

# Grading



ERP Training  
Student Records

Modified on 6/13/2011

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, student, and advisee related activities.

**Step 1.**  
Click Here

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

### Faculty Center

### My Schedule

Fall Term 2009 | Long Island University [My Exam Schedule](#) 2

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

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	Adedovin, Ifesevi 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

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

Step 3. Enter Grades

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

Approved  
 Not Reviewed  
 Ready for Review

Student Grade Transcript Note

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	Adedovin, Ifesevi A					
2	Bhagwandin, Pratima			GGB	Sch Bus Pub Adm & Inf Sci Grad - Health Administration M.P.A.	Graduate

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

Step 6. Save Again.

Step 7. Sign Out!

See features list on back.

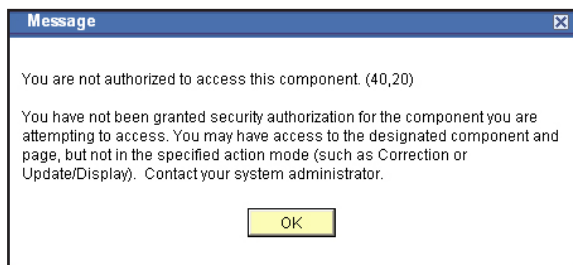
For questions regarding student performance, please contact the Registrar's Office.

# FEATURES!

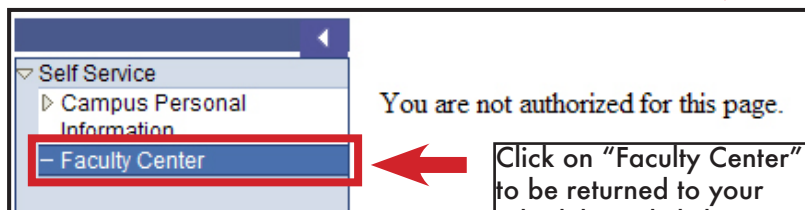
- 1 Tabs at the top of each page that now include the "Search" function.
- 2 A link for "My Exam Schedule" (not yet functional).
- 3 Class Roster button.
- 4 Grade Roster button.
- 5 Grade Book button (not yet functional).
- 6 Class Assignments button (not yet functional).
- 7 Link to view your teaching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

## ERROR SCREENS

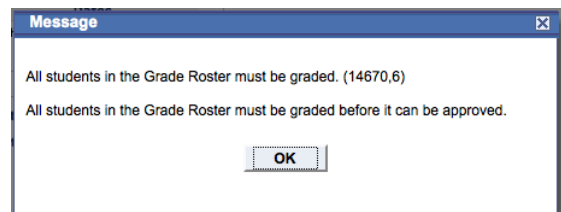
If you click on any of the new features that are not yet functional, you will get the following error:



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" without having all students graded. Click "OK" to go back, then change the status back to "Not Approved."