Grading

LONG ISLAND
UNIVERSITY

ERP Training
Student Records

Log into **https://my.liu.edu**

Navigation: Menu > Self Service > Faculty Center

Menu

Search:

▷ My Favorites
▼ Self Service
  – Faculty Center
  – Class Search/Browse
    Catalog

Main Menu >

Self Service

Navigate to your self service information and activities.

Faculty Center
Use the Faculty center to manage all your class, stude
advisee related activities.

Step 1.
Click Here

Faculty Center	Search ①	Learning Management
my schedule	class roster	grade roster

Faculty Center

My Schedule

Fall Term 2009 | Long

Step 2.
Click on "Grade Roster" (#4)

My Exam Schedule ②

Select display option: ● Show All Classes   ○ Show Enrolled Classes Only

Icon Legend: 🧑 Class Roster   📑 Grade Roster   📊 Gradebook   ✅ Assignments   🖥 Learning Management

My Teaching Schedule > Fall Term 2009 > Long Island University

③ ④ ⑤ ⑥

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
🧑📑📊✅	CS 9H-003 (5877)	Internet (WWW) (Lecture)	11	Th 6:00PM - 8:30PM	Library Learning 234	Nov 17, 2009- Dec 16, 2009
🧑📑📊✅	MA 125-002 (14691)	Digital Publishing I (Lecture)	2	TBA	TBA	Sep 8, 2009- Dec 23, 2009

⑦ View Weekly Teaching Schedule   Go to top

My Exam Schedule > Fall Term 2009 > Long Island University

You have no final exams scheduled at this time.

Go to top

See features list on back.
For questions regarding student performance, please contact the Registrar's Office.

Grade Roster

Summer Term 2011 | B-Summer I Regular | Long Island University | Graduate

▽ **MPA 504 - 001 (2655)**   [change class]

Computer Applications (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 5:45PM-8:00PM	Pratt 614		05/16/2011 - 06/27/2011

Display Options:

*Grade Roster Type [Final Grade ▾]

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status [Not Reviewed ▾] [save]

Student Grade	Transcript Note	

		ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
☐	1		Adedoyin,Ifeseyi A	[▾]		GGB	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate
☐	2		Bhagwandin,Pratima			GGB	Sch Bus Pub Adm & Inf Sci Grad - Health Administration M.P.A.	Graduate
☐	3		Celeste,Alane K.				Adm & Inf Sci Grad - stration M.P.A.	Graduate
☐	4		Comrie,Ayana Efuru				Adm & Inf Sci Grad - stration M.P.A.	Graduate
☐	5		Dookwah,Christina			GGB	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate
☐	6		Dramani,Adisa			GGB	Sch Bus Pub Adm & Inf Sci Grad - Public Administration M.P.A.	Graduate

Dropdown list: A, A-, ABS, B, B+, B-, C, C+, F, INC, UW, WF

Step 3. Enter Grades

View All | 🖼 | Download   ◁◁ Rows 1 - 20 of 23 ▷▷ ▷|

Select All | Clear All   Printer Friendly Version

(8) [▾] [<- add this grade to selected students]

[notify selected students]   [notify all students]

[SAVE]

Step 4. Click SAVE

Display Options:

*Grade Roster Type [Final Grade ▾]

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status [Not Reviewed ▾] [save]

Dropdown: Approved / Not Reviewed / Ready for Review

Student Grade	Transcript Note	

		ID	Name	Roster Grade	Of Gr		Level
☐	1		Adedoyin,Ifeseyi A	[▾]			Gr
☐	2		Bhagwandin,Pratima	[▾]		GGB	Sch Bus Pub Adm & Inf Sci Grad - Health Administration M.P.A.	Gr

Step 5. **Must Change** "Not Reviewed" to "Approved"

Step 6. Save Again.

Step 7. Sign Out!

See features list on back.
For questions regarding student performance, please contact the Registrar's Office.

FEATURES!

1 Tabs at the top of each page that now include the "Search" function.
2 A link for "My Exam Schedule" (not yet functional).
3 Class Roster button.
4 Grade Roster button.
5 Grade Book button (not yet functional).
6 Class Assignments button (not yet functional).
7 Link to view your teaching schedule.
8 Assign a grade to multiple selected students.

ERROR SCREENS

If you click on any of the new features that are not yet functional, you will get the following error:

After Clicking "OK" the Message will disappear and will give you the next screen: "You are not authorized for this page."

Click on "Faculty Center" to be returned to your schedule and click on "Grade Roster" to continue.
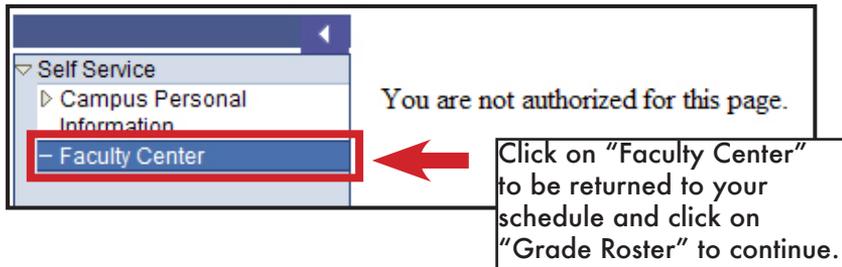
This message will appear if you change your grading status to "Approved" with out having all students graded. Click "OK" to go back, then change the status back to "Not Approved."