



Student Administration Tab Faculty Services



NORTHERN KENTUCKY UNIVERSITY

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Student Administration tab

The Student Administration tab within the myNKU portal includes Faculty Services, Administration Services, and Event Planning subtabs. Each subtab contains functionality for employees with different roles and responsibilities related to the administration of students and events.

Faculty Services Subtab

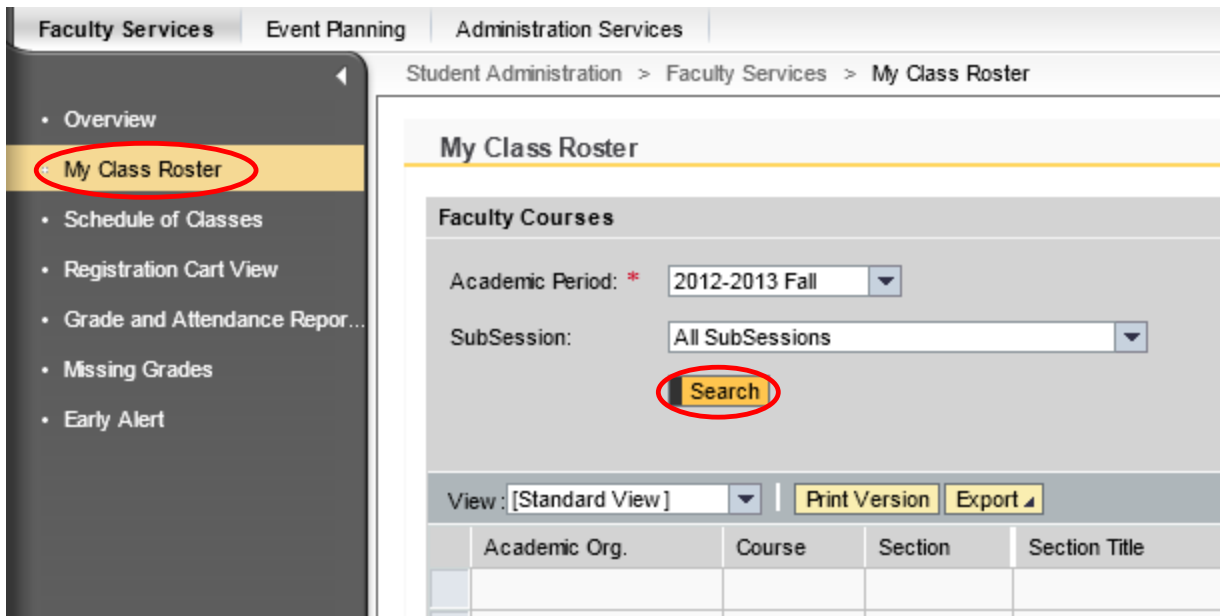
Faculty services include view teaching schedule in form of class roster, class rosters for each course, send email to students, search for course offerings, view number enrolled, capacity, location, and instructor, view student's registration cart, enter grades/attendance for reporting attendance/non-attendance, mid-term grades, and final grading, run missing grades reports, or being the process of a grade change request. Early Referral can also be accessed via the Faculty Services sub tab.

The screenshot displays the myNKU portal interface. At the top, a navigation bar contains several tabs: Home, Student Administration (highlighted with a red circle), Employee Self-Service, Universal Worklist, Academic Advising, SAP GUI for ERQ, Business Explorer, Student Self-Service, Biller Direct, and Manager Self-Service. Below this, a secondary navigation bar shows subtabs: Faculty Services (highlighted with a red circle), Administration Services, and Event Planning. The breadcrumb trail reads: Student Administration > Faculty Services > Overview. On the left, a sidebar menu lists the following options: Overview, My Class Roster, Schedule of Classes, Registration Cart View, Grade and Attendance Rep..., Missing Grades, Grade Change Request, and Early Referral. The main content area is titled 'Student Administration - Faculty Services' and contains a list of seven items, each with a plus sign to its right: My Class Roster, Schedule of Classes, Registration Cart View, Grade and Attendance Reporting, Missing Grades, Grade Change Request, and Early Referral.

My Class Roster

Perform this procedure when you need to view individual faculty teaching schedules and class rosters or send an email to students.

1. Click My Class Roster.
2. Select the Academic Period.
3. Select the SubSessions.
4. Click Search.



- Select the course/section (student list is displayed at the bottom of the screen).

My Class Roster

Faculty Courses

Academic Period: * 2012-2013 Fall ▼

SubSession: All SubSessions ▼

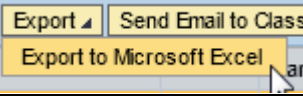
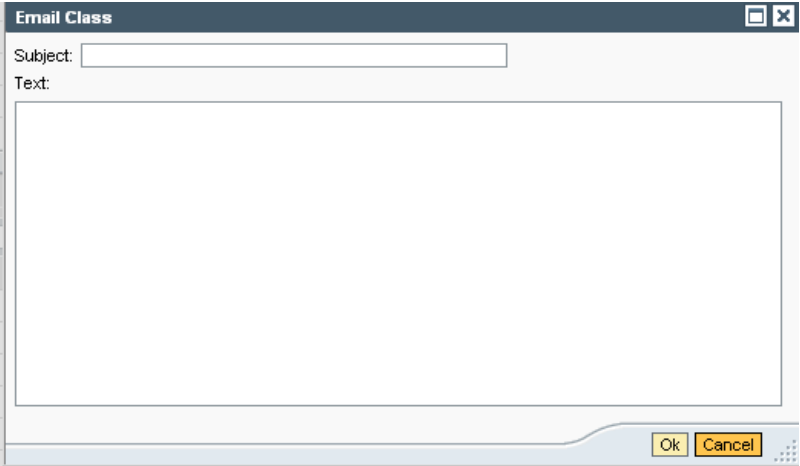
View: [Standard View] ▼ [Filter Settings](#)

Academic Org.	Course	Section	Section Title	Booked	Opt	Max	Room Cap	Hours	Start Date	End Date	Days	Start Time	
<input type="checkbox"/>	Academic Orientation	UNV 101	Section 011	Orientation to College and Beyond	23	24	24	32	3.00000	08/20/2012	12/07/2012	MWF	11:00:00

Columns listed are:

Academic Org.	Organization Unit of the course
Course	Course prefix + course number
Section	Section number of the course
Section Title	Course title
Booked	Number of students currently enrolled.
Opt.	Optimum capacity
Maximum Capacity	Maximum capacity that is determined by dept. (could be higher than optimum). Students over optimum and up to maximum have to be registered by individuals with appropriate security.
Room Capacity	Absolute maximum number of students that can be registered for the course. This capacity is determined by facilities.
Hours	Credit hours
Start Date	Course start date (this is how you identify 2 nd 8 week classes)
End Date	Course end date (this is how you identify 1 st 8 week classes)
Days	Course meeting days: M T W R F
Start Time	Class start time
End Time	Class end time
Location	Code for the physical location of the course
Room	Building and room

6. You may use the following options by clicking the buttons above the results grid.

Print Version	Displays the results in .pdf format.
Export	Exports the results to Microsoft Excel. Click the Export button and then select Export to Microsoft Excel. 
Send Email to Class	A dialog box opens which will send an e-mail to the class. No attachments can be added. 
Booked and Cancelled Students	Displays all booked and cancelled students for the class.

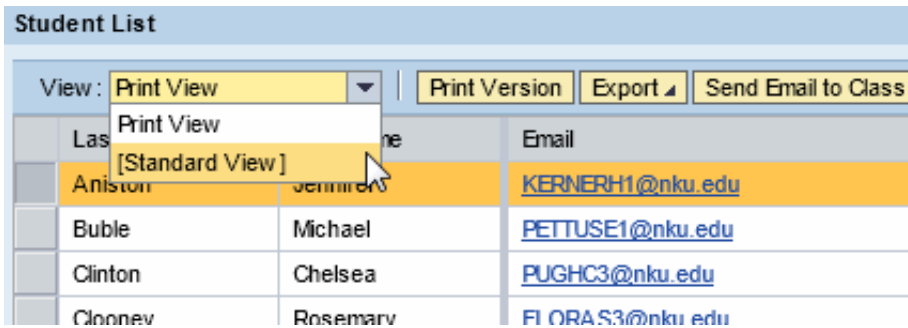
Student List

View: Print View Print Version Export Send Email to Class Booked and Cancelled Students Settings

Last Name	First Name	Email	Att Credits	Level	Major
Aniston	Jennifer	KERNERH1@nku.edu	3.00000	Freshman	Undeclared in AS (BA)
Buble	Michael	PETTUSE1@nku.edu	3.00000	Freshman	Undeclared in University Studies (BA)
Clinton	Chelsea	PUGHC3@nku.edu	3.00000	Freshman	Nursing Pre-Major (Pre-BSN/No RN)
Clooney	Rosemary	FLORAS3@nku.edu	3.00000	Freshman	Undeclared in AS (BA)
Couric	Katie	HEMMERS1@nku.edu	3.00000	Freshman	Undeclared in University Studies (AAS)
Cruise	Tom	FAUSZA2@nku.edu	3.00000	Freshman	Media Informatics Major
Freeman	Morgan	MEENACHM1@nku.edu	3.00000	Freshman	Undeclared in University Studies (AAS)
Gosling	Ryan	LESSLEYG1@nku.edu	3.00000	Freshman	Undeclared in University Studies (AAS)
Howard	Ronald	YORKC2@nku.edu	3.00000	Freshman	Marketing Pre-Major
Knight	Gladys	KNIGHTA2@nku.edu	3.00000	Freshman	Undeclared in University Studies (AAS)

7. Click the View drop-down button to switch to the Standard View.

Note: The Standard View contains additional information such as phone and address information.



The screenshot shows a web interface titled "Student List". At the top, there is a "View:" dropdown menu currently set to "Print View". A dropdown menu is open, showing "Print View" and "[Standard View]". To the right of the dropdown are buttons for "Print Version", "Export", and "Send Email to Class". Below this is a table with columns for "Last Name", "First Name", and "Email". The first row is highlighted in orange and shows "Aniston", "Jennifer", and "KERNERH1@nku.edu". The other rows are "Buble", "Michael", "PETTUSE1@nku.edu"; "Clinton", "Chelsea", "PUGH3@nku.edu"; and "Clonnev", "Rosemarv", "FI ORAS3@nku.edu".

Last Name	First Name	Email
Aniston	Jennifer	KERNERH1@nku.edu
Buble	Michael	PETTUSE1@nku.edu
Clinton	Chelsea	PUGH3@nku.edu
Clonnev	Rosemarv	FI ORAS3@nku.edu

Schedule of Classes

Perform this procedure when you need to search for course offerings, view number enrolled, capacity, location, instructor, and more.

1. Click Schedule of Classes.
2. Select the Academic Period.
3. Select the SubSession.
4. Enter any additional Search criteria.

Academic Period	Defaults to the current session. Click to choose a different session.
Academic Org.	Click to choose your program.
SubSession	Defaults to All SubSessions. Click to choose a different subsession.
Course	Enter the course name/number (3 or 4 letter code + course number)
Section	Section number of the course
Location	The physical location of the course
Delivery Mode	How the course will be delivered, such as Web-based.

The screenshot shows the 'Schedule of Classes' interface. On the left, a navigation menu lists options like 'Overview', 'My Class Roster', 'Schedule of Classes' (highlighted with a red circle), 'Registration Cart View', 'Grade and Attendance Report...', 'Missing Grades', and 'Early Alert'. The main area features a search form with the following fields: 'Academic Period' (set to 2012-2013 Fall), 'Academic Org.' (dropdown), 'SubSession' (set to All SubSessions), 'Course' (text input), 'Section' (text input), 'Location' (dropdown), and 'Delivery Mode' (text input with a copy icon). A 'Search' button is located below these fields. At the bottom of the search area, there are buttons for 'Print View', 'Print Version', and 'Export', and a 'Filter Settings' link. Below these is a table header with columns: Academic Org., Course, Section, Section Title, Booked, Reg. Cart, Opt, Max, Room Cap, Days, Start Time, End Time, and Room.

- Click Search.

Schedule of Classes

Search

Academic Period: * 2012-2013 Fall Academic Org.:
 SubSession: All SubSessions
 Course: UNV 101 Section:
 Location: Delivery Mode:

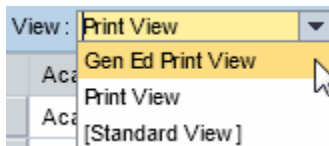
Search 46 records found

View: Print View **Print Version** Export Filter Settings

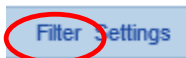
Academic Org.	Course	Section	Section Title	Booked	Reg. Cart	Opt	Max	Room Cap	Days	Start Time	End Time	Room
Academic Orientation	UNV 101	Section 002	Orie... College and Beyond	22	4	22	22	26	MWF	09:00:00	09:50:00	GH 260
Academic Orientation	UNV 101	Section 003	Orie...		3	22	22	40	MWF	09:00:00	09:50:00	FH 501
Academic Orientation	UNV 101	Section 007	Orie...		3	22	22	35	MWF	10:00:00	10:50:00	FH 302
Academic Orientation	UNV 101	Section 105L	Orie...		6	24	24	35	MWF	10:00:00	10:50:00	GH 230
Academic Orientation	UNV 101	Section 015	Orie...		1	22	22	35	MWF	13:00:00	13:50:00	FH 302
Academic Orientation	UNV 101	Section 115L	Orie...		1	22	22	45	TR	10:50:00	12:05:00	SC 304
Academic Orientation	UNV 101	Section 113L	Orie...		2	22	22	26	MWF	11:00:00	11:50:00	GH 260
Academic Orientation	UNV 101	Section 011	Orie...		2	24	24	32	MWF	11:00:00	11:50:00	GH 333
Academic Orientation	UNV 101	Section 011	Orientation to College and Beyond	23	2	24	24	32	MWF	11:00:00	11:50:00	GH 333
Academic Orientation	UNV 101	Section 006	Orientation to College and Beyond	21	3	22	22	26	MWF	10:00:00	10:50:00	GH 260
Academic Orientation	UNV 101	Section 009	Orientation to College and Beyond	23	5	23	23	40	MWF	10:00:00	10:50:00	FH 501
Academic Orientation	UNV 101	Section 005	Orientation to College and Beyond	22	7	22	22	35	TR	12:15:00	13:30:00	FH 315
Academic Orientation	UNV 101	Section 040	Orientation to College and Beyond	22	2	22	22	42	TR	09:25:00	10:40:00	LA 207
Academic Orientation	UNV 101	Section 041	Orientation to College and Beyond	19	1	22	22	42	TR	10:50:00	12:05:00	LA 207

Click Print Version for a .pdf version or click Export to send the results to Excel.

- Click the View drop-down button to switch to the Gen Ed Print View or the Standard View.



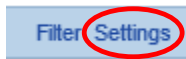
- Click Filter to sift the results.



8. See example below of filtered results (TR classes only).
9. Click Delete Filter to return to the original results.

Academic Org.	Course	Section	Reg. Cart	Opt	Max	Room Cap	Days	Start Time	End Time	Room	Last Name	Canceled
							TR					
Academic Orientation	UNV 101	Section 115L	1	22	22	45	TR	10:50:00	12:05:00	SC 304	Danzo	
Academic Orientation	UNV 101	Section 005	7	22	22	35	TR	12:15:00	13:30:00	FH 315	Hart	
Academic Orientation	UNV 101	Section 040	2	22	22	42	TR	09:25:00	10:40:00	LA 207	Robinson	
Academic Orientation	UNV 101	Section 041	1	22	22	42	TR	10:50:00	12:05:00	LA 207	Robinson	
Academic Orientation	UNV 101	Section 042	4	23	23	45	TR	10:50:00	12:05:00	FH 525	Adams	
Academic Orientation	UNV 101	Section 042	4	23	23	45	TR	10:50:00	12:05:00	FH 525	Grimes	
Academic Orientation	UNV 101	Section 027	5	22	22	50	TR	13:40:00	14:55:00	NC 117	Hare	
Academic Orientation	UNV 101	Section 029	2	22	22	35	TR	12:15:00	13:30:00	MP 350	Cain	
Academic Orientation	UNV 101	Section 029	2	22	22	35	TR	12:15:00	13:30:00	MP 350	Prather	
Academic Orientation	UNV 101	Section 025	1	22	22	43	TR	09:25:00	10:40:00	FH 219	Pettit	
Academic Orientation	UNV 101	Section 107L	2	22	22	26	TR	09:25:00	10:40:00	GH 149	Mortensen	

10. Click Settings to add/remove columns.



11. Select Hidden or Displayed columns to Add or Remove.
12. Click Apply.
13. Click OK.

Settings

View: * Print View Save Save as... Delete Properties...

Column Selection | Sort | Filter | Display | Print Version

Hidden Columns

- PERYR
- PERID
- ORG_OBJID
- SE_OTJID
- SM_OTJID
- Hours
- E_OTJID
- Category

Add

Remove

Displayed Columns

- Academic Org.
- Course
- Section
- Section Title
- Booked
- Reg. Cart
- Opt
- Max

Change Sequence

OK Cancel Apply Reset



Registration Cart View

Perform this procedure when you need to view courses in a student's registration cart. Registration Cart content can be viewed by student or by course. This application can be accessed from three tabs within the myNKU portal via the Registration Cart link (beneath the Schedule of Classes link):

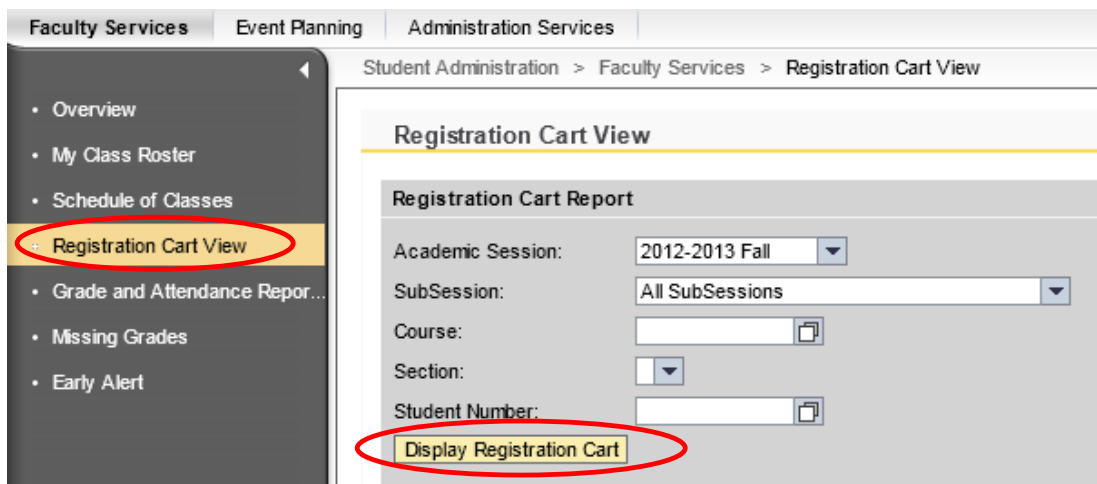
- Academic Advising tab
- Student Administration, Faculty Services sub-tab
- Student Administration, Administration Services sub-tab

This document guides you through accessing Registration Cart View from the Academic Advising tab.

1. Click Registration Cart View.
2. Input the following information:

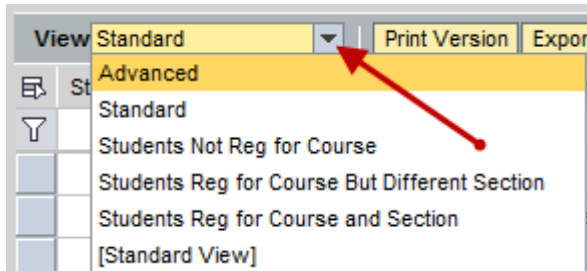
Academic Session	Select academic semester from the drop-down; defaults to current
SubSession	Defaults to All SubSessions. Click to choose a different subsession.
Course	Enter the course name/number (3 or 4 letter code + course number)
Section	Section number of the course
Student Number	Type student number and press Enter EX. 9999999999 OR Search by a student's name, click the selection button  , select a student, and click OK  EX. LAST NAME, FIRST NAME OR Search for all students by leaving this field blank

3. Click Display Registration Cart.



Results Table

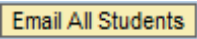
The default view (Standard) displays all students who have any section of the specified course in their cart. Use the drop-down menu to toggle between views.

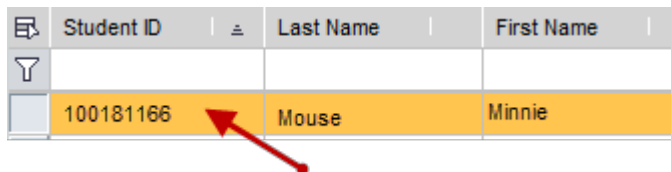


Selection	Description
Advanced	Lists Standard view data plus section schedule and some student academic information
Standard	Default
Students Not Reg for Course	Lists students who are not registered for any section of the course they have in their cart
Students Reg for Course But Different Section	Lists students who are registered for a different section of the course they have in their cart
Students Reg for Course and Section	Lists students who are registered for both the course and the section they have in their cart
[Standard View]	Lists section schedule information and some student academic information

Contacting the Students

The Registration Cart application allows users to contact students via email. Users can email a single student, or every student with the course in their cart. Users are not required to have an email client open to use this functionality.

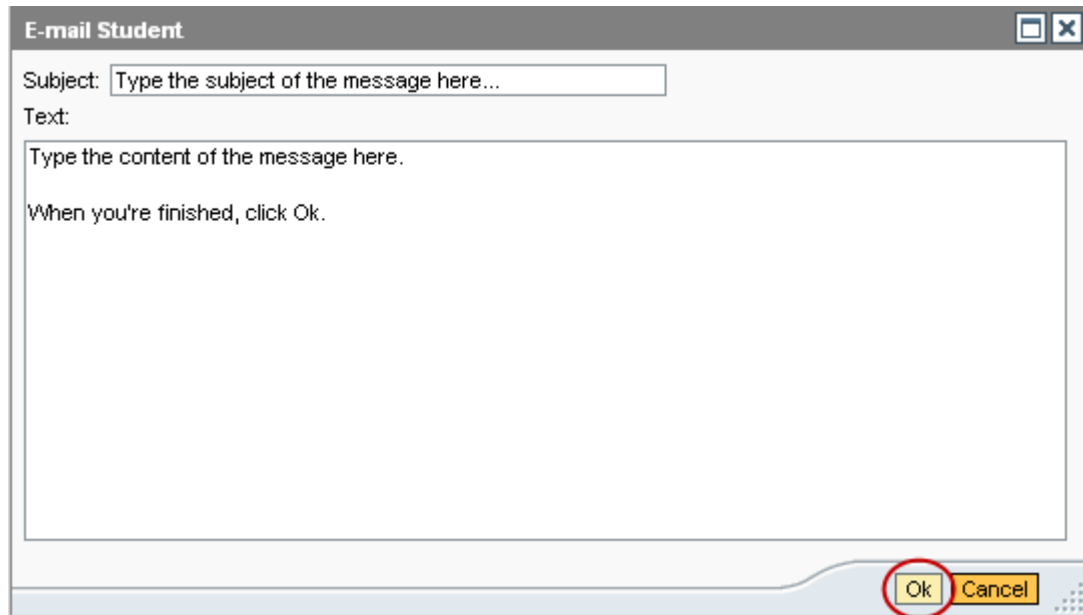
1. Click **Email All Students**  to contact every student displayed in the table. *Skip to Step 4.*
2. *OR* Highlight the row containing the appropriate student



3. Click **Email Student**.



Type a message, and click **Ok**.



Note: An email containing the text of the message and a list of recipients is sent to the user. Please note that the contents of the confirmation email will display based on both the operating system and email application settings.

Grade and Attendance Reporting

Reporting Non-Attendance

Perform this procedure when you need to report attendance/non-attendance.

1. Click Grade and Attendance Reporting.

Note: You will see your classes listed on the Online Grading screen.

2. Verify the correct Academic year and Session are selected.
3. Select the class you want to report (click the grey square in front of the class).
4. Click Start.

Faculty Services | Event Planning | Administration Services

Student Administration > Faculty Services > Grade and Attendance Reporting

Grade and Attendance Reporting

Online Grading

Start

Academic Year: 2012-2013

Academic Session: Fall

	Module Abbreviation	Section	Module
<input type="checkbox"/>	UNV 101	SECTION 011	Orientation to College and Beyond

- Select Attendance/Non-Attendance.

Grade and Attendance Reporting

Click the All Attending button	System enters “AT” for each student.
Click in the grade column and type “DA”	Student has not yet attended.
Click the Grade selection button and choose “AT” or “DA” from the list.	System will populate the Grade field with your choice of “AT” or “DA.”

Note: Please be sure to scroll down the page to capture ALL students.

- Once you have entered all attendance reporting, click Next.

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
100223801	Aniston, Jennifer		11/08/2012	Booked	
100218811	Buble, Michael		11/08/2012	Booked	
100198204	Clinton, Chelsea		11/08/2012	Booked	
100218006	Clooney, Rosemary		11/08/2012	Booked	
100218568	Couric, Katie		11/08/2012	Booked	
100212187	Cruise, Tom		11/08/2012	Booked	
100223779	Freeman, Morgan		11/08/2012	Booked	
100219800	Gosling, Ryan		11/08/2012	Booked	
100220921	Howard, Ronald		11/08/2012	Booked	
100223687	Knight, Gladys		11/08/2012	Booked	

- A confirmation message for number of appraisals will appear at the top of the screen.
- Click Save to continue or click Previous to return to the reporting screen.

Grade and Attendance Reporting

23 appraisals have been changed

1 Edit 2 Review and Save 3 Confirmation

Previous Save

Edited Appraisals

View: [Standard View] All Attending Filter Settings

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
100223801	Aniston, Jennifer	AT	11/08/2012	Booked	Mary Beth Dawson
100218811	Buble, Michael	AT	11/08/2012	Booked	Mary Beth Dawson
100198204	Clinton, Chelsea	AT	11/08/2012	Booked	Mary Beth Dawson
100218006	Clooney, Rosemary	AT	11/08/2012	Booked	Mary Beth Dawson
100218568	Couric, Katie	AT	11/08/2012	Booked	Mary Beth Dawson
100212187	Cruise, Tom	AT	11/08/2012	Booked	Mary Beth Dawson
100223779	Freeman, Morgan	AT	11/08/2012	Booked	Mary Beth Dawson
100219800	Gosling, Ryan	AT	11/08/2012	Booked	Mary Beth Dawson
100220921	Howard, Ronald	AT	11/08/2012	Booked	Mary Beth Dawson
100223687	Knight, Gladys	AT	11/08/2012	Booked	Mary Beth Dawson

Start Over

Previous Save

9. A confirmation message will appear at the top of the screen.
10. Click Confirm to return to the Online Grading screen.

Note: If you teach additional classes, you can continue with your next class.

Grade and Attendance Reporting

Online Grading

Academic Offering Orientation to College and Beyond Module Orientation to College and Beyond
 Default Appraisal Type Final Grading Grading Window Status Open for Mid Term C

All appraisals have been saved successfully

1 Edit 2 Review and Save 3 Confirmation

Previous Next

Final Appraisal Result

View: [Standard View] All Attending Filter Settings

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
----------------	--------------	-------	----------------	---------------------	-----------

Confirm

Submitting Mid-Term Grades

Perform this procedure when you need to report mid-term grades for freshman with less than 30 credit hours; post-bac and grad students do not get mid-term grades.

1. Click Grade and Attendance Reporting.

Note: You will see your classes listed on the Online Grading screen.

2. Verify the correct Academic year and Session are selected.
3. Select the class you want to report (click the grey square in front of the class).
4. Click Start.

Faculty Services | Event Planning | Administration Services

Student Administration > Faculty Services > Grade and Attendance Reporting

Grade and Attendance Reporting

Online Grading

Start

Academic Year: 2012-2013
Academic Session: Fall

Start	Module Abbreviation	Section	Module
<input type="checkbox"/>	UNV 101	SECTION 011	Orientation to College and Beyond

5. Select Mid-Term Grading.

Grade and Attendance Reporting

Online Grading

Academic Offering: Orientation to College and Beyond
Default Appraisal Type: Final Grading
Module: Orientation to College and Beyond
Grading Window Status: Open for Final Grading
Academic Year: 2012-2013
Section: SECTION 011
Academic Session: Fall

1 Edit | 2 Review and Save | 3 Confirmation

Previous | Next

Grading and Attendance Reporting

- Final Grading (0.00)
- Mid-Term Grading (0.00)**
- Attendance (0.00)

Indicates that the reporting period is Open

11. Click the selection button for the Student's Grade.

Edit Appraisals

Appraisal Overview

View: [Standard View] All Attending Filter Settings

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
100223801	Aniston, Jennifer	<input type="checkbox"/>	11/08/2012	Booked	
100218811	Buble, Michael		11/08/2012	Booked	
100198204	Clinton, Chelsea		11/08/2012	Booked	
100218006	Clooney, Rosemary		11/08/2012	Booked	
100218568	Couric, Katie		11/08/2012	Booked	
100212187	Cruise, Tom		11/08/2012	Booked	
100223779	Freeman, Morgan		11/08/2012	Booked	
100219800	Gosling, Ryan		11/08/2012	Booked	
100220921	Howard, Ronald		11/08/2012	Booked	
100223687	Knight, Gladys		11/08/2012	Booked	

[Start Over](#)

6. Select the grade value (click the gray square next to the Value).

7. Click OK.

Scale Values: All Values

[Show Filter Criteria](#) [Personal Value List](#) [Settings](#)

Value	Scale Value
P	P
A	4.000
<input type="checkbox"/> A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D+	1.333

Value List

[OK](#) [Cancel](#)

8. Continue entering grades for all students.

Note: Be sure to scroll to capture grades for ALL students.

Edit Appraisals

Appraisal Overview

View: [Standard View] All Attending Filter Settings

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
100223801	Aniston, Jennifer	A-	11/08/2012	Booked	
100218811	Buble, Michael		11/08/2012	Booked	
100198204	Clinton, Chelsea		11/08/2012	Booked	
100218006	Clooney, Rosemary		11/08/2012	Booked	
100218568	Couric, Katie		11/08/2012	Booked	
100212187	Cruise, Tom		11/08/2012	Booked	
100223779	Freeman, Morgan		11/08/2012	Booked	
100219800	Gosling, Ryan		11/08/2012	Booked	
100220921	Howard, Ronald		11/08/2012	Booked	
100223687	Knight, Gladys		11/08/2012	Booked	

Start Over

Scroll bar for additional students

9. Once you have entered all attendance reporting, click Next.

Edit Appraisals

Appraisal Overview

View: [Standard View] All Attending Filter Settings

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
100223801	Aniston, Jennifer	A-	11/08/2012	Booked	
100218811	Buble, Michael	A	11/08/2012	Booked	
100198204	Clinton, Chelsea	A	11/08/2012	Booked	
100218006	Clooney, Rosemary	A-	11/08/2012	Booked	
100218568	Couric, Katie	B+	11/08/2012	Booked	
100212187	Cruise, Tom	B-	11/08/2012	Booked	
100223779	Freeman, Morgan	A	11/08/2012	Booked	
100219800	Gosling, Ryan	C+	11/08/2012	Booked	
100220921	Howard, Ronald	A-	11/08/2012	Booked	
100223687	Knight, Gladys	B	11/08/2012	Booked	

Start Over

Previous **Next**

12. A confirmation message for number of appraisals will appear at the top of the screen.
13. Click Save to continue or click Previous to return to the reporting screen.

Grade and Attendance Reporting

✔ 23 appraisals have been changed

◀ Previous
Save ▶

Edited Appraisals

View: [Standard View] ▼
[All Attending]
Filter Settings

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
100223801	Aniston, Jennifer	A-	11/08/2012	Booked	Mary Beth Dawson
100218811	Buble, Michael	A	11/08/2012	Booked	Mary Beth Dawson
100198204	Clinton, Chelsea	A	11/08/2012	Booked	Mary Beth Dawson
100218006	Clooney, Rosemary	A-	11/08/2012	Booked	Mary Beth Dawson
100218568	Couric, Katie	B+	11/08/2012	Booked	Mary Beth Dawson
100212187	Cruise, Tom	B-	11/08/2012	Booked	Mary Beth Dawson
100223779	Freeman, Morgan	A	11/08/2012	Booked	Mary Beth Dawson
100219800	Gosling, Ryan	C+	11/08/2012	Booked	Mary Beth Dawson
100220921	Howard, Ronald	A-	11/08/2012	Booked	Mary Beth Dawson
100223687	Knight, Gladys	B	11/08/2012	Booked	Mary Beth Dawson

◀ Start Over

◀ Previous
Save ▶

- 14. A confirmation message will appear at the top of the screen.
- 15. Click Confirm to return to the Online Grading screen.


Note: If you teach additional classes, you can continue with your next class.

Grade and Attendance Reporting

Online Grading

Academic Offering	Orientation to College and Beyond	Module	Orientation to College and Beyond	Academic Year	2
Default Appraisal Type	Final Grading	Grading Window Status	Open for Mid Term Grading or Final Grading or Atten		

All appraisals have been saved successfully



◀ Previous Next ▶

Final Appraisal Result

View : [Standard View] All Attending Filter Settings

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
<input type="button" value="Confirm"/>					

Submitting Final Grades

Perform this procedure when you need to submit final grades.

1. Click Grade and Attendance Reporting.

Note: You will see your classes listed on the Online Grading screen.

2. Verify the correct Academic year and Session are selected.
3. Select the class you want to report (click the grey square in front of the class).
4. Click Start.

Note: Your classes display in the main screen

Faculty Services | Event Planning | Administration Services

Student Administration > Faculty Services > Grade and Attendance Reporting

Grade and Attendance Reporting

Online Grading

Start

Academic Year: 2012-2013

Academic Session: Fall

	Module Abbreviation	Section	Module
<input type="checkbox"/>	UNV 101	SECTION 011	Orientation to College and Beyond

10. Select Final Grading.

Grade and Attendance Reporting

Online Grading

Academic Offering: Orientation to College and Beyond
 Default Appraisal Type: Final Grading
 Module: Orientation to College and Beyond
 Grading Window Status: Open for Final Grading
 Academic Year: 2012-2013
 Section: SECTION 011
 Academic Session: Fall

1 Edit 2 Review and Save 3 Confirmation

◀ Previous Next ▶

Grading and Attendance Reporting

- Final Grading (0.00)
 - Mid-Term Grading (0.00)
 - Attendance/Non-Attendance (0.00)

Indicates that the reporting period is Open

16. Click the selection button for the Student's Grade.

Edit Appraisals

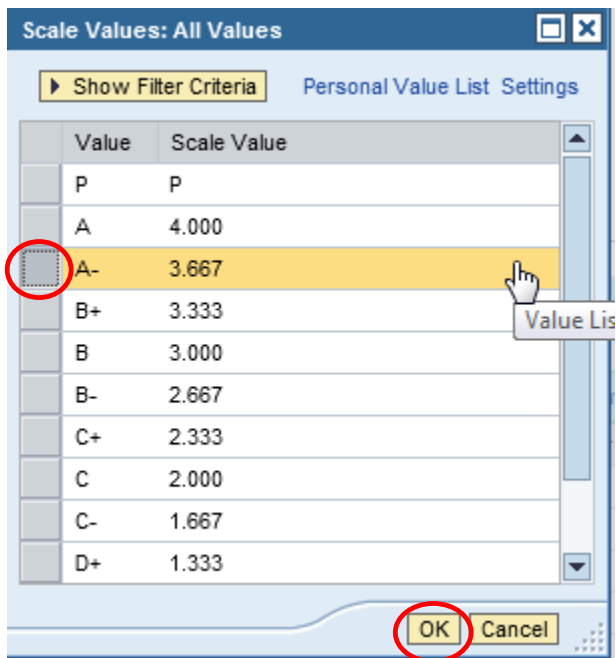
Appraisal Overview

View: [Standard View] All Attending Filter Settings

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
100223801	Aniston, Jennifer	<input type="checkbox"/>	11/08/2012	Booked	
100218811	Buble, Michael	<input type="checkbox"/>	11/08/2012	Booked	
100198204	Clinton, Chelsea	<input type="checkbox"/>	11/08/2012	Booked	
100218006	Clooney, Rosemary	<input type="checkbox"/>	11/08/2012	Booked	
100218568	Couric, Katie	<input type="checkbox"/>	11/08/2012	Booked	
100212187	Cruise, Tom	<input type="checkbox"/>	11/08/2012	Booked	
100223779	Freeman, Morgan	<input type="checkbox"/>	11/08/2012	Booked	
100219800	Gosling, Ryan	<input type="checkbox"/>	11/08/2012	Booked	
100220921	Howard, Ronald	<input type="checkbox"/>	11/08/2012	Booked	
100223687	Knight, Gladys	<input type="checkbox"/>	11/08/2012	Booked	

Start Over

11. Select the grade value (click the gray square next to the Value).
12. Click OK.



13. Continue entering grades for all students.

Note: Be sure to scroll to capture grades for ALL students.

Edit Appraisals

Appraisal Overview

View: [Standard View] All Attending Filter Settings

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
100223801	Aniston, Jennifer	A-	11/08/2012	Booked	
100218811	Buble, Michael		11/08/2012	Booked	
100198204	Clinton, Chelsea		11/08/2012	Booked	
100218006	Clooney, Rosemary		11/08/2012	Booked	
100218568	Couric, Katie		11/08/2012	Booked	
100212187	Cruise, Tom		11/08/2012	Booked	
100223779	Freeman, Morgan		11/08/2012	Booked	
100219800	Gosling, Ryan		11/08/2012	Booked	
100220921	Howard, Ronald		11/08/2012	Booked	
100223687	Knight, Gladys		11/08/2012	Booked	

Start Over

Scroll bar for additional students

14. Once you have entered all attendance reporting, click Next.

Edit Appraisals

Appraisal Overview

View: [Standard View] All Attending Filter Settings

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
100223801	Aniston, Jennifer	A-	11/08/2012	Booked	
100218811	Buble, Michael	A	11/08/2012	Booked	
100198204	Clinton, Chelsea	A	11/08/2012	Booked	
100218006	Clooney, Rosemary	A-	11/08/2012	Booked	
100218568	Couric, Katie	B+	11/08/2012	Booked	
100212187	Cruise, Tom	B-	11/08/2012	Booked	
100223779	Freeman, Morgan	A	11/08/2012	Booked	
100219800	Gosling, Ryan	C+	11/08/2012	Booked	
100220921	Howard, Ronald	A-	11/08/2012	Booked	
100223687	Knight, Gladys	B	11/08/2012	Booked	

Start Over

Previous **Next**

17. A confirmation message for number of appraisals will appear at the top of the screen.
18. Click Save to continue or click Previous to return to the reporting screen.

Grade and Attendance Reporting

✔ 23 appraisals have been changed

◀ Previous
Save ▶

Edited Appraisals

View: [Standard View] ▼
[All Attending]
Filter Settings

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
100223801	Aniston, Jennifer	A-	11/08/2012	Booked	Mary Beth Dawson
100218811	Buble, Michael	A	11/08/2012	Booked	Mary Beth Dawson
100198204	Clinton, Chelsea	A	11/08/2012	Booked	Mary Beth Dawson
100218006	Clooney, Rosemary	A-	11/08/2012	Booked	Mary Beth Dawson
100218568	Couric, Katie	B+	11/08/2012	Booked	Mary Beth Dawson
100212187	Cruise, Tom	B-	11/08/2012	Booked	Mary Beth Dawson
100223779	Freeman, Morgan	A	11/08/2012	Booked	Mary Beth Dawson
100219800	Gosling, Ryan	C+	11/08/2012	Booked	Mary Beth Dawson
100220921	Howard, Ronald	A-	11/08/2012	Booked	Mary Beth Dawson
100223687	Knight, Gladys	B	11/08/2012	Booked	Mary Beth Dawson

◀ Start Over

◀ Previous
Save ▶

19. A confirmation message will appear at the top of the screen.
20. Click Confirm to return to the Online Grading screen.


Note: If you teach additional classes, you can continue with your next class.

Grade and Attendance Reporting

Online Grading

Academic Offering	Orientation to College and Beyond	Module	Orientation to College and Beyond	Academic Year	2
Default Appraisal Type	Final Grading	Grading Window Status	Open for Mid Term Grading or Final Grading or Atten		

All appraisals have been saved successfully



◀ Previous Next ▶

Final Appraisal Result

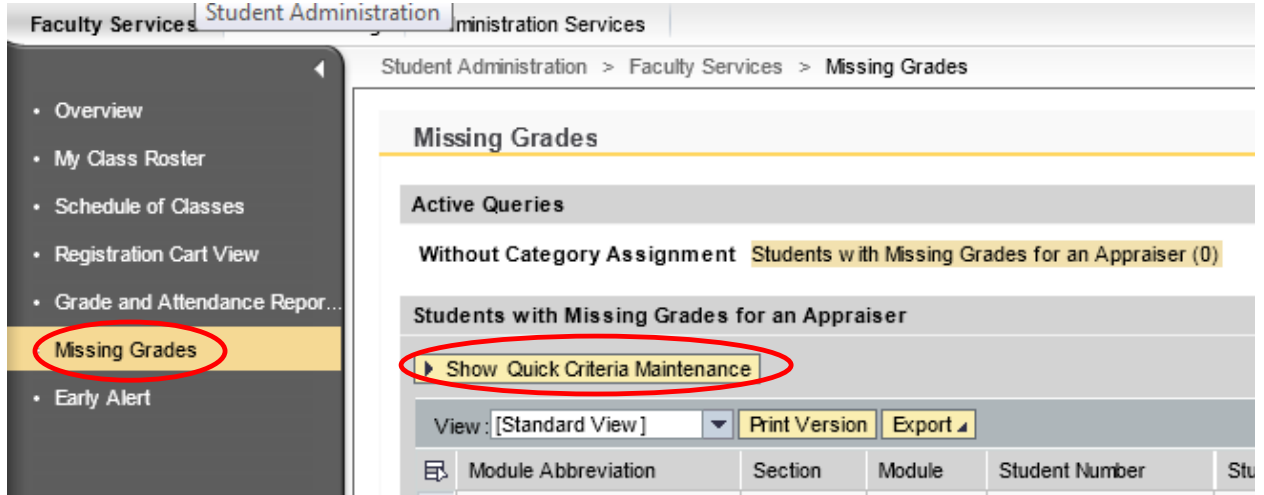
View: [Standard View] All Attending Filter Settings

Student Number	Student Name	Grade	Appraisal Date	Registration Status	Appraiser
<input type="button" value="Confirm"/>					

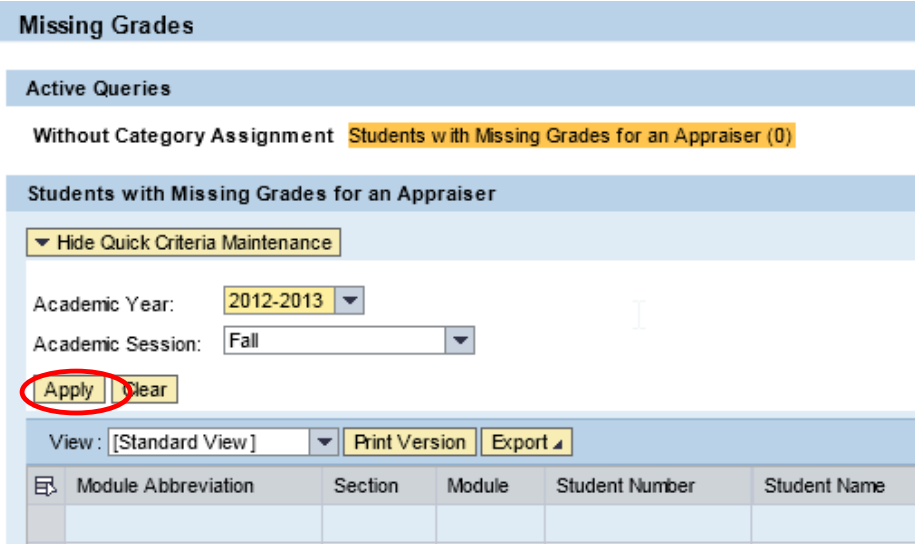
Missing Grades

Perform this procedure when you need to view students without a recorded grade.

1. Click Missing Grades.
2. Click Show Quick Criteria Maintenance.



3. Select the Academic Year.
4. Select the Academic Session.
5. Click Apply.



6. The students missing grades will appear.

Missing Grades

Active Queries
Without Category Assignment **Students with Missing Grades for an Appraiser (3)**

Students with Missing Grades for an Appraiser

▼ Hide Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

Academic Year: 2012-2013
Academic Session: Fall
[Apply](#) [Clear](#)

View: [Standard View] [Print Version](#) [Export](#) [Filter Settings](#)

Module Abbreviation	Section	Module	Student Number	Student Name	Acad. Year (Desc.)	Academic Session (Desc.)	Appraisal Type (Desc.)
UNV 101	Section 011	Orientation to College and Beyond	100218811	Buble, Michael	2012-2013	Fall	Final Grading
UNV 101	Section 011	Orientation to College and Beyond	100218568	Couric, Katie	2012-2013	Fall	Final Grading
UNV 101	Section 011	Orientation to College and Beyond	100217787	Student, Samuel	2012-2013	Fall	Final Grading

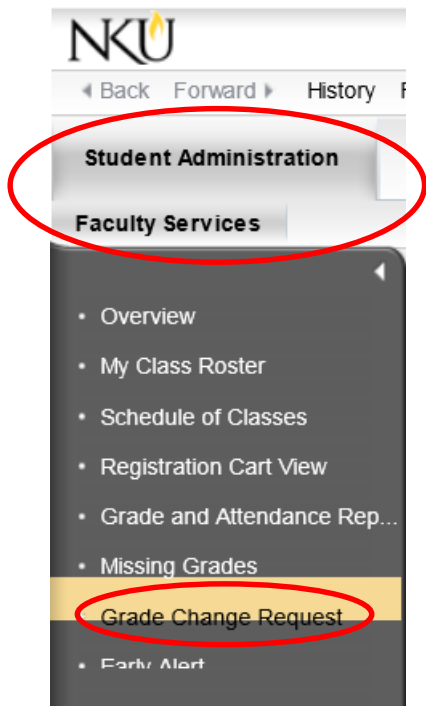
Last Refresh 11/08/2012 15:14:46 EST [Refresh](#)

Click Refresh to update the list.

Grade Change Request

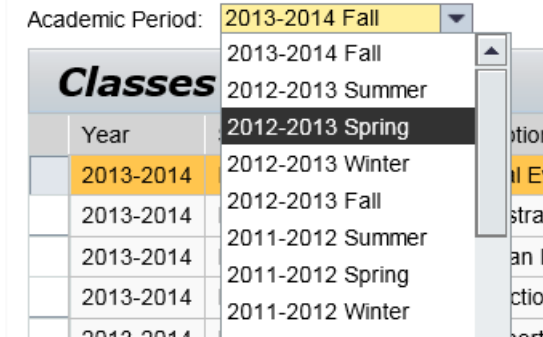
An Instructor may perform this procedure if a Grade Change Request for a specific student or specific course needs to be submitted after the Grading Window has closed. This electronic process is available for both undergraduate and graduate students. Chase College of Law faculty are still required to notify their Dean for any grade change requests as they will not be using this electronic process. Please note that this access is only available for Faculty and access will not be approved for Staff.

1. Login to myNKU.
2. Select Student Administration tab.
3. Select Faculty Services sub-tab.
4. Select Grade Change Request.



5. Select the Academic Period.

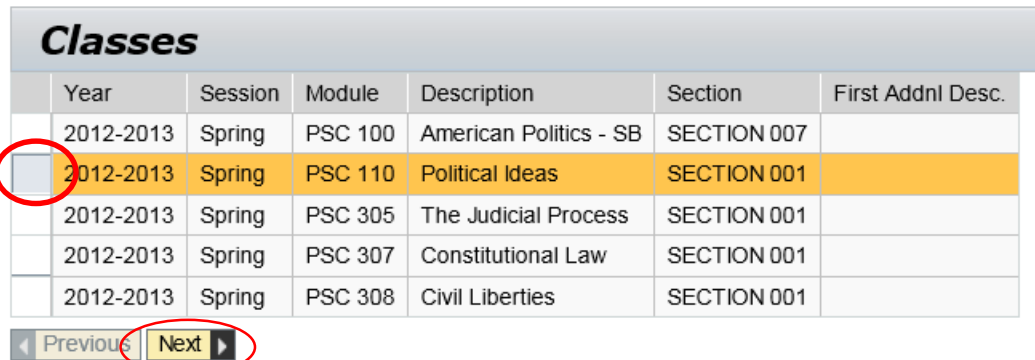
Note: The Academic Period includes the current semester and is available as far back as Fall 2009. If a grade change needs to be submitted for a semester prior to Fall 2009, please complete the paper form.



6. Select the appropriate course.

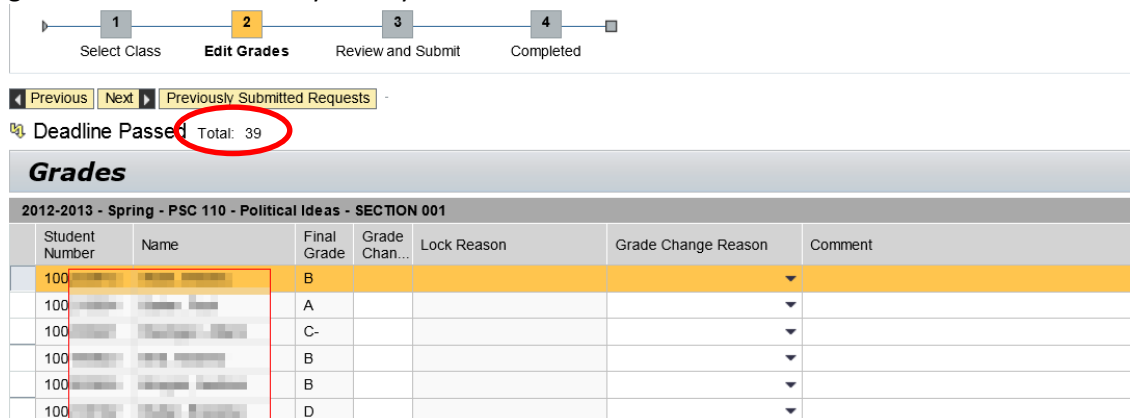
7. Click Next.

Note: The Academic Period includes the current semester and is available as far back as Fall 2009. If a grade change needs to be submitted for a semester prior to Fall 2009, please complete the paper form.



- Students enrolled in the course will display in the Grades grid

Note: The number of students enrolled in the course is reflected just above the Grades grid. To view all students you may need to use the scrollbar.



8. Enter the correct grade in the Grade Change column.
9. Select the Grade Change Reason from the available options.
10. Enter a Comment if required. The Comment field will allow up to 120 characters.

Note: A Comment is required if the Grade Change Reason selected is 'Other – Comment Required' or if the grade change request is submitted after the midterm of the next full semester. (Ex. For a spring or summer grade change, the deadline is midterm for fall)

Student Number	Name	Final Grade	Grade Chan...	Lock Reason	Grade Change Reason	Comment
100	[Redacted]	B	b-			
100	[Redacted]	A			Grade Appeal	
100	[Redacted]	C-			Completion of Outstanding Work	
100	[Redacted]	B			Missed the Deadline	
100	[Redacted]	B			Extended Time Granted	
100	[Redacted]	D			Calculation Errors	
100	[Redacted]	C			Other - Comment Required	

- If a Lock Reason is displayed, that grade is not eligible to be changed

Student Number	Name	Final Grade	Grade Chan...	Lock Reason	Grade
100	[Redacted]	B		Student has graduated.	
100	[Redacted]	C		Student has graduated.	
100	[Redacted]	C+			
100	[Redacted]	A		Student has graduated.	
100	[Redacted]	F			
100	[Redacted]	A		Student has graduated.	
100	[Redacted]	A		Student has graduated.	
100	[Redacted]	B		Student has graduated.	
100	[Redacted]	C-		Student has graduated.	
100	[Redacted]	D+			
100	[Redacted]	F			
100	[Redacted]	C			
100	[Redacted]	A		Student has graduated.	
100	[Redacted]	A		Student has graduated.	
100	[Redacted]	C			
100	[Redacted]	A		Student has graduated.	
100	[Redacted]	F			
100	[Redacted]	F		Repeat Excluded	
100	[Redacted]	C		Student has graduated.	
100	[Redacted]	B+		Student has graduated.	

11. Click Next.

Next ▶


- If required fields are omitted, an error message will be reflected indicating the missing information

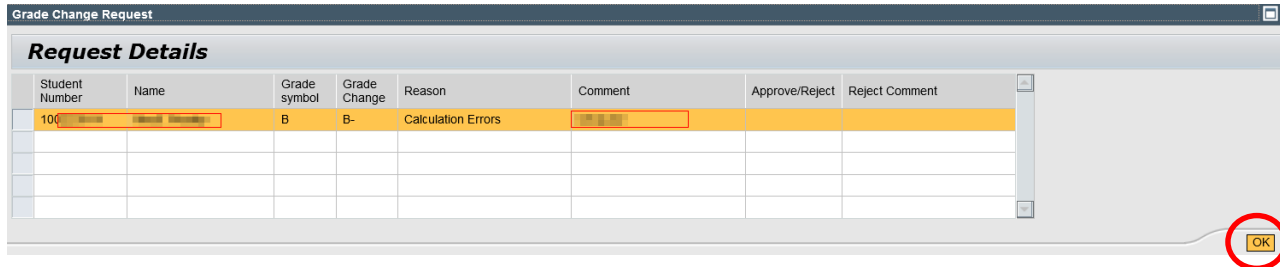
! Student 100 [Redacted] Comment Required - Grade Change Request has passed deadline.

- If a grade change request has already been submitted for the same student in this section and not yet processed by the Office of the University Registrar, an error message will display

! Please check your previously submitted requests.

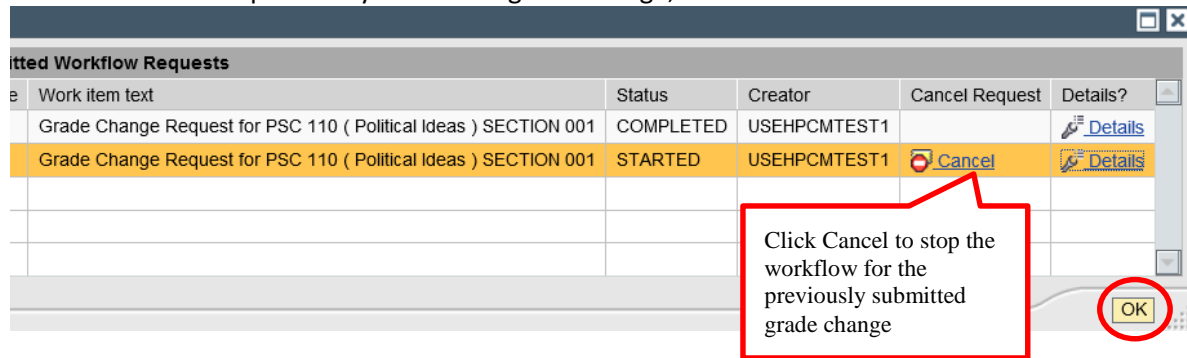
! Student 100 [Redacted]: Student selected already has an open Grade Change Request.

- Click Previously Submitted Requests
Previously Submitted Requests
- Click the Details hyperlink
 Details
- The previously submitted grade change will display in a new window
- Click OK to close the Request Details window

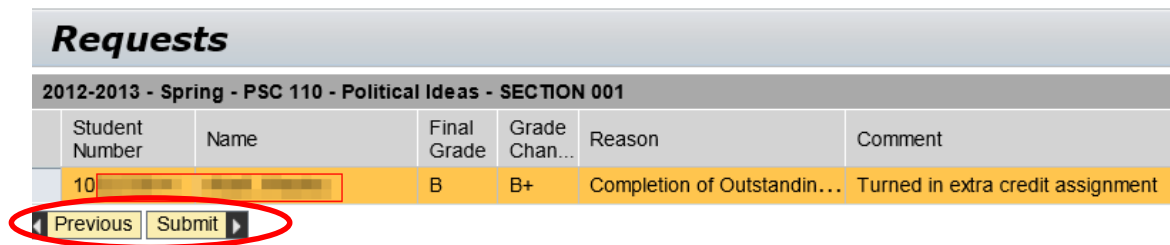


- If the previously submitted grade change request should be processed for the student, click OK to close the Grade Change Request window

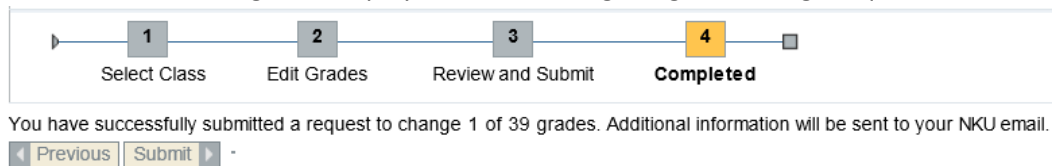
Note: To cancel the previously submitted grade change, click Cancel and then click OK



12. Click Submit to begin the Workflow.
 - Click Previous if edits are needed



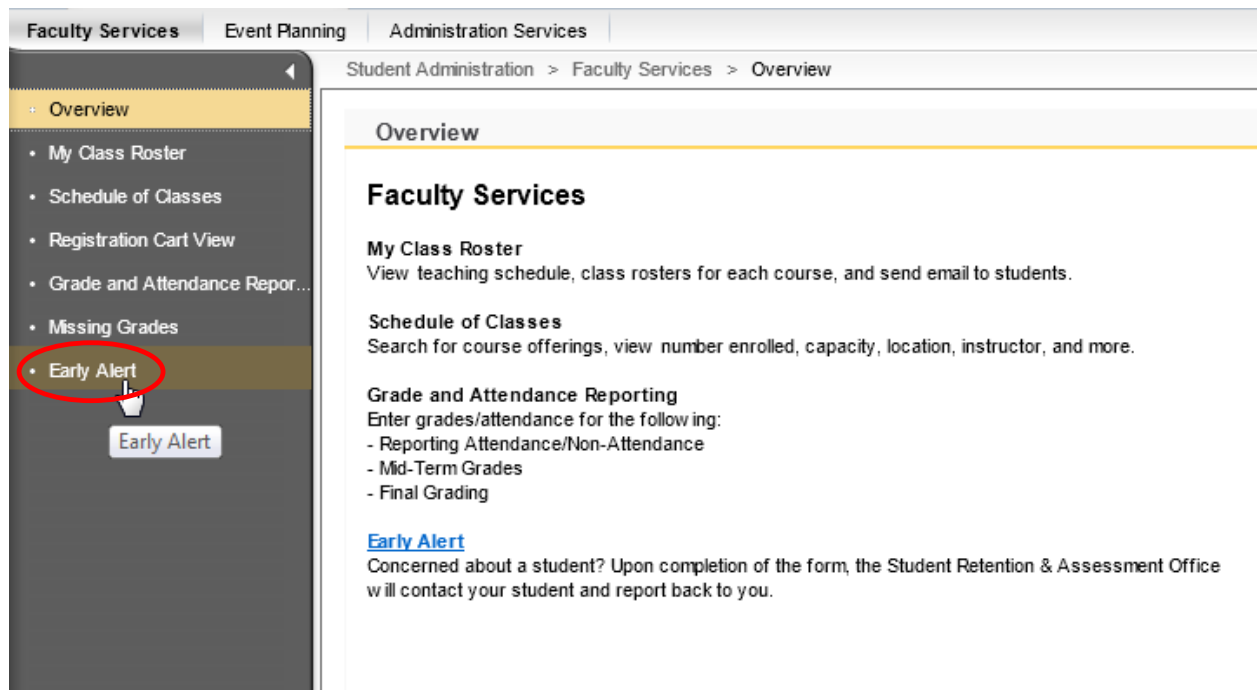
13. A confirmation message will display after submitting the grade change request.



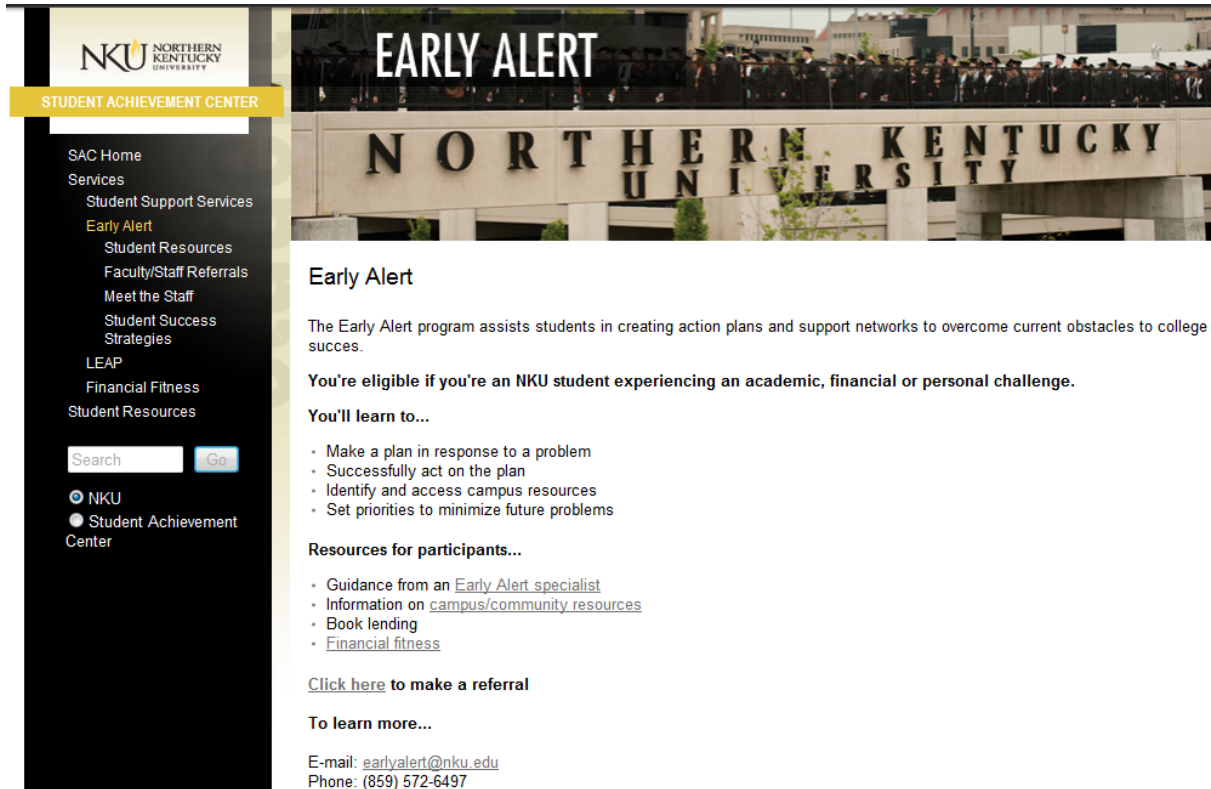
Early Referral

Perform this procedure to report a student who may need assistance to achieve scholastic success. Early Referral assists students in creating action plans and support networks to overcome current obstacles to college success.

1. Click Early Referral.



Note: You will be directed to the Student Achievement Center’s Web page regarding the Early Alert program.



The screenshot shows the Northern Kentucky University Student Achievement Center's Early Alert web page. The page features a dark sidebar on the left with the NKU logo and a navigation menu. The main content area has a header image of a graduation ceremony with the text 'EARLY ALERT' overlaid. Below the header, the page title 'Early Alert' is followed by a description of the program, eligibility criteria, learning objectives, resources, and contact information.

NKU NORTHERN KENTUCKY UNIVERSITY

STUDENT ACHIEVEMENT CENTER

SAC Home
Services
Student Support Services
Early Alert
Student Resources
Faculty/Staff Referrals
Meet the Staff
Student Success Strategies
LEAP
Financial Fitness
Student Resources

Search

NKU
 Student Achievement Center

EARLY ALERT

Early Alert

The Early Alert program assists students in creating action plans and support networks to overcome current obstacles to college success.

You're eligible if you're an NKU student experiencing an academic, financial or personal challenge.

You'll learn to...

- Make a plan in response to a problem
- Successfully act on the plan
- Identify and access campus resources
- Set priorities to minimize future problems

Resources for participants...

- Guidance from an [Early Alert specialist](#)
- Information on [campus/community resources](#)
- Book lending
- [Financial fitness](#)

[Click here to make a referral](#)

To learn more...

E-mail: earlyalert@nku.edu
Phone: (859) 572-6497