

UNDERSTANDING CLASS AND GRADE ROSTERS

This tutorial will explain how to navigate the My Faculty Center in order to access, enter, and approve grade rosters, as well as information on how to navigate your class roster.

First, log into “My Faculty Center” using the MyUB homepage.

Oracle User
Productivity Kit

Job Aid

Go to <https://myub.ubalt.edu>
Log in using your network ID and password
Click on My Faculty Center

Grade Roster



The screenshot shows the MyUB homepage interface. At the top, there are navigation tabs for 'MyUB Home' and 'MyResources'. Below this is a 'Personalize Content' and 'Personalize Layout' section. The main content area is divided into three columns: 'My Self Service', 'UB News', and 'Tools'. In the 'My Self Service' column, there are two links: 'My Student Center' and 'My Faculty Center'. The 'My Faculty Center' link is highlighted with an orange arrow. The 'UB News' column features a 'University of Baltimore News and Announcements' section with a sub-link for 'Business School Signs Sustainable Pact'. The 'Tools' column contains icons for 'Email', 'MyFiles', 'CSLink', and 'WT'.

The main screen of the Faculty Center will provide you with tabs to your schedule, class rosters, and grade rosters. Before progressing, be sure to verify the correct term you wish to access. If you wish to change terms, click the “Change Term” icon.

The screenshot shows the Faculty Center interface. At the top, there are navigation tabs: Faculty Center (my schedule), Advisor Center (class roster), and Search (grade roster). Below these, the 'Faculty Center' header is followed by 'My Schedule'. The current term is 'Fall 2016 | University of Baltimore'. A green button labeled 'change term' is circled in red, with a red arrow pointing to it from above. To the right is a 'View Personal Data Summary' button. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' section shows icons for Class Roster, Grade Roster, and Learning Management. The main content area is titled 'My Teaching Schedule > Fall 2016 > University of Baltimore' and contains a table with columns: Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The table is currently empty. A 'View Weekly Teaching Schedule' link is at the bottom.

Select your term, then click “Continue.”

The screenshot shows the 'Select Term' dialog box. At the top, there are navigation tabs: Faculty Center (my schedule), Advisor Center (class roster), and Search (grade roster). Below these, the 'Faculty Center' header is followed by 'Select Term'. A red arrow points to the 'Select Term' header. To the right is a 'View FERPA Statement' link. A green button labeled 'CONTINUE' is circled in red, with a red arrow pointing to it from the left. Below this, there is a table with the following data:

Select a term then select Continue.		
	Term	Institution
<input type="radio"/>	Spring 2017	University of Baltimore
<input checked="" type="radio"/>	Fall 2016	University of Baltimore
<input type="radio"/>	Summer 2016	University of Baltimore
<input type="radio"/>	Spring 2016	University of Baltimore

CLASS ROSTERS

From the My Schedule tab of the Faculty Center, you will see shortcuts to both your class rosters and grade rosters. If you wish to access your class rosters, click on the class roster icon next to the class in your teaching schedule, represented by a symbol of three people. **Note: clicking the text link to the class itself will NOT properly direct you to the correct class roster.**

Faculty Center my schedule	Advisor Center class roster	Search grade roster
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Faculty Center

My Schedule

Fall 2016 | University of Baltimore

[change term](#)

[View Personal Data Summary](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster



Learning Management

[My Teaching Schedule > Fall 2016 > University of Baltimore](#)

View All



First

1-4 of 4

Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
						
						
						
						

[View Weekly Teaching Schedule](#)

There is a multitude of information provided on the class roster, including links to student photos, student ID#'s, links to student email, student program and plan, career level, and if the student is required to complete the Plagiarism Tutorial, and if it has been completed.

Class Roster

Fall 2016 | Regular Academic Session | University of Baltimore | Graduate

▼ change class

Days and Times	Room	Instructor	Dates
Mo 5:30PM-8:00PM			08/29/2016 - 12/18/2016

*Enrollment Status Enrolled ▼

Enrollment Capacity 18 Enrolled 15

Select display option: Link to Photos Include photos in list

Enrolled Students										Find	First	1-15 of 15	Last
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Plagiarism Tutorial Required	Tutorial Completed			
1	<input type="checkbox"/>				GLR	3.00		Graduate	Y	N			
2	<input type="checkbox"/>				GLR	3.00		Graduate	Y	Y			
3	<input type="checkbox"/>				GLR	3.00		Graduate	N	N			
4	<input type="checkbox"/>				GLR	3.00		Graduate	N	N			
5	<input type="checkbox"/>				GLR	3.00		Graduate	Y	Y			
6	<input type="checkbox"/>				GLR	3.00		Graduate	N	N			
7	<input type="checkbox"/>				GLR	3.00		Graduate	N	N			

You are also given the option to view the class roster by enrollment status (enrolled, dropped, or both.)

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Class Roster

Fall 2016 | Regular Academic Session | University of Baltimore | Graduate

▼ change class

Days and Times	Room	Instructor	Dates
Mo 5:30PM-8:00PM			08/29/2016 - 12/18/2016

*Enrollment Status All
Dropped
Enrolled



Enrollment Capacity 18 Enrolled 15 Dropped 3

Select display option: Link to Photos Include photos in list

In an update effective 8/22/2018, changes were made to the class rosters which now allow professors to report if a student;

- Has never attended classes, or;
- Has stopped attending classes.

Proper reporting of this information will have a mandatory downstream impact that will affect several various departments, particularly *Records, Billing, and Financial Aid*.

Please note these changes apply to all Undergraduate, Graduate, and Doctoral classes only (including TAXA classes). Law and Advanced Professional Degree classes are currently excluded from this change.

In the below example, you will see two new columns on the class roster: Never Attended and Last Date of Attendance.

my schedule
class roster
grade roster

Class Roster

Fall 2018 | 10 Week Session I | University of Baltimore | Undergraduate

change class
save

Days and Times	Room	Instructor	Dates
TBA	TBA		09/08/2018 - 11/11/2018

*Enrollment Status: Enrolled

Enrollment Capacity: 25 Enrolled: 12

Select display option: Link to Photos Include photos in list

Enrolled Students										Find	First	1-12 of 12	Last
Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Plagiarism Tutorial Required	Tutorial Completed	Never Attended	Last Date of Attendance	Never Attended Deadline	
1	<input type="checkbox"/>			Graded	3.00		Junior	Y	Y	<input type="checkbox"/>		09/19/2018	
2	<input type="checkbox"/>			Graded	3.00		Junior	Y	Y	<input type="checkbox"/>		09/19/2018	
3	<input type="checkbox"/>			Graded	3.00		Senior	Y	Y	<input type="checkbox"/>		09/19/2018	
4	<input type="checkbox"/>			Graded	3.00		Senior	Y	Y	<input type="checkbox"/>		09/19/2018	
5	<input type="checkbox"/>			Graded	3.00		Junior	N	N	<input type="checkbox"/>		09/19/2018	
6	<input type="checkbox"/>			Graded	3.00		Senior	Y	Y	<input type="checkbox"/>		09/19/2018	
7	<input type="checkbox"/>			Graded	3.00		Junior	Y	Y	<input type="checkbox"/>		09/19/2018	
8	<input type="checkbox"/>			Graded	3.00		Senior	N	N	<input type="checkbox"/>		09/19/2018	
9	<input type="checkbox"/>			Graded	3.00		Senior	Y	Y	<input type="checkbox"/>		09/19/2018	
10	<input type="checkbox"/>			Graded	3.00		Senior	Y	Y	<input type="checkbox"/>		09/19/2018	
11	<input type="checkbox"/>			Graded	3.00		Junior	Y	Y	<input type="checkbox"/>		09/19/2018	
12	<input type="checkbox"/>			Graded	3.00		Senior	Y	Y	<input type="checkbox"/>		09/19/2018	

You will also see a new column next to the two columns: Never Attended Deadline.

my schedule || class roster || grade roster

Class Roster

Fall 2018 | 10 Week Session I | University of Baltimore | Undergraduate

change class save

Days and Times	Room	Instructor	Dates
TBA	TBA		09/08/2018 - 11/11/2018



*Enrollment Status:

Enrollment Capacity: 25 Enrolled: 12

Select display option: Link to Photos Include photos in list

Enrolled Students												Find	First	1-12 of 12	Last
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Plagiarism Tutorial Required	Tutorial Completed	Never Attended	Last Date of Attendance	Never Attended Deadline		
1	<input type="checkbox"/>				Graded	3.00		Junior	Y	Y	<input type="checkbox"/>		09/19/2018		
2	<input type="checkbox"/>				Graded	3.00		Junior	Y	Y	<input type="checkbox"/>		09/19/2018		
3	<input type="checkbox"/>				Graded	3.00		Senior	Y	Y	<input type="checkbox"/>		09/19/2018		
4	<input type="checkbox"/>				Graded	3.00		Senior	Y	Y	<input type="checkbox"/>		09/19/2018		
5	<input type="checkbox"/>				Graded	3.00		Junior	N	N	<input type="checkbox"/>		09/19/2018		
6	<input type="checkbox"/>				Graded	3.00		Senior	Y	Y	<input type="checkbox"/>		09/19/2018		
7	<input type="checkbox"/>				Graded	3.00		Junior	Y	Y	<input type="checkbox"/>		09/19/2018		
8	<input type="checkbox"/>				Graded	3.00		Senior	N	N	<input type="checkbox"/>		09/19/2018		
9	<input type="checkbox"/>				Graded	3.00		Senior	Y	Y	<input type="checkbox"/>		09/19/2018		
10	<input type="checkbox"/>				Graded	3.00		Senior	Y	Y	<input type="checkbox"/>		09/19/2018		
11	<input type="checkbox"/>				Graded	3.00		Junior	Y	Y	<input type="checkbox"/>		09/19/2018		
12	<input type="checkbox"/>				Graded	3.00		Senior	Y	Y	<input type="checkbox"/>		09/19/2018		

For students who have never attended a class, the professor has the option to check the “Never Attended” box, as long as the date of doing so falls within the Never Attended Deadline.

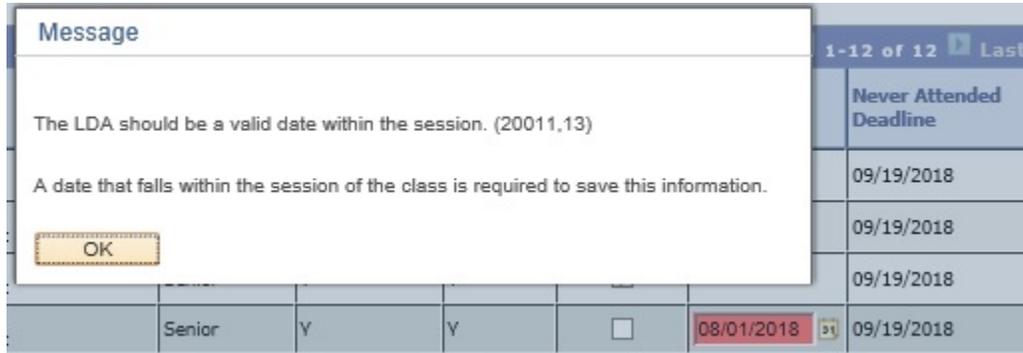
Upon selecting the Never Attended option, **the professor will be unable to enter a Last Date of Attendance.**

Enrolled Students												Find	First	1-12 of 12	Last
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Plagiarism Tutorial Required	Tutorial Completed	Never Attended	Last Date of Attendance	Never Attended Deadline		
1	<input type="checkbox"/>				Graded	3.00		Junior	Y	Y	<input checked="" type="checkbox"/>		09/19/2018		
2	<input type="checkbox"/>				Graded	3.00		Junior	Y	Y	<input checked="" type="checkbox"/>		09/19/2018		
3	<input type="checkbox"/>				Graded	3.00		Senior	Y	Y	<input checked="" type="checkbox"/>		09/19/2018		

The professor should make sure to save his/her selections before exiting out of the “Class Roster” tab.

The professor can add a last date of attendance at any time past the Never Attended Deadline, so long as the grade roster for that class has not been approved and posted.

The last date of attendance must fall within the academic calendar for that class's session or you will get an error message as seen below:



The last date of attendance may be between the first and last dates of the class's session.

NOTE: Please be mindful that when a professor enters a Last Date of Attendance, the Never Attended option does NOT disappear for that student.

Never Attended	Last Date of Attendance	Never Attended Deadline
<input checked="" type="checkbox"/>		09/19/2018
<input checked="" type="checkbox"/>		09/19/2018
<input checked="" type="checkbox"/>		09/19/2018
<input type="checkbox"/>	10/19/2018	09/19/2018
<input type="checkbox"/>	<input type="text"/>	09/19/2018
<input type="checkbox"/>	<input type="text"/>	09/19/2018
<input type="checkbox"/>	<input type="text"/>	09/19/2018

Selecting the Never Attended option once a Last Date of Attendance is entered will overwrite the Last Date of Attendance.

Always remember to save any changes made to the class roster.

From the Class Roster you also have the ability to send notifications to individual students or all students on the roster. To select an individual student, click the “Notify” box next to his/her name, then select “Notify Selected Students.”

*Enrollment Status

Enrollment Capacity 5 Enrolled 2

Select display option: Link to Photos Include photos in list

Enrolled Students									Find	Print	Filter
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level			
1	<input type="checkbox"/>				P/F	3.00		Graduate			
2	<input type="checkbox"/>				P/F	3.00		Graduate			

[Select All](#) [Clear All](#)

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If you wish to send a notification to all students on your roster, click “Select All” to check all “Notify” boxes next to the student’s information, then click “Notify All Students.”

*Enrollment Status

Enrollment Capacity 5 Enrolled 2

Select display option: Link to Photos Include photos in list

Enrolled Students									Find	Print	Filter
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level			
1	<input checked="" type="checkbox"/>				P/F	3.00		Graduate			
2	<input checked="" type="checkbox"/>				P/F	3.00		Graduate			

[Clear All](#)

[Printer Friendly Version](#)



From the “Send Notification” screen, you have access to edit who is sending the email, as well as any additional people you may wish to copy/blind copy. You may also edit the subject (the default subject will read “From the desk of {your name}”). Once you have finished typing in the body of the message under “Message Text,” you may click “Send Notification” to send your student correspondence. You may also return to your class roster from this screen.

Class Roster

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from

From:

To:

CC:

BCC:

Subject:

Message Text:



[Return to Class Roster](#)

GRADE ROSTERS

In order to access your grade roster, click the “Grade Roster” icon next to your respective class under the My Schedule tab, which is indicated by a professor pointing to a chalkboard.

Faculty Center my schedule	Advisor Center class roster	Search grade roster
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Faculty Center

My Schedule

Fall 2016 | University of Baltimore [change term](#) [View Personal Data Summary](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2016 > University of Baltimore

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
				Mo 5:30PM - 8:00PM		Aug 29, 2016- Dec 18, 2016
				We 5:30PM - 8:00PM		Aug 29, 2016- Dec 18, 2016
				TBA		Aug 29, 2016- Dec 18, 2016
				Tu 2:00PM - 4:30PM		Aug 29, 2016- Dec 18, 2016

[View Weekly Teaching Schedule](#)

The grade roster will provide several pieces of information from the class roster, including student ID#, Name, Program and Plan, and Career Level. Also, like the class roster, you are given the option to notify students through this screen.

▼
change class

Days and Times	Room	Instructor	Dates
We 5:30PM-8:00PM			08/29/2016 - 12/18/2016

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

Approval Status Not Reviewed ▼ save

Student Grade		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1			▼		GLR		Graduate
<input type="checkbox"/>	2			▼		GLR		Graduate
<input type="checkbox"/>	3			▼		GLR		Graduate
<input type="checkbox"/>	4			▼		GLR		Graduate
<input type="checkbox"/>	5			▼		GLR		Graduate
<input type="checkbox"/>	6			▼		GLR		Graduate
<input type="checkbox"/>	7			▼		GLR		Graduate
<input type="checkbox"/>	8			▼		GLR		Graduate
<input type="checkbox"/>	9			▼		GLR		Graduate
<input type="checkbox"/>	10			▼		GLR		Graduate
<input type="checkbox"/>	11			▼		GLR		Graduate

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[Select All](#) [Clear All](#)

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▼
<- add this grade to selected students

notify selected students
notify all students

NOTE: If you are unable to access your grade roster for a class, it could be for various reasons:

1. Grade rosters have not been created for faculty at the time;
2. The term selected may be incorrect;
3. The instructor may not have faculty security access.

Under display options, you are given the option to select either Final Grade, or Midterm Grade rosters (Undergraduate careers only). Select the correct Roster Type.

Fall 2016 | Regular Academic Session | University of Baltimore | Graduate

change class

Days and Times	Room	Instructor	Dates
We 5:30PM-8:00PM			08/29/2016 - 12/18/2016

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

Approval Status Not Reviewed ▼ save

You may now enter the student's grades under the "Roster Grade" drop-down menu. All respective grades will be listed for selection.

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

Approval Status Not Reviewed ▼ save

Student Grade		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1			A		GLR		Graduate
<input type="checkbox"/>	2			A-		GLR		Graduate
<input type="checkbox"/>	3			B		GLR		Graduate
<input type="checkbox"/>	4			B+		GLR		Graduate
<input type="checkbox"/>	5			B-		GLR		Graduate
<input type="checkbox"/>	6			C		GLR		Graduate
<input type="checkbox"/>	7			C+		GLR		Graduate
<input type="checkbox"/>				C-		GLR		Graduate
<input type="checkbox"/>				CS		GLR		Graduate
<input type="checkbox"/>				F		GLR		Graduate
<input type="checkbox"/>				F--		GLR		Graduate
<input type="checkbox"/>				▼		GLR		Graduate
<input type="checkbox"/>				▼		GLR		Graduate

If you wish to give the same grade to a population of students, or all students, check the boxes next to the student's row you wish to select. Then, next to the "Add this grade to selected students" button, select the corresponding grade under the drag down box. Then, click the "Add this grade to selected students" button.

<input checked="" type="checkbox"/>	8				GLR		Graduate
<input checked="" type="checkbox"/>	9				GLR		Graduate
<input checked="" type="checkbox"/>	10				GLR		Graduate
<input type="checkbox"/>					GLR		Graduate

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[Clear All](#)

With regards to the amendment made effective 8/22/2018, professors will now have the option of reporting Last Date of Attendance on a grade roster. The never attended checkbox will **not** be available from this page.

When submitting a final grade roster, any F or FA grades **MUST** have a Last Date of Attendance reported or the professor will see this message below.

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Never Attended	Last Date of Attendance	Never Attended Deadline
<input checked="" type="checkbox"/> 1		FA		GRD		Junior	<input type="checkbox"/>	<input type="text" value="09/19/2018"/>	09/19/2018
<input checked="" type="checkbox"/> 2				GRD		Junior	<input type="checkbox"/>	<input type="text" value="09/19/2018"/>	09/19/2018
<input checked="" type="checkbox"/> 3				GRD		Senior	<input type="checkbox"/>	<input type="text" value="09/19/2018"/>	09/19/2018
<input checked="" type="checkbox"/> 4				GRD		Senior	<input type="checkbox"/>	<input type="text" value="09/19/2018"/>	09/19/2018
<input checked="" type="checkbox"/> 5				GRD		Junior	<input type="checkbox"/>		
<input checked="" type="checkbox"/> 6				GRD		Senior	<input type="checkbox"/>		
<input checked="" type="checkbox"/> 7				GRD		Junior	<input type="checkbox"/>		

Message

The selected grade of "FA" requires a last date of attendance (20011,11)

Update the grade or the last date of attendance

F and FA grades should be reported and approved at the same time all other grades have been reported on the grade roster. The professor should always save his/her work before setting the grade roster to approved.

Once all grades have been entered, you may set the Approval Status under the “Grade Roster Action” to “Approved.” **NOTE: you will NOT be able to perform this action until ALL grades have been assigned to ALL students.** Hit save. If done correctly, the drag-down option under “Roster Grade” will now become unavailable.

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

Approval Status Approved ▼ save

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input checked="" type="checkbox"/>	1			A		GLR		Graduate
<input checked="" type="checkbox"/>	2			A		GLR		Graduate
<input checked="" type="checkbox"/>	3			A		GLR		Graduate

In order for the students to see their grades under their My Student Center, the grades must officially “post”, which is a regularly-scheduled automated process run through the Office of Records. Remember: the final grade roster will only post **ONCE THE GRADE ROSTER IS SET TO AN “APPROVED” STATUS!**

If done correctly, the roster grade will show up as an “Official Grade” when the automated posting process next runs.

Student Grade

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input checked="" type="checkbox"/>	1		A		GLR		Graduate
<input checked="" type="checkbox"/>	2		A		GLR		Graduate
<input checked="" type="checkbox"/>	3		A		GLR		Graduate
<input checked="" type="checkbox"/>	4		A		GLR		Graduate
<input checked="" type="checkbox"/>	5		A		GLR		Graduate
<input checked="" type="checkbox"/>	6		A		GLR		Graduate
<input checked="" type="checkbox"/>	7		A		GLR		Graduate
<input checked="" type="checkbox"/>	8		A		GLR		Graduate
<input checked="" type="checkbox"/>	9		A		GLR		Graduate
<input checked="" type="checkbox"/>	10		A		GLR		Graduate
<input checked="" type="checkbox"/>	11		A		GLR		Graduate

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notify selected students
notify all students

SAVE
POST

A completed grade roster will now feature not only the Official Grade, but a Status column in which all rows will populate with "Posted."

Student Grade		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
<input type="checkbox"/>	1			A	A	GLR		Graduate	Posted
<input type="checkbox"/>	2			A	A	GLR		Graduate	Posted
<input type="checkbox"/>	3			A	A	GLR		Graduate	Posted
<input type="checkbox"/>	4			A	A	GLR		Graduate	Posted
<input type="checkbox"/>	5			A	A	GLR		Graduate	Posted
<input type="checkbox"/>	6			A	A	GLR		Graduate	Posted
<input type="checkbox"/>	7			A	A	GLR		Graduate	Posted
<input type="checkbox"/>	8			A	A	GLR		Graduate	Posted
<input type="checkbox"/>	9			A	A	GLR		Graduate	Posted
<input type="checkbox"/>	10			A	A	GLR		Graduate	Posted
<input type="checkbox"/>	11			A	A	GLR		Graduate	Posted

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Any additional questions or concerns may be directed to the Office of Records and Registration at

(410) 837-4825 or records@ubalt.edu.