## MYLIU FACULTY CENTER GRADING USER GUIDE GRADE CHANGES

# LONG ISLAND UNIVERSITY



## **ENTERING GRADE CHANGES**

### Step 1

On the Faculty Center homepage, click the Faculty Center tile.

MYLIU © ♡						
Faculty Center ~						< 2 of 2 >
	Faculty Center	LM	S	Update Emergency Contact	Microsoft 365	
		brights	pace by D2L			

#### Step 2

Click the Grade Roster link on the left menu.

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Grade Roster			
Tiew My Schedule	Terms prior to Spring 2025	· · · · · · · · · · · · · · · · · · ·	~
1 Class Roster	Terms on or after Spring 2025	· · · · · · · · · · · · · · · · · · ·	^
Grade Roster	Spring 2025		

To select a term prior to the current term, click Terms prior to... link

#### Step 3

Click on the Term.

(Online Grade changes are only available for the past calendar year. Any other grade change request needs to be done on a Grade change Form)

← © ♡		Q. Search in Menu	$\square$	:	Ø
Grade Roster					
View My Schedule	Terms prior to Spring 2025				^
Class Roster	Fall 2024				
🚊 Grade Roster	Spring 2024				
	Fall 2023				
	Spring 2023				
	Fall 2022				
	Spring 2022				
	Fall 2021				
	Spring 2021				
	Fall 2020				
	Terms on or after Spring 2025				~

#### Step 4



#### Step 5

Click the Request Grade Change button.

Grade Roster							
Spring 2024 Long Island University Change Term							
View My Schedule							
Class Roster	> Class Details						
📄 Grade Roster	✓ Grade Roster						
	*Grade Roster Type Final Grade ~				Grading Status Posted *App	proval Status Approved ~	
	Display Unassigned Roster Grade Only (0)				🐻 Request G	rade Change 🛛 🖸 Notify Selected Students	
	✓ Student Grade Roster						
	Student Grade			Transcript Note		View All	
	□ ID 1↓ Name 1↓	Enrollment tu Ros Status tu Gra	ter †↓ Official de <sup>†↓</sup> Grade	†↓ Grade Basis †↓ Pro	ogram and Plan 🄃	Level 11 Incomplete 11 Grade 11	ł
		Enrolled C	С	Graded Co	II of Management (UG) - Business Administration BS	Sophomore	>
		Enrolled D	D	Graded Co	II of Management (UG) - Finance BS	First Year	>
		Enrolled C+	C+	Graded Co	ellege of Science (UG) - Computer Science BS	Sophomore	>
		Enrolled C	С	Graded Co	ellege of Science (UG) - Health Sciences BS	Sophomore	>
		Enrolled A	А	Graded Co	Il of Edu, Info & Tech (UG) - Early Childhood/Spec Ed	d B-2 BS First Year	>
		Enrolled D	D	Graded Ro	osevelt School (UG) - Health Care Admin B.S.	Junior	>
		Enrolled C	B+	Graded Co	ill of Edu, Info & Tech (UG) - Hith Ed & Phys Ed BS	First Year	>
		Enrolled A	INC	Graded Ro	osevelt School (UG) - Criminal Justice BA	Junior	>

#### Step 6

Enter the new grade in the Grade Change column. (Changes of the Grade to NC, is not available online. This can only be done using the Grade Change Form)

←   ⊙ ♡			Q Sear	ch in Menu		]			<u> </u>
Grade Roster									
Spring 2024 Long Island University Change Term									
View My Schedule									
Class Roster	✓ Student Grade Roster								
Grade Roster	Student Grade				Trar	nscript Note		View All	
2020 2020	□ ID ↑↓ Name ↑↓	Enrollment Status	1↓ Roster Grade	↑↓ Official Grade	↑↓ Grade Change	1↓ Grade Basis	11 Program and Plan 11	Level 11 Incomplete Grade	†↓
		Enrolled	С	С		Graded	Coll of Management (UG) - Business Administration BS	Sophomore	>
		Enrolled	D	D	A A-	Graded	Coll of Management (UG) - Finance BS	First Year	>
		Enrolled	C+	C+	B B+	Graded	College of Science (UG) - Computer Science BS	Sophomore	>
		Enrolled	С	С	B-	Graded	College of Science (UG) - Health Sciences BS	Sophomore	>
		Enrolled	А	А	C+ ]	Graded	Coll of Edu, Info & Tech (UG) - Early Childhood/Spec Ed B-2 BS	First Year	>
		Enrolled	D	D	D D	Graded	Roosevelt School (UG) - Health Care Admin B.S.	Junior	>
		Enrolled	С	B+	F NC	Graded	Coll of Edu, Info & Tech (UG) - Hith Ed & Phys Ed BS	First Year	>
	0	Enrolled	A	INC		Graded	Roosevelt School (UG) - Criminal Justice BA	Junior	>

#### **Step 7** Click the Submit Grade Change button.

←   ⊙   ♡							
Grade Roster							
Spring 2024 Long Island University	m						
View My Schedule							
Class Roster	> Class Details						
Grade Roster	Grade Roster     Final Grade	<b>v</b>				Grading Status Posted "Approval Stat	tus Approved ~
	Display Unassigned Roster Grade Only (0 Student Grade Roster	)				😥 Submit Grade Change	e Notify Selected Students
	Student Grad	e		Tra	nscript Note		View All
	□ ID ↑↓ Name ↑↓	Enrollment Status	oster ↑↓ Official rade ↑↓ Grade	11 Grade Change	1↓ Grade Basis	11 Program and Plan 11	Level 11 Incomplete 11 Grade
		Enrolled C	С	~	Graded	Coll of Management (UG) - Business Administration BS	Sophomore >
		Enrolled D	D	~	Graded	Coll of Management (UG) - Finance BS	First Year >
		Enrolled C+	• C+	~	Graded	College of Science (UG) - Computer Science BS	Sophomore >
		Enrolled C	С	~	Graded	College of Science (UG) - Health Sciences BS	Sophomore >
		Enrolled A	А	~	Graded	Coll of Edu, Info & Tech (UG) - Early Childhood/Spec Ed B-2 BS	First Year >
		Enrolled D	D	~	Graded	Roosevelt School (UG) - Health Care Admin B.S.	Junior >
		Enrolled C	B+	~	Graded	Coll of Edu, Info & Tech (UG) - Hith Ed & Phys Ed BS	First Year >
	0	Enrolled A	INC	B* ~	Graded	Roosevelt School (UG) - Criminal Justice BA	Junior >

## **ENTERING GRADE CHANGES**

If the grade change has been successfully processed, you will see the new grade in the Official Grade column & Success in the Transaction Message column.

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Grade Roster							
Spring 2024 Long Island University Change Term	]						
View My Schedule	*Grade Roster Type Final Grade V		Grading Status Posted *Approval Status Approved *				
1 Class Roster							
📑 Grade Roster	Display offassigned Roster Grade Only (0)		Request Grade Change				
	Student Grade Roster						
	Student Grade	Transcript Note	. View All				
	ID 11 Transaction Name 11     Message Name 11	Enrollment 1 Roster 1 Official 1 Grade 1 Grade	Grade 11 Program and Plan 11 Level 11 Incomplete 11 Basis 11 Program and Plan 11				
		Enrolled C C C	Graded Coll of Management (UG) - Business Administration Sophomore >				
		Enrolled D D O	Graded Coll of Management (UG) - Finance BS First Year >				
		Enrolled C+ C+ C	Graded College of Science (UG) - Computer Science BS Sophomore >				
		Enrolled C C C	Graded College of Science (UG) - Health Sciences BS Sophomore >				
		Enrolled A A C	Graded Coll of Edu, Info & Tech (UG) - Early Childhood/Spec First Year > Ed B-2 BS				
		Enrolled D D 0	Graded Roosevelt School (UG) - Health Care Admin B.S. Junior >				
		Enrolled C B+ C	Graded Coll of Edu, Info & Tech (UG) - Hith Ed & Phys Ed First Year >				
	C Success	Enrolled A B+ C	Graded Roosevelt School (UG) - Criminal Justice BA Junior >				

To get a copy of the grade change form please email: registrar@liu.edu



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