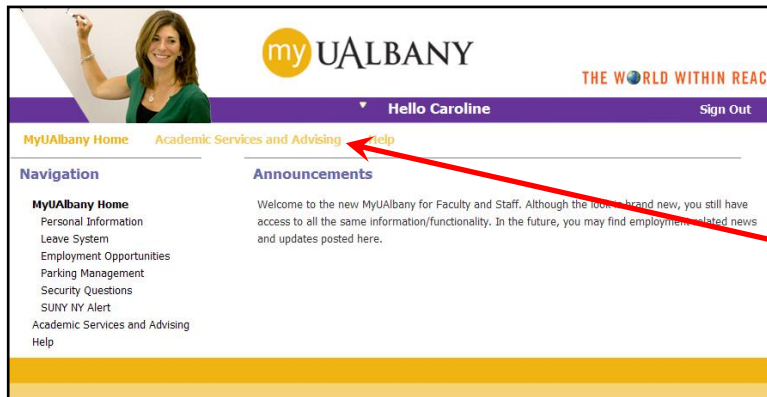


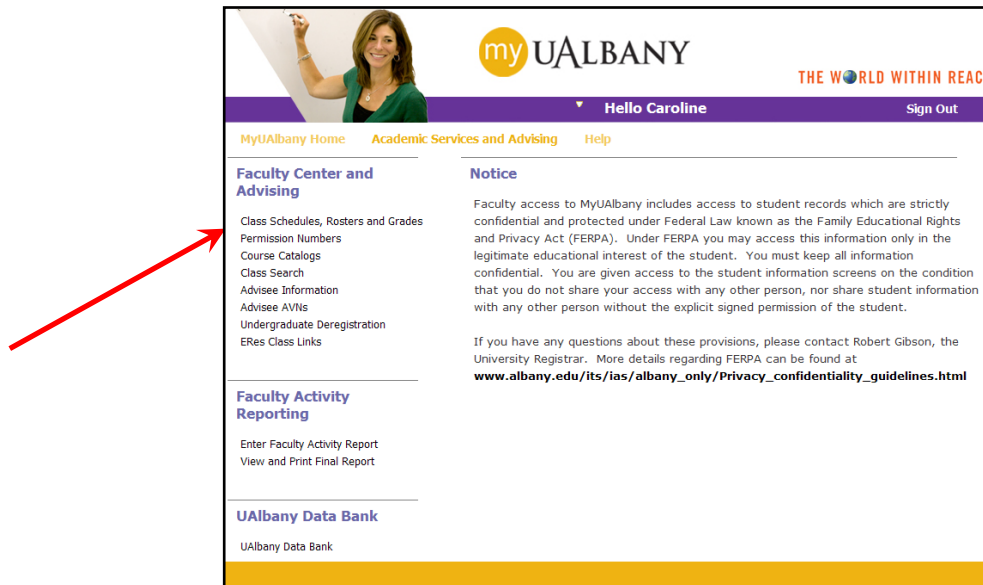
Your Grade Roster - MyUAlbany

To Access Your Grade Roster

Login to MyUAlbany by going to <http://www.albany.edu/MyUAlbany>.



Select the **Academic Services and Advising** link [Academic Services and Advising](#).



Select the **Class Schedules, Rosters and Grades** link [Class Schedules, Rosters and Grades](#).

Caroline Professor




faculty center class search

Faculty Center









[My Exam Schedule](#)
[View My Advisees](#)
[View Personal Data Summary](#)

Fall 2008 | University at Albany

Select display option: Show All Classes Show Enrolled Classes Only

 Class Roster  Grade Roster  Learning Management

My Teaching Schedule > Fall 2008 > University at Albany

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 	APSY 101-0002 (2827)	Introduction to Psychology (Lecture)	87	MoWeFr 11:30AM - 12:25PM	Edward & Frances Gildea-LC 18	Aug 25, 2008-Dec 8, 2008
 	APSY 397Y-0001 (6492)	Directed Research in Psych (Independent Study)	2	TBA	Arranged	Aug 25, 2008-Dec 8, 2008
 	ETAP 523-0001 (3816)	Media in Teaching & Learning (Lecture)	13	TBA	Arranged	Aug 25, 2008-Dec 8, 2008
 	ETAP 526-0002 (3817)	Educational Computing (Lecture)	4	TBA	Arranged	Aug 25, 2008-Dec 8, 2008

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


My Exam Schedule > Fall 2008 > University at Albany

You have no final exams scheduled at this time.

[Go to top](#)

Faculty Center [Class Search](#)

A new window with the **Faculty Center** will open up. (To return to the *MyUAlbany – Academic Services and Advising* page, close the new window.)

To view the grade roster for a class, select the **Grade Roster** icon  next to the desired course.

Grade Roster

The screenshot shows the 'Grade Roster' page for 'ETAP 526 - 0002 Educational Computing'. It includes a 'Meeting Information' table, a 'Grade Roster Type' dropdown set to 'Final Grade', and a table of students with columns for ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. A green button labeled '<- add this grade to all students' is highlighted, along with a 'SAVE' button at the bottom.

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

*Grade Roster Type: Final Grade
Approval Status: Not Reviewed

<- add this grade to all students

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1 000961727	Dane, Delilia			GRD	Curric Devl & Inst Tech (MS) - Curric Devl & Inst Tech (MS)	Graduate
2 000961738	Dane, Dorite			GRD	Curric Devl & Inst Tech (MS) - Curric Devl & Inst Tech (MS)	Graduate
3 000961747	Dane, Ellen			GRD	General Educational Std (MS) - Gen Educational Studies (MS)	Graduate
4 000961732	Danersfield, Liz			GRD	General Educational Std (MS) - Gen Educational Studies (MS)	Graduate

PRINTER FRIENDLY VERSION

RETURN SAVE


The Grade Roster will have the ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level for each student.

To enter a grade, select the drop down menu and select the appropriate grade for your student. Note: it is not possible to type a + or - grade into the box (i.e. B+). To select B+ using the keyboard, it would be necessary to hit the B button twice (once for B, twice for B+...three times for B-).

Select the **add this grade to all students** button **<- add this grade to all students**, if there is a grade you would like all students to receive. For example, if your course is S/U you may give all students an S and then modify any students receiving a U grade.

To print a copy of your Grade Roster, select the **Printer Friendly Version** button

PRINTER FRIENDLY VERSION

To download and save a copy of your Grade Roster in Excel, select the **Download** icon .

To save the entered grades, select the **Save** button **SAVE**.

To return to the *Faculty Center*, select the **Return** button **RETURN**.

Transcript Notes

Use Transcript Notes when a student did not attend or stopped attending your class.

To enter a transcript note, select the **Transcript Note** tab [Transcript Note](#).

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	Caroline Professor, Liz Instructor	08/25/2008 - 12/08/2008

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

Find

ID	Name	Roster Grade	Official Grade	Note
1 000961727	Dane, Dellia	<input type="button" value="v"/>		Note
2 000961738	Dane, Dorito	<input type="button" value="v"/>		Note
3 000961747	Dane, Ellen	<input type="button" value="v"/>		Note
4 000961732	Danersfield, Liz	<input type="button" value="v"/>		Note

To enter a note for a student, select the appropriate **Note** link [Note](#).

My Grade Rosters
Transcript Note

Name: Liz Danersfield ID: 000961732

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:

Transcript Note:

To see the available notes, select the **Look Up** icon

Look Up Note ID

SetID: ALBNY

Transcript Note ID: begins with

Description: begins with

Look Up Clear Cancel [Basic Lookup](#)

Leave the fields blank and select the **Look Up** button .

Search Results

View All First 1-2 of 2 Last

Transcript Note ID	Description
DNA	Student Did Not Attend
STP	Student Stopped Attending

Select the link for the desired note: **DNA** (*Student Did Not Attend*) or **STP** (*Student Stopped Attending*).

DNA – For students who did not attend your class, please select DNA. No grade is required.

STP – If the student stopped attending you must include the last date of attendance. If this date is after the last day to add with a permission number, you must assign a grade. Please consult the Academic Calendar for this date each semester. It is **not** appropriate to assign Incompletes for such students.

In this example, **DNA** was selected.

My Grade Rosters

Transcript Note

Name Liz Danersfield ID 000961732

Class Section Information

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

Note ID Student Did Not Attend

Transcript Note

Sequence Number

Transcript Note

OK Cancel

To return to Grade Roster, select the **OK** button .

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	Caroline Professor, Liz Instructor	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

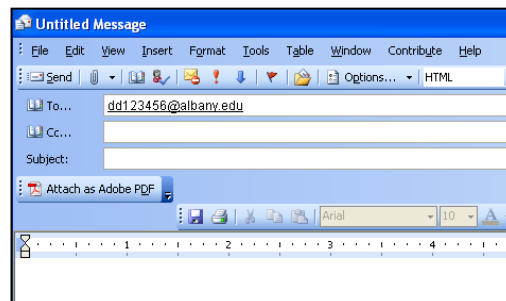
Find

ID	Name	Roster Grade	Official Grade	Note
1 000961727	Dane, Delilia	<input type="text"/>		Note
2 000961738	Dane, Dorito	<input type="text"/>		Note
3 000961747	Dane, Ellen	<input type="text"/>		Note
4 000961732	Danersfield, Liz	<input type="text"/>		Note

To save the entered notes, select the **Save** button .

To Email Students on Grade Roster

The student names will appear as links and will automatically open up an email to the student's UAlbany email address (if your email is configured to do so).



Please note: If a student's name does not appear as a link, there is currently no email address for that student in the system.