

## Missing Grades

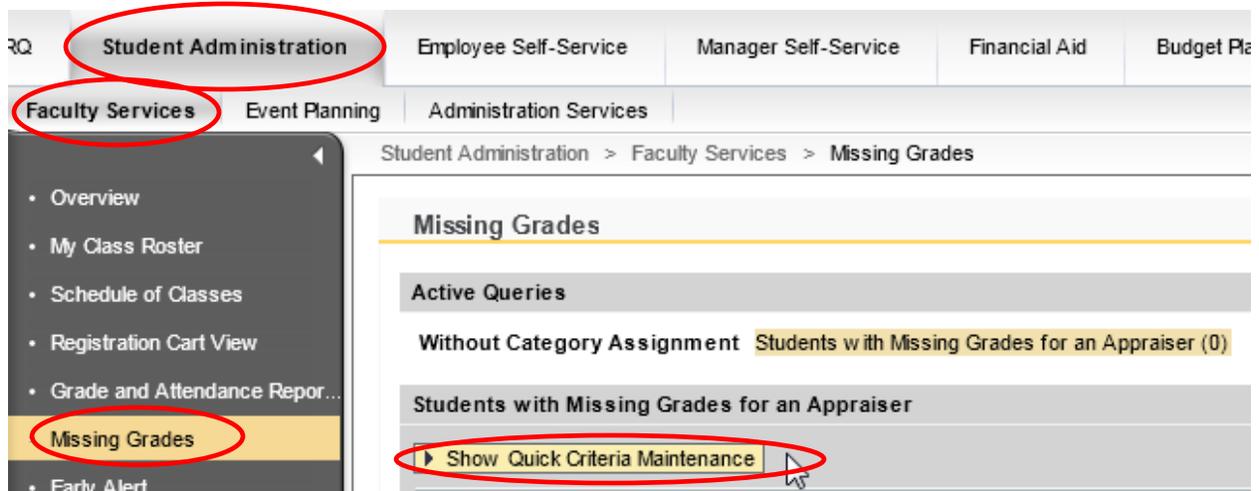
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### Location(s):

myNKU

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

1. Log into <http://myнку.nku.edu> using your NKU username and password.
2. Select the Student Administration tab.
3. Select the Faculty Services sub-tab.
4. Click Missing Grades.
5. Click Show Quick Criteria Maintenance.



The screenshot displays the myNKU portal interface. At the top, there are several tabs: 'Student Administration', 'Employee Self-Service', 'Manager Self-Service', 'Financial Aid', and 'Budget Pla'. The 'Student Administration' tab is selected and circled in red. Below it, there are sub-tabs: 'Faculty Services', 'Event Planning', and 'Administration Services'. The 'Faculty Services' sub-tab is also selected and circled in red. A sidebar menu on the left lists various options, with 'Missing Grades' highlighted and circled in red. The main content area shows the breadcrumb path 'Student Administration > Faculty Services > Missing Grades'. Below this, there is a section titled 'Missing Grades' with a yellow underline. Underneath, there is a section for 'Active Queries' with a sub-section 'Without Category Assignment' showing 'Students with Missing Grades for an Appraiser (0)'. At the bottom of this section, there is a button labeled 'Show Quick Criteria Maintenance' which is circled in red.

6. Select the Academic Year.
7. Select the Academic Session.
8. Click Apply.

**Missing Grades**

**Active Queries**

Without Category Assignment **Students with Missing Grades for an Appraiser (0)**

**Students with Missing Grades for an Appraiser**

▼ Hide Quick Criteria Maintenance

Academic Year: 2012-2013 ▼

Academic Session: Fall ▼

**Apply** **Clear**

View: [Standard View] ▼ **Print Version** **Export** ▼

Module Abbreviation	Section	Module	Student Number	Student Name

9. 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.