

## Chair View of Grades

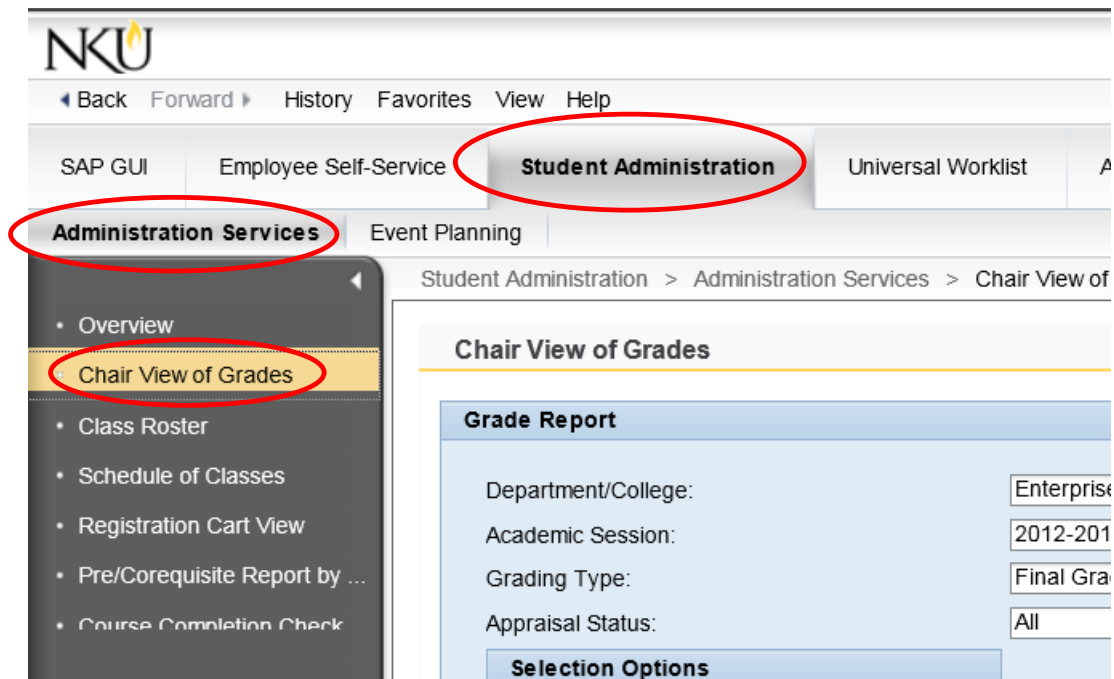
---

### Location(s):

myNKU

**Purpose:** Perform this procedure when you need to view grades entered or view missing grades by department you are assigned to, by faculty member, or by course.

1. Log into <http://myнку.nku.edu> using your NKU username and password.
2. Select the Student Administration tab.
3. Select the Administration Services sub-tab.
4. Click Chair View of Grades.



The screenshot shows the myNKU portal interface. At the top left is the NKU logo. Below it is a navigation bar with tabs: SAP GUI, Employee Self-Service, **Student Administration** (circled in red), and Universal Worklist. Under the Student Administration tab, there is a sub-menu with **Administration Services** (circled in red) and Event Planning. A dropdown menu is open under Administration Services, with **Chair View of Grades** (circled in red) highlighted. The breadcrumb trail reads: Student Administration > Administration Services > Chair View of Grades. The main content area is titled "Chair View of Grades" and contains a "Grade Report" section with the following fields:

Department/College:	Enterprise
Academic Session:	2012-201
Grading Type:	Final Gra
Appraisal Status:	All

Below the report fields is a "Selection Options" section.

5. Select the Academic Year and Session.
6. Select Grading Type.
7. Select Appraisal Status.
8. Select how the information is displayed – by Faculty Personnel ID, Faculty Username, Course, or click Get Results by Org. Unit to display grades for your entire unit.

- If searching for a specific Course that has multiple entries, an error message will reflect there are multiple entries.
  - Click the match code.

[Multiple entries found for this search.](#)

- Select the appropriate course and then click OK.

Course ID	Course	Course Desc.
70006115	CMST101	Public Speaking - OC
70006116	CMST101H	Honors Prin of Speech Communic...

9. Select the appropriate Course if searching by Org. Unit **or** select the appropriate Section if searching by Faculty Personnel ID, Faculty Username or Course.

**Notes:** There is only one view available, the Standard View. Additionally, the semester in the results grid reflects both the year and semester/sub-session.

View:	[Standard View]	Print Version	Export	Email Instructor	Display All Students	Not Graded	Graded
Not Completed	Instructor Name	Course	Section	Section Title	Semester		
X	[Redacted]	POP 205	Section 002	Introduction to Popular Culture - AH	2012-2013 Spring		
	[Redacted]	POP 205	Section 003	Introduction to Popular Culture - AH	2012-2013 Spring		
X	[Redacted]	POP 205	Section 004	Introduction to Popular Culture - AH	2012-2013 Spring		
X	[Redacted]	POP 205	Section 005	Introduction to Popular Culture - AH	2012-2013 Spring		
X	[Redacted]	POP 250	Section 001	International Popular Culture - AH	2012-2013 Spring		
X	[Redacted]	POP 250	Section 002	International Popular Culture - AH	2012-2013 Spring		
X	[Redacted]	POP 394	Section 001	Marx Brothers	2012-2013 Spring		
X	[Redacted]	PRE 375	Section 001	Principles of Public Relations	2012-2013 Spring First		

Screenshot reflects results grid when searching by Org. Unit

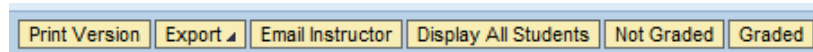
View:	[Standard View]	Print Version	Export	Email Instructor	Display All Students	Not Graded	Graded
Grading Type	Not Completed	Instructor Name	Course	Section	Section Title	Semester	
Final Grading	X	[Redacted]	CMST101H	Section 001	Honors Prin of Speech Communication	2012-2013 Spring	
Final Grading	X	[Redacted]	CMST101H	Section 002	Honors Prin of Speech Communication	2012-2013 Spring	

Screenshot reflects results grid with searching by Course

- If more than one instructor is assigned to the course section, both instructors will appear.

Final Grading	X	[Redacted]	EMB 140	Section 001	Introduction to Media Aesthetics	2012-2013 Spring	
Final Grading	X	[Redacted]	EMB 140	Section 001	Introduction to Media Aesthetics	2012-2013 Spring	

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



### Print Version

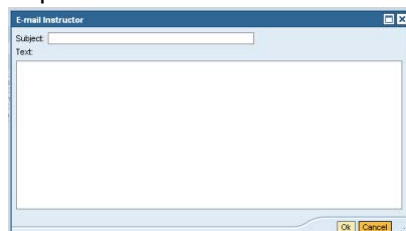
Displays the results in .pdf format.

### Export

Exports the results to Microsoft Excel.

### Email Instructor

A dialog box opens which will send an e-mail to the instructor of that course. No attachments can be added.





**To filter:**

1. Click Filter in the results grid

<a href="#">Email Instructor</a> <a href="#">Display All Students</a> <a href="#">Not Graded</a> <a href="#">Graded</a> <span style="float: right;"><a href="#">Filter</a></span>							
	Course	Section	Section Title	Semester	Telephone No.	E-Mail	Academic Org.
	CMST101	Section 006	Public Speaking - OC	2012-2013 Spring	859-572-5435	POWELLE2@NKU.EDU	Communication
ii	CMST101	Section 007	Public Speaking - OC	2012-2013 Spring	859-572-5435	MASTRANIA@NKU.EDU	Communication
	CMST101	Section 008	Public Speaking - OC	2012-2013 Spring	859-572-5974	TAYLORANN@NKU.EDU	Communication
htie	CMST101	Section 009	Public Speaking - OC	2012-2013 Spring	(859) 572-5435	DECHTINI1@NKU.EDU	Communication

2. Enter the filter criteria in any cell in the top row
3. Hit enter on the keyboard
  - The information that matches the filter criteria will be reflected

**Note:** The wildcard (\*) may be used while filtering

<a href="#">View: [Standard View]</a> <a href="#">Print Version</a> <a href="#">Export</a> <a href="#">Email Instructor</a> <a href="#">Display All Students</a> <a href="#">Not Graded</a> <a href="#">Graded</a> <span style="float: right;"><a href="#">Delete Filter Settings</a></span>										
	Grading Type	Not Completed	Instructor Name	Course	Section	Section Title	Semester	Telephone No.	E-Mail	Academic Org.
		Not Defined					*spring first*			
	Final Grading	X		CMST101	Section 050	Public Speaking - OC	2012-2013 Spring First			Communication
	Final Grading	X		CMST101	Section 051	Public Speaking - OC	2012-2013 Spring First			Communication

Screenshot filtered by Semester

	Grading Type	Not Completed	Instructor Name	Course	Section	Section Title	Semester
		Not Defined	*[redacted]				
	Final Grading		[redacted]	CMST101	Section 002	Public Speaking - OC	2012-2013 Spring
	Final Grading	X	[redacted]	CMST101	Section 005	Public Speaking - OC	2012-2013 Spring

Screenshot filtered by Instructor Name

To remove filter:

Click Delete Filter

<a href="#">Email Instructor</a> <a href="#">Display All Students</a> <a href="#">Not Graded</a> <a href="#">Graded</a> <span style="float: right;"><a href="#">Delete Filter</a></span>						
Course	Section	Section Title	Semester	Telephone No.	E-Mail	Academic
CMST101	Section 002	Public Speaking - OC	2012-2013 Spring	859-572-	██████████@NKU.EDU	Communic
CMST101	Section 005	Public Speaking - OC	2012-2013 Spring	859-572-	██████████@NKU.EDU	Communic

The results grid will revert to the original layout

<a href="#">View: * [Standard View]</a> <a href="#">Print Version</a> <a href="#">Export</a> <a href="#">Email Instructor</a> <a href="#">Display All Students</a> <a href="#">Not Graded</a> <a href="#">Graded</a> <span style="float: right;"><a href="#">Filter</a></span>									
Grading Type	Not Completed	Instructor Name	Course	Section	Section Title	Semester	Telephone No.	E-Mail	Academic
Final Grading		██████████	CMST101	Section 002	Public Speaking - OC	2012-2013 Spring	859-572-	██████████@NKU.EDU	Communic
Final Grading	X	██████████	CMST101	Section 003	Public Speaking - OC	2012-2013 Spring	859-572-	██████████@NKU.EDU	Communic
Final Grading	X	██████████	CMST101	Section 005	Public Speaking - OC	2012-2013 Spring	859-572-	██████████@NKU.EDU	Communic
Final Grading	X	██████████	CMST101	Section 006	Public Speaking - OC	2012-2013 Spring	859-572-	██████████@NKU.EDU	Communic
Final Grading	X	██████████	CMST101	Section 007	Public Speaking - OC	2012-2013 Spring	859-572-	██████████@NKU.EDU	Communic
Final Grading	X	██████████	CMST101	Section 008	Public Speaking - OC	2012-2013 Spring	859-572-	██████████@NKU.EDU	Communic
Final Grading	X	██████████	CMST101	Section 009	Public Speaking - OC	2012-2013 Spring	(859) 572-	██████████@NKU.EDU	Communic