Tech (MS)	Graduate
<input type="checkbox"/>	000858483	Dane,Helen	B		GRD	General Educational Std (MS) - Gen Educational Studies (MS)	Graduate

Step	Action
6.	Select the appropriate grade for the student. For example, click the A list item. <input type="text" value="A"/>

Faculty Center

Grade Roster [View FERPA Statement](#)

ETAP 526 - 0002 Educational Computing

Lecture (3817)

Fall 2008 | Regular Academic Session | University at Albany | Graduate

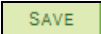
Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	Arranged	Liz Professor	08/25/2008 - 12/08/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Approval Status: Not Reviewed

<- add this grade to all students

Student Grade	Transcript Note	Find					
Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	000312947	Dane,Annie	B		GRD	Curric Devl & Inst Tech (MS) - Curric Devl & Inst Tech (MS)	Graduate
<input type="checkbox"/>	000960058	Dane,Arlene	A		GRD	Education (nondegree) - Education (nondegree)	Graduate
<input type="checkbox"/>	000004078	Dane,Darlene L	B		GRD	Curric Devl & Inst Tech (MS) - Curric Devl & Inst Tech (MS)	Graduate
<input type="checkbox"/>	000858483	Dane,Helen	B		GRD	General Educational Std (MS) - Gen Educational Studies (MS)	Graduate

Step	Action
7.	<p>Be sure to save your work regularly (about every tenth student).</p> <p>Click the Save button.</p> 

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TBA	Arranged	Liz Professor	08/25/2008 - 12/08/2008

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

<- add this grade to all students <- add this requirement designation to all students

Student Grade	Transcript Note	Find					
Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	000312947	Dane,Annie	B		GRD	Curric Devl & Inst Tech (MS) - Curric Devl & Inst Tech (MS)	Graduate
<input type="checkbox"/>	000960058	Dane,Arlene	A		GRD	Education (nondegree) - Education (nondegree)	Graduate
<input type="checkbox"/>	000004078	Dane,Darlene_L	B		GRD	Curric Devl & Inst Tech (MS) - Curric Devl & Inst Tech (MS)	Graduate
<input type="checkbox"/>	000858483	Dane,Helen			GRD	General Educational Std (MS) - Gen Educational Studies (MS)	Graduate

NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

RETURN SAVE

Step	Action
8.	<p>If a student did not attend your class or stopped attending your class, you should indicate that information with a Transcript Note.</p> <p>Do not enter any grade in these circumstances. It is <i>not</i> appropriate to assign an I (Incomplete) grade for such students.</p> <p>Press [Enter to Continue].</p>

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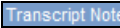

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	Arranged	Liz Professor	08/25/2008 - 12/08/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only
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Student Grade **Transcript Note**

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	000312947	Dane,Annie	A		GRD	Curric Devl & Inst Tech (MS) - Curric Devl & Inst Tech (MS)	Graduate
<input type="checkbox"/>	000960058	Dane,Arlene	B+		GRD	Education (nondegree) - Education (nondegree)	Graduate
<input type="checkbox"/>	000004078	Dane,Darlene_L	C		GRD	Curric Devl & Inst Tech (MS) - Curric Devl & Inst Tech (MS)	Graduate
<input type="checkbox"/>	000858483	Dane,Helen			GRD	General Educational Std (MS) - Gen Educational Studies (MS)	Graduate

Step	Action
9.	Click the Transcript Note tab. 
10.	Click the Note link. 

My Grade Rosters

Transcript Note

Name Helen Dane ID 000858483

Class Section Information

Term Fall 2008
Subject ETAP Catalog Nbr 526
Class Nbr 3817 Section 0002
Description Educational Computing


Note ID

Transcript Note

Sequence Number 1

Transcript Note

OK Cancel

Step	Action
11.	To see the available notes, Click the Look up Note ID (Alt+5) button. 

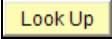
Look Up Note ID

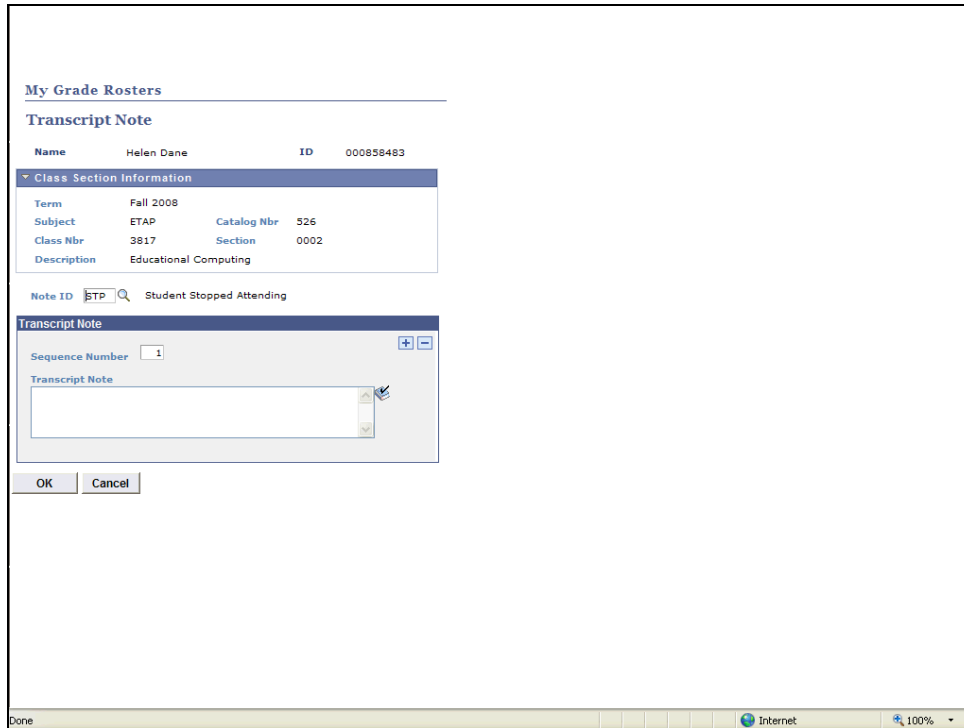
SetID: ALBANY

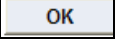
Transcript Note ID: begins with

Description: begins with

[Basic Lookup](#)

Step	Action
12.	Leave the fields blank and Click the Look Up button. 
13.	Select the link for the desired note: DNA (Student Did Not Attend) or STP (Student Stopped Attending). In this example, the student stopped attending. Click an entry in the Description column. Student Stopped Attending



Step	Action
14.	When a student stops attending class and you must include the date of last attendance in the Transcript Note field. For example, enter " Student stopped attending on 10/1/08. "
15.	Click the OK button. 

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<- add this grade to all students <- add this requirement designation to all students

Student Grade	Transcript Note	Find		
Notify	ID	Name	Roster Grade	Official Grade
<input type="checkbox"/>	000312947	Dane, Annie	A	Note
<input type="checkbox"/>	000960058	Dane, Arlene	B+	Note
<input type="checkbox"/>	000004078	Dane, Darlene L.	C	Note
<input type="checkbox"/>	000858483	Dane, Helen		Note

Step	Action
16.	Click the Save button. <input type="button" value="SAVE"/>
17.	End of Procedure.