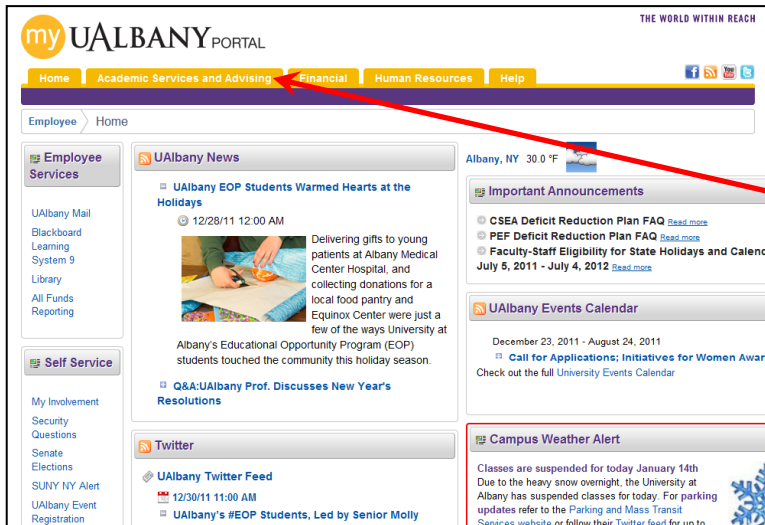


Your Grade Roster - MyUAlbany

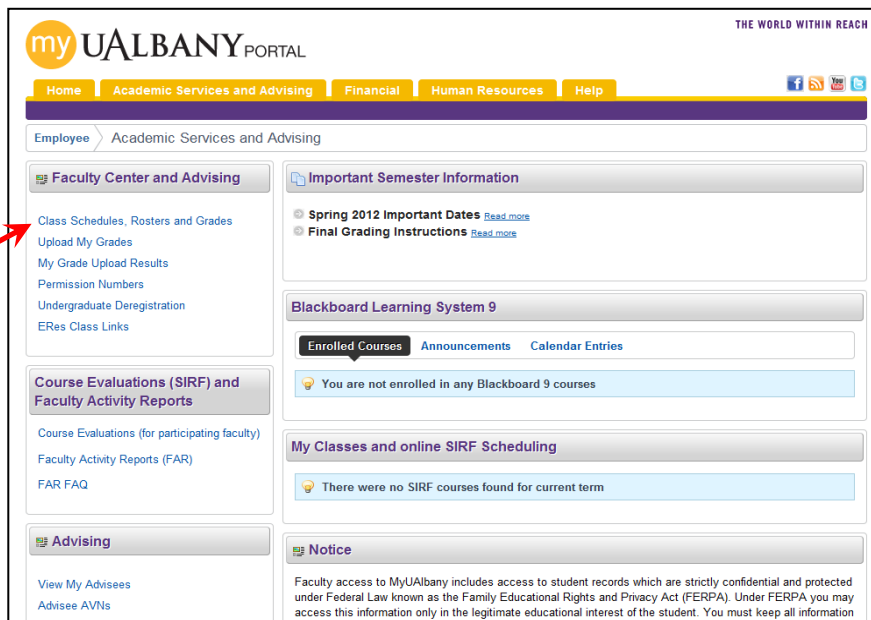
To Access Your Grade Roster

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](#)

Liz Professor

Faculty Center Advisor Center Search

Faculty Center

My Schedule

Spring 2010 | University at Albany [change term](#) [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Spring 2010 > University at Albany

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ETAP 635-0001 (8698)	Tchng Methodology for 13 LEP Chld (Lecture)		We 4:15PM - 7:05PM	ED 022	Jan 20, 2010- May 4, 2010
	ETAP 681-06 (10582)	Research Seminar:Rsrch in Prac (Seminar)	7	Th 4:15PM - 7:05PM	HU 020	Jan 20, 2010- May 4, 2010

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


My Exam Schedule > Spring 2010 > University at Albany

You have no final exams scheduled at this time.

[Go to top](#)

[Faculty Center](#) [Advisor Center](#) [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

Liz Professor

Faculty Center | Advisor Center | Search

Grade Roster

[View FERPA Statement](#)

Spring 2010 | Regular Academic Session | University at Albany | Graduate

▼ **ETAP 635 - 0001 (8698)** [change class](#)

Teaching Methodology for LEP Children (Lecture)

Days and Times	Room	Instructor	Dates
We 4:15PM-7:05PM	ED 022	Liz Professor	01/20/2010 - 05/04/2010

Display Options:

*Grade Roster Type:
 Display Unassigned Roster Grade Only

Grade Roster Action:

Approval Status: Not Reviewed

Student Grade | **Transcript Note** |

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1 001004638	Albany_Student_A	<input type="text" value="v"/>		GRD	TESOL-NEW (MS) - TESOL NYS Certification (MS)	Graduate
<input type="checkbox"/>	2 000963951	Albany_Student_B	<input type="text" value="v"/>		GRD	Educational Psychology (MS) - Educational Psychology (MS)	Graduate
<input type="checkbox"/>	3 000410432	Albany_Student_C	<input type="text" value="v"/>		GRD	Teacher Education (nondegree) - Teacher Education (nondegree)	Graduate
<input type="checkbox"/>	4 000809629	Albany_Student_D	<input type="text" value="v"/>		GRD	TESOL-NEW (MS) - TESOL NYS Certification (MS)	Graduate
<input type="checkbox"/>	5 000586936	Albany_Student_E	<input type="text" value="v"/>		GRD	TESOL-NEW (MS) - TESOL NYS Certification (MS)	Graduate
<input type="checkbox"/>	6 000748620	Albany_Student_F	<input type="text" value="v"/>		GRD	TESOL-NEW (MS) - TESOL NYS Certification (MS)	Graduate
<input type="checkbox"/>	7 001027129	Albany_Student_G	<input type="text" value="v"/>		GRD	General Educational Std (MS) - Gen Educational Studies (MS)	Graduate

View All | [Download](#) | Rows 1 - 7 of 7

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

<- add this grade to selected students

Faculty Center | Advisor Center | Search

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-).

To save the entered grades, select the **Save button** . There is a Save button located at both the top and bottom of the Grade Roster.

Liz Professor

Faculty Center | Advisor Center | Search

Grade Roster

[View FERPA Statement](#)

Spring 2010 | Regular Academic Session | University at Albany | Graduate

▼ **ETAP 635 - 0001 (8698)** [change class](#)

Teaching Methodology for LEP Children (Lecture)

Days and Times	Room	Instructor	Dates
We 4:15PM-7:05PM	ED 022	Liz Professor	01/20/2010 - 05/04/2010

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

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

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1 001004638	Albany Student A			GRD	TESOL-NEW (MS) - TESOL NYS Certification (MS)	Graduate
2 000963951	Albany Student B			GRD	Educational Psychology (MS) - Educational Psychology (MS)	Graduate
3 000410432	Albany Student C			GRD	Teacher Education (nondegree) - Teacher Education (nondegree)	Graduate
4 000809629	Albany Student D			GRD	TESOL-NEW (MS) - TESOL NYS Certification (MS)	Graduate
5 000586936	Albany Student E			GRD	TESOL-NEW (MS) - TESOL NYS Certification (MS)	Graduate
6 000748620	Albany Student F			GRD	TESOL-NEW (MS) - TESOL NYS Certification (MS)	Graduate
7 001027129	Albany Student G			GRD	General Educational Std (MS) - Gen Educational Studies (MS)	Graduate

View All | [Download](#) | Rows 1 - 7 of 7

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

<- add this grade to selected students

[SAVE](#)

Faculty Center | Advisor Center | Search

If there is a grade you would like all of the students to receive, choose the **Select All** link [Select All](#). This will place a checkmark in the boxes to the left of the ID number.

Choose the grade from the dropdown list. Select the **add this grade to selected students** button . 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** link [Printer Friendly Version](#).

To download and save a copy of your Grade Roster in Excel, hold your Ctrl key down and select the **Download** link [Download](#) located at the bottom of the page just below the last ID number.

Always be sure to save the entered grades, by selecting the **Save** button [SAVE](#).

To return to the *Faculty Center*, select the Faculty Center link [Faculty Center](#) located at the bottom of the page.

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](#).

The screenshot shows the 'Liz Professor' interface with the 'Grade Roster' section. The 'Transcript Note' tab is selected. A table lists students with columns for ID, Name, Roster Grade, and Official Grade. A red arrow points to the 'Transcript Note' tab, and another red arrow points to the 'Note' link in the 'Official Grade' column for 'Albany_Student F'.

Faculty Center | Advisor Center | Search

Grade Roster

[View FERPA Statement](#)

Spring 2010 | Regular Academic Session | University at Albany | Graduate

▼ **ETAP 635 - 0001 (8698)** [change class](#)

Teaching Methodology for LEP Children (Lecture)

Days and Times	Room	Instructor	Dates
We 4:15PM-7:05PM	ED 022	Liz Professor	01/20/2010 - 05/04/2010

Display Options:

*Grade Roster Type: Final Grade (v)

Display Unassigned Roster Grade Only

Grade Roster Action:

Approval Status: Not Reviewed [save](#)

Student Grade | **Transcript Note** | [Help](#)

ID	Name	Roster Grade	Official Grade
<input type="checkbox"/> 1 001004638	Albany_Student A	A (v)	Note
<input type="checkbox"/> 2 000963951	Albany_Student B	B+ (v)	Note
<input type="checkbox"/> 3 000410432	Albany_Student C	C (v)	Note
<input type="checkbox"/> 4 000809629	Albany_Student D	I (v)	Note
<input type="checkbox"/> 5 000586936	Albany_Student E	(v)	Note
<input type="checkbox"/> 6 000748620	Albany_Student F	(v)	Note
<input type="checkbox"/> 7 001027129	Albany_Student G	(v)	Note

View All | [Download](#) | Rows 1 - 7 of 7

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

Faculty Center | Advisor Center | Search

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

OK Cancel

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 – Use this to denote a student NEVER attended or stopped attending your course PRIOR TO THE 10th Class Day (6th Class day for 8 week courses). Leave the grade blank.

STP – When this note is used, **the Instructor MUST assign a FINAL GRADE for the student**. The instructor must also indicate the DATE a student stopped attending in the Transcript Note field.

In this example, **DNA** was selected to confirm that the student did not attend the course after the 10th day of classes.

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

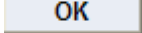
Note ID DNA Student Did Not Attend

Transcript Note

Sequence Number 1

Transcript Note

OK Cancel

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

Liz Professor

Faculty Center Advisor Center Search

Grade Roster

[View FERPA Statement](#)

Spring 2010 | Regular Academic Session | University at Albany | Graduate

ETAP 635 - 0001 (8698) [change class](#)

Teaching Methodology for LEP Children (Lecture)

Days and Times	Room	Instructor	Dates
We 4:15PM-7:05PM	ED 022	Liz Professor	01/20/2010 - 03/04/2010

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

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

ID	Name	Roster Grade	Official Grade
1 001004638	Albany Student A	A	Note
2 000963951	Albany Student B	B+	Note
3 000410432	Albany Student C	C	Note
4 000809629	Albany Student D	I	Note
5 000586936	Albany Student E		Note
6 000748620	Albany Student F		Note
7 001027129	Albany Student G		Note

View All | [Download](#) | [Print](#) | Rows 1 - 7 of 7 | [Print](#)

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

< - add this grade to selected students

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

[SAVE](#)

Faculty Center Advisor Center Search

Leave grade box blank for DNA.
Add final grade for STP.

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

To Email Students on Grade Roster

Email One Student

Liz Professor

Faculty Center | Advisor Center | Search

Grade Roster

[View FERPA Statement](#)

Spring 2010 | Regular Academic Session | University at Albany | Graduate

▼ **ETAP 635 - 0001 (8698)** [change class](#)

Teaching Methodology for LEP Children (Lecture)

Days and Times	Room	Instructor	Dates
We 4:15PM-7:05PM	ED 022	Liz Professor	01/20/2010 - 05/04/2010

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

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

Student	Grade	Transcript Note
<input type="checkbox"/>	1	001004638
<input type="checkbox"/>	2	000963951
<input type="checkbox"/>	3	000410432
<input type="checkbox"/>	4	000809629
<input type="checkbox"/>	5	000586936
<input type="checkbox"/>	6	000748620
<input type="checkbox"/>	7	001027129

ID	Name	Roster Grade	Official Grade
001004638	Albany_Student_A	A	Note
000963951	Albany_Student_B	B+	Note
000410432	Albany_Student_C	C	Note
000809629	Albany_Student_D	I	Note
000586936	Albany_Student_E		Note
000748620	Albany_Student_F		Note
001027129	Albany_Student_G		Note

View All | [Download](#) | Rows 1 - 7 of 7

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

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

[SAVE](#)

Faculty Center | Advisor Center | Search

Place a checkmark in the checkbox in the **Notify** column for the student(s) you want to email.

Choose the notify selected students button [notify selected students](#).

Faculty Center Advisor Center Search

Grade Roster

Send Notification

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

Notification from Liz Professor


From: lprofessor@albany.edu

To: lprofessor@albany.edu

CC:

BCC: StudentA@albany.edu, StudentB@albany.edu

Subject: Your Grades

Message Text: I was very pleased with your final projects. Your grades will reflect all the effort you put into this class. 
 I look forward to seeing you next semester.
 Sincerely,
 Prof. Liz

SEND NOTIFICATION

[Return to Grade Roster](#)

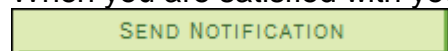
Be sure to leave your email address in the To: field so you will receive a copy of the email you send to your student(s).

In order to protect the privacy of your students, their email address will automatically be placed in the BCC field.

Enter the appropriate information in the Subject field and in the Message Text field.

Use the Spell Check icon  to check the spelling in your Message Text.

When you are satisfied with your message text, select the Send Notification button



Use the Return to Grade Roster link [Return to Grade Roster](#) to go back to your grade roster.

Email All Students on Grade Roster

You can email all of your students in your class from your Grade Roster.

Liz Professor

Faculty Center | Advisor Center | Search

Grade Roster

[View FERPA Statement](#)

Spring 2010 | Regular Academic Session | University at Albany | Graduate

▼ **ETAP 635 - 0001 (8698)** [change class](#)

Teaching Methodology for LEP Children (Lecture)

Days and Times	Room	Instructor	Dates
We 4:15PM-7:05PM	ED 022	Liz Professor	01/20/2010 - 05/04/2010

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

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

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

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1 001004638	Albany_Student_A	<input type="checkbox"/>		GRD	TESOL-NEW (MS) - TESOL NYS Certification (MS)	Graduate
2 000963951	Albany_Student_B	<input type="checkbox"/>		GRD	Educational Psychology (MS) - Educational Psychology (MS)	Graduate
3 000410432	Albany_Student_C	<input type="checkbox"/>		GRD	Teacher Education (nondegree) - Teacher Education (nondegree)	Graduate
4 000809629	Albany_Student_D	<input type="checkbox"/>		GRD	TESOL-NEW (MS) - TESOL NYS Certification (MS)	Graduate
5 000586936	Albany_Student_E	<input type="checkbox"/>		GRD	TESOL-NEW (MS) - TESOL NYS Certification (MS)	Graduate
6 000748620	Albany_Student_F	<input type="checkbox"/>		GRD	TESOL-NEW (MS) - TESOL NYS Certification (MS)	Graduate
7 001027129	Albany_Student_G	<input type="checkbox"/>		GRD	General Educational Std (MS) - Gen Educational Studies (MS)	Graduate

View All | Download | Rows 1 - 7 of 7

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

<- add this grade to selected students

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

[SAVE](#)

Faculty Center | Advisor Center | Search

Select the Notify All Students button [notify all students](#).

Enter the appropriate information in the Subject field and in the Message Text field.

Use the Spell Check icon  to check the spelling in your Message Text.

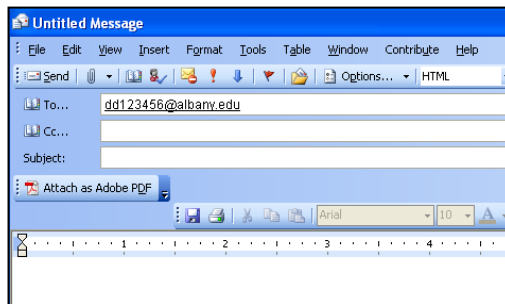
When you are satisfied with your message text, select the Send Notification button

[SEND NOTIFICATION](#)

Use the Return to Grade Roster link [Return to Grade Roster](#) to go back to your grade roster.

We recommend that you use the Notify buttons to send emails to your students.

You may notice, however, that the student names will appear as links on your Grade Roster. When one is selected, it will automatically open up an email to the student's UAlbany email address but only 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.