

MYLIU FACULTY CENTER

GRADING USER GUIDE

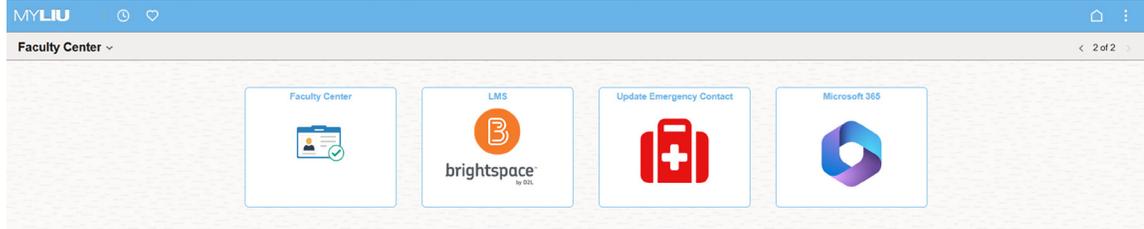
GRADE CHANGES



ENTERING GRADE CHANGES

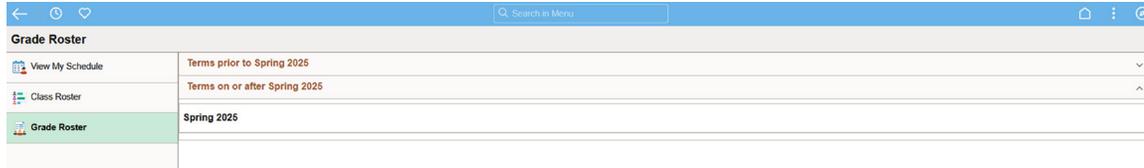
Step 1

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



Step 2

Click the Grade Roster link on the left menu.

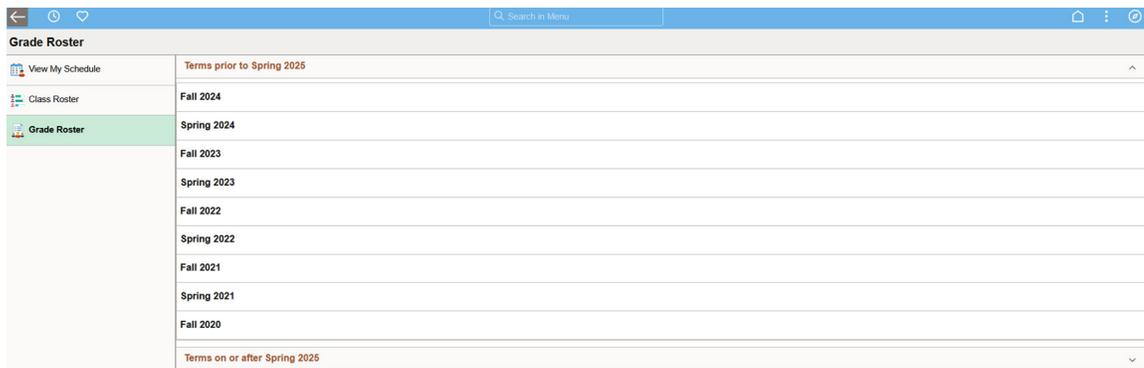


To select a term prior to the current term, click Terms prior to... link

Step 3

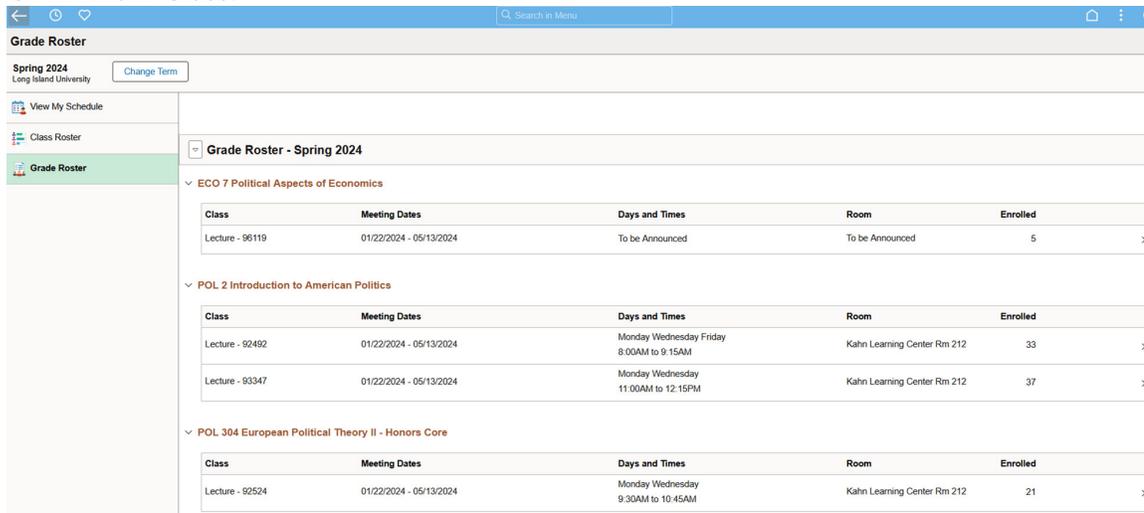
Click on the Term.

(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)



Step 4

Click on the Class.



ENTERING GRADE CHANGES

Step 5

Click the Request Grade Change button.

Grade Roster

Spring 2024
Long Island University [Change Term](#)

View My Schedule

Class Roster

Grade Roster

Class Details

Grade Roster

Grade Roster Type: Final Grade

Grading Status: Posted

Approval Status: Approved

Display Unassigned Roster Grade Only (0)

[Request Grade Change](#) [Notify Selected Students](#)

Student Grade Roster

ID	Name	Enrollment Status	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Incomplete Grade
		Enrolled	C	C	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	C	Graded	College of Science (UG) - Health Sciences BS	Sophomore	
		Enrolled	A	A	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) - Hth Ed & Phys Ed BS	First Year	
		Enrolled	A	INC	Graded	Roosevelt 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)

Grade Roster

Spring 2024
Long Island University [Change Term](#)

View My Schedule

Class Roster

Grade Roster

Student Grade Roster

ID	Name	Enrollment Status	Roster Grade	Official Grade	Grade Change	Grade Basis	Program and Plan	Level	Incomplete Grade
		Enrolled	C	C		Graded	Coll of Management (UG) - Business Administration BS	Sophomore	
		Enrolled	D	D	A	Graded	Coll of Management (UG) - Finance BS	First Year	
		Enrolled	C+	C+	B	Graded	College of Science (UG) - Computer Science BS	Sophomore	
		Enrolled	C	C	B+	Graded	College of Science (UG) - Health Sciences BS	Sophomore	
		Enrolled	A	A	C	Graded	Coll of Edu, Info & Tech (UG) - Early Childhood/Spec Ed B-2 BS	First Year	
		Enrolled	D	D	C+	Graded	Roosevelt School (UG) - Health Care Admin B.S.	Junior	
		Enrolled	C	B+	D	Graded	Coll of Edu, Info & Tech (UG) - Hth Ed & Phys Ed BS	First Year	
		Enrolled	A	INC	F	Graded	Roosevelt School (UG) - Criminal Justice BA	Junior	
		Enrolled	A	INC	NC	Graded	Roosevelt School (UG) - Criminal Justice BA	Junior	

Step 7

Click the Submit Grade Change button.

Grade Roster

Spring 2024
Long Island University [Change Term](#)

View My Schedule

Class Roster

Grade Roster

Class Details

Grade Roster

Grade Roster Type: Final Grade

Grading Status: Posted

Approval Status: Approved

Display Unassigned Roster Grade Only (0)

[Submit Grade Change](#) [Exit Grade Change](#) [Notify Selected Students](#)

Student Grade Roster

ID	Name	Enrollment Status	Roster Grade	Official Grade	Grade Change	Grade Basis	Program and Plan	Level	Incomplete Grade
		Enrolled	C	C		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	C		Graded	College of Science (UG) - Health Sciences BS	Sophomore	
		Enrolled	A	A		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) - Hth Ed & Phys Ed BS	First Year	
		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.

The screenshot shows the 'Grade Roster' interface for Spring 2024 at Long Island University. The interface includes a search bar, a 'Change Term' button, and a sidebar with navigation options like 'View My Schedule', 'Class Roster', and 'Grade Roster'. The main area displays a table of student grades with columns for ID, Transaction Message, Name, Enrollment Status, Roster Grade, Official Grade, Grade Basis, Program and Plan, Level, and Incomplete Grade. A 'Success' message is visible in the Transaction Message column for the last row.

ID	Transaction Message	Name	Enrollment Status	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Incomplete Grade
			Enrolled	C	C	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	C	Graded	College of Science (UG) - Health Sciences BS	Sophomore	
			Enrolled	A	A	Graded	Coll of Edu, Info & Tech (UG) - Early Childhood/Spe 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) - Hlth Ed & Phys Ed BS	First Year	
	Success		Enrolled	A	B+	Graded	Roosevelt School (UG) - Criminal Justice BA	Junior	

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