Electronic Grading

Navigate to Grade Roster

- 1. Log into <u>myzou.missouri.edu</u>.
- 2. On the Faculty/Staff Homepage, click the Main Menu tile.
- 3. In the menu that appears on the left of the screen, click **Self Service**.

| Menu | |
|-----------------------|--|
| Search: | |
| | |
| My Favorites | |
| Self Service | |
| Curriculum Management | |
| Reporting Tools | |
| PeopleTools | |



💽 myZou

Faculty / Staff Homepage 🔻

Main Menu

4. In the Self Service menu that appears on the left of the screen, click **Grade Roster** under Faculty Center.



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5. Alternatively, after you click the Main Menu tile, you can click the Faculty Center link in the Welcome to myZou section of the screen.



- a. On the My Schedule page that opens, click the Grade Roster ico on the left side of the class whos roster you wish to grade.
- b. If you are not sure which icon is Grade Roster, refer to the Icon Legend above the table.
- c. Click the Change Term button if need to access a grade roster fro different term than the one liste

Select a term then select Continue.

O 2022 Spring Semester

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Term O 2022 Fall Semester 2022 Summer Semester

Enter Grades

The following steps demonstrate how to enter grades into the Grade Roster.

- 1. Log into myZou and <u>navigate</u> to the **Grade Roster** for the class whose grades you want to enter.
 - a. Expand the Roster Grade field for each student and select a grade.

Note: Additional steps are required when assigning Incomplete, U/UN, and F/FN grades.

 b. If you have not finished inputting all grades but need to stop and come back later, leave Not Reviewed in the Approval Status field and click the Save button.

After saving, you may leave the Grade Roster page; the grades you entered before leaving will be there when you return to the page.

TIP: It's a good idea to save frequently in case you are called away unexpectedly.

- 2. When you have finished entering a grade for every student on the roster, expand the **Approval Status** field.
 - a. Select **Ready for Review** if another person (e.g., Department Chair) must review the grades before approving.
 - b. Select **Approved** if no other person must first review the grades.
 - c. Click **Save** when you have made the appropriate selection.

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3. A message dialog appears, confirming that the grade roster is complete.



- 4. An automatic process runs to check for approved grade rosters and posts the grades in each student's Student Center.
 - a. Once grades have been posted, the status of **Posted** appears in the Grade Roster Action section.
 - b. The Approval Status field displays **Approved** and its options are not selectable.
 - c. A column appears to the right of the Level column and **Posted** appears in that column on each row.

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End of Topic. Return to Top.

Enter LDA and Grade Contract

Enter Incomplete Grades

Grades marked Incomplete require that the last day of academic activity (LDA) be entered in the **Last Date of Acad Activity** field on the grade roster.

- 1. For a student whose grade is incomplete, enter "I" in their Grade Roster field.
- 2. When the **Save** button in the Approval Status field is clicked after you've entered grades for each student, a **Message** dialog window appears, explaining that the last date of

activity (LDA) must be completed for all students receiving an Incomplete or Delayed grade.

Read the instructions in the message and then click **OK** to dismiss it.

 A date field, highlighted red, appears in the Last Date of Acad Activity column for all students with I, F, FN, U, and N entered in the grade roster column. Message

OK

Enter Last date of academic activity (LDA Date) for the student: _____ (emplid: _____).

The assigned grade is a failing or incomplete/Delayed grade and it requires an LDA date. Enter a date and try again. Please note that the system highlighted LDA date field for all students that have an invalid value (i.e.: LDA is needed but missing, LDA is needed but entered value is not between the date of one day before class start date and current date or LDA date is entered for a non-failing/non-incomplete grade and should be blanked out).

Click the calendar icon next to each red-highlighted date field and select the appropriate LDA within the term. Choose the month and year first, and then the day. The calendar will close, and the selected date will populate the field.

Note: If the field remains red, the date is invalid. It must be a date within the grade roster's term.





- 4. When **Save** is clicked after the LDA(s) have been entered, the **Incomplete Grade Contracts** page appears.
 - a. Read the important information about how and why the Incomplete Grade Contracts section must be completed. Links are provided for more information about incomplete grade contracts.
 - For every student that receives an incomplete grade, you must enter a detailed description of the work or assignment (e.g., final paper/project, final exam) that needs to be completed before the Incomplete can be changed to a grade.

Note: Please be specific so that the student and instructor are aware of exactly what is needed, including the deadline for completion. (E.g., Fall incomplete grades must be completed by the end of the Spring term, but it may be earlier. Spring and Summer Incomplete grades have until the end of the Fall term, but it may be earlier.)

- c. In the **Default Grade** field, select the grade that the student will receive if they DO NOT complete the work by the deadline.
- d. Click the **Save** link at the bottom of the page once all fields are complete.
- e. Click the **Return to Grade Roster** link.
- f. An error message appears if you have entered information in the **Default Grade** field but not the **Work to be Completed** field, or vice versa.
- 5. Continue entering grades or complete the grading process as described in the <u>Enter Grades</u> topic.





Training and Reference Guide

View Incomplete Grade Contracts

FN

Faculty can view students' Incomplete Grade Contracts by navigating to the grade roster, selecting the appropriate term, and then clicking the **Incomplete Grade Contracts** link.

Freshma

Senior

Enter F and FN Grades

17 14358897 Ngo.Isabella N

18 14319988 Patrick Jack

Students graded F or FN will prompt for an LDA as described in the Enter Incomplete Grades topic, but they are not required to complete Grade Agreement information.

06/30/2022

07/15/2022

Enter U and UN Grades

If a class is set up for Satisfactory/Unsatisfactory grading, U and UN grades will prompt for an LDA as described in the <u>Enter Incomplete Grades</u> topic but Grade Agreement information is not required.

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|----|----------|------------------------------------|----|---|--------|---|
| 19 | 14378097 | Powell- Blythe,Curstin Grace | U | Architectural Studies-MI/General Studies-BGS | Senior | Ħ |

Non-Degree-N-DG

Communication-BA

End of Topic. Return to Top.



Electronic Grade Change

Once grades are posted, you must **request a grade change within one year** to change a student's grade.

Change grades

- 1. <u>Navigate to the Grade Roster</u> that contains a grade that you want to change.
- 2. Click the **Request Grade Change** button in the Grade Roster Action section.



- 3. The Grade Change Request form appears.
 - a. Expand the Official Grade field for the students whose grades must be changed and select the new grade.
 - b. When you are finished changing grades, click the **Submit** button at the bottom of the grade roster.
 - c. A new column appears on the right of the list, which displays **Success** in the rows of the students whose grades have been changed.

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Request Administrative Grade Change

Once a year has passed and grading has begun for the new term, faculty can no longer change electronic grades on the grade roster. The following steps must be taken to request an administrative grade change.

1. Go to **registrar.missouri.edu** and click the **Ask a Registrar** tile.

| Office of the | University Re | gistrar | |
|--------------------------------|--------------------------------|----------------------------------|----------------------------|
| Home Registration & Classes 🔻 | Grades Transcripts & Certifica | tions Residency Degrees & Audits | s |
| ➡ Transcripts & Certifications | Academic Calendar | ☆ Ask a Registrar | ➡ Add/Drop & Withdrawal |
| +> Registration | ← Graduation & | Pa Degree Programs | 🖪 Current Class |

2. Log in using your university login credentials.

3. The University Registrar – Employee Services page appears. Click the Grades tile.



4. On the **Grades** page that appears, click the **Administrative Grade Change** tile.

| Grades | Get assistance with entering and changing grades in myZou | |
|--|---|--|
| Administrative Grade Cha | Grade Entry Issues | |
| Request an administrative grade change | Faculty support for recording student grades in myZou | |
| | | |

5. On the Administrative Grade Change page that appears, click the **Administrative Grade Change** link.

| Grade Change | Request an administrative grade change |
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| Administrative Grade Change | |
| Submission of grade change | strative Grade Change |
| outside the parameters of the reput | |

- 6. The Administrative Grade Change form appears.
 - a. Complete the fields that identify the student and the course whose grade will be changed.
 - b. Select the Term.
 - c. Type the Term Year.
 - d. Select the "from" and "to" grades.
 - e. Enter a detailed description.
 - f. Click the **Submit** button.

Missing Grades

Refer to the *myZou Faculty: Missing Grades* quick reference guide for steps demonstrating how to find grades that still need to be entered.

This is the end of the training guide. Return to Top.

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