
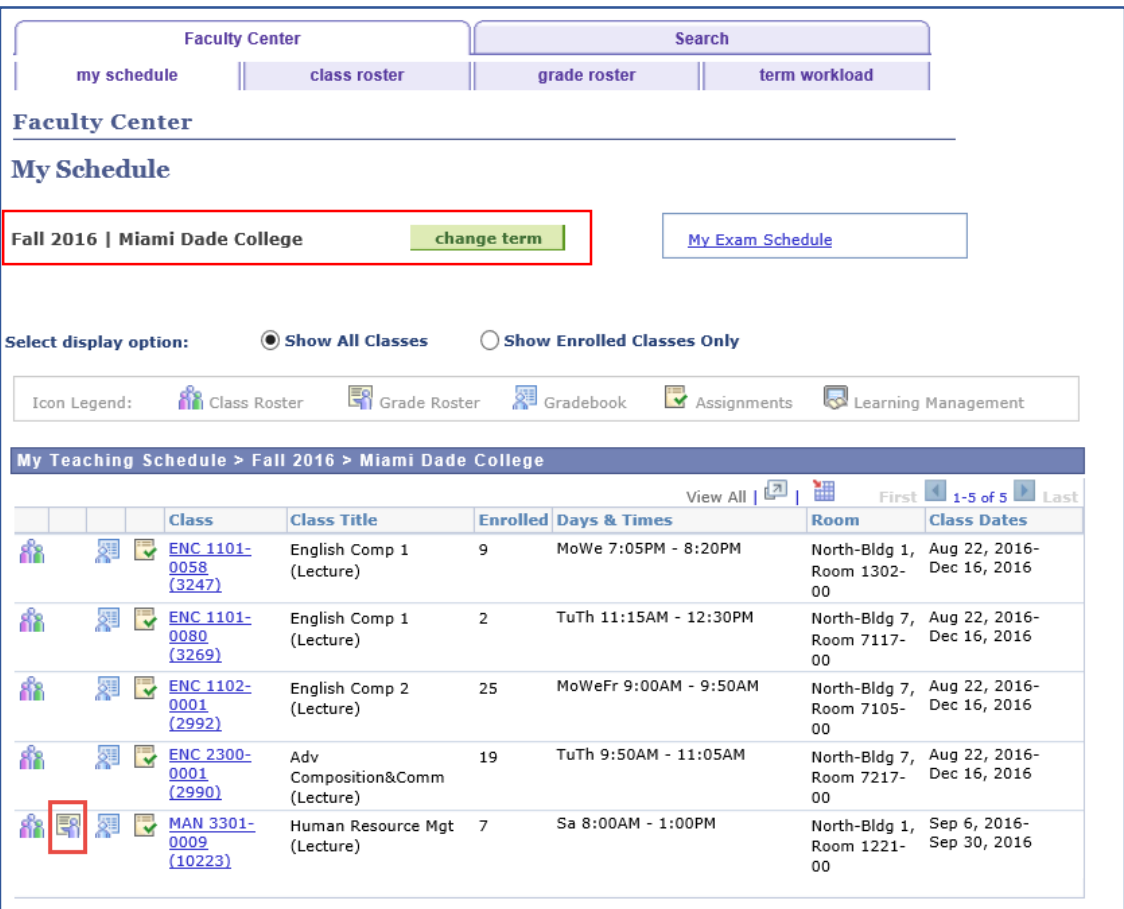


















Enter Grades Using the Grade Roster

Instructors enter, review and approve *FINAL CLASS* grades on the Grade Roster component. Grade Rosters are generated by the Registrar's Office and made available to faculty members in their Faculty Center as an icon in their Teaching Schedule grid.

Note: Part of images may be obscured for security reasons.

Step	Action																																				
1.	<p>Navigation:</p> 																																				
2.	<p>The My Schedule displays for the current term in a table format.</p>  <p>The screenshot shows the 'Faculty Center' navigation area with tabs for 'my schedule', 'class roster', 'grade roster', and 'term workload'. Below this is the 'My Schedule' section for 'Fall 2016 Miami Dade College', including a 'change term' button and a 'My Exam Schedule' link. The 'Select display option' section has 'Show All Classes' selected. An 'Icon Legend' shows icons for Class Roster, Grade Roster, Gradebook, Assignments, and Learning Management. The 'My Teaching Schedule' table lists several classes, with the 'Grade Roster' icon highlighted in a red box for the class 'MAN 3301-0009 (10223)'.</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td> ENC 1101-0058 (3247)</td> <td>English Comp 1 (Lecture)</td> <td>9</td> <td>MoWe 7:05PM - 8:20PM</td> <td>North-Bldg 1, Room 1302-00</td> <td>Aug 22, 2016- Dec 16, 2016</td> </tr> <tr> <td> ENC 1101-0080 (3269)</td> <td>English Comp 1 (Lecture)</td> <td>2</td> <td>TuTh 11:15AM - 12:30PM</td> <td>North-Bldg 7, Room 7117-00</td> <td>Aug 22, 2016- Dec 16, 2016</td> </tr> <tr> <td> ENC 1102-0001 (2992)</td> <td>English Comp 2 (Lecture)</td> <td>25</td> <td>MoWeFr 9:00AM - 9:50AM</td> <td>North-Bldg 7, Room 7105-00</td> <td>Aug 22, 2016- Dec 16, 2016</td> </tr> <tr> <td> ENC 2300-0001 (2990)</td> <td>Adv Composition&Comm (Lecture)</td> <td>19</td> <td>TuTh 9:50AM - 11:05AM</td> <td>North-Bldg 7, Room 7217-00</td> <td>Aug 22, 2016- Dec 16, 2016</td> </tr> <tr> <td> MAN 3301-0009 (10223)</td> <td>Human Resource Mgt (Lecture)</td> <td>7</td> <td>Sa 8:00AM - 1:00PM</td> <td>North-Bldg 1, Room 1221-00</td> <td>Sep 6, 2016- Sep 30, 2016</td> </tr> </tbody> </table>	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	 ENC 1101-0058 (3247)	English Comp 1 (Lecture)	9	MoWe 7:05PM - 8:20PM	North-Bldg 1, Room 1302-00	Aug 22, 2016- Dec 16, 2016	 ENC 1101-0080 (3269)	English Comp 1 (Lecture)	2	TuTh 11:15AM - 12:30PM	North-Bldg 7, Room 7117-00	Aug 22, 2016- Dec 16, 2016	 ENC 1102-0001 (2992)	English Comp 2 (Lecture)	25	MoWeFr 9:00AM - 9:50AM	North-Bldg 7, Room 7105-00	Aug 22, 2016- Dec 16, 2016	 ENC 2300-0001 (2990)	Adv Composition&Comm (Lecture)	19	TuTh 9:50AM - 11:05AM	North-Bldg 7, Room 7217-00	Aug 22, 2016- Dec 16, 2016	 MAN 3301-0009 (10223)	Human Resource Mgt (Lecture)	7	Sa 8:00AM - 1:00PM	North-Bldg 1, Room 1221-00	Sep 6, 2016- Sep 30, 2016
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3.	<p>To view the grade roster, click the  Grade Roster icon to the left of the Class (course catalog code, section number and class number). You must use this icon to access grade rosters. Please note: you may need to select the appropriate term by using the Change Term button.</p>																																				

Enter Grades Using the Grade Roster

4.

Fall 2016 | Four Week - First | Miami Dade College | Undergraduate

▼ **MAN 3301 - 0009 (10223)** [change class](#)

Human Resource Management (Lecture)

Days and Times	Room	Instructor	Dates
Sa 8:00AM-1:00PM	North-Bldg 1, Room 1221-00		09/06/2016 - 09/30/2016

Display Options:

*Grade Roster Type ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status ▼ [save](#)

Student Grade | [Transcript Note](#) | [Help](#)

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		▼		GRD	Baccalaureate - BAS Supervision & Management	Senior
<input type="checkbox"/>	2		▼		GRD	Baccalaureate - BAS Supervision & Management	Junior
<input type="checkbox"/>	3		▼		GRD	Baccalaureate - BAS Supervision & Management	Senior
<input type="checkbox"/>	4		▼		GRD	Baccalaureate - BAS Supervision & Management	Junior
<input type="checkbox"/>	5		▼		GRD	Baccalaureate - BAS Supervision & Management	Junior
<input type="checkbox"/>	6		▼		GRD	Baccalaureate - BAS Supervision & Management	Senior
<input type="checkbox"/>	7		▼		GRD	Baccalaureate - BAS Supervision & Mgt PreBac	Senior

View All | [Download](#) | [Rows 1 - 7 of 7](#)

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

<- add this grade to selected students

[notify selected students](#) | [notify all students](#)

The **Grade Roster** page **Student Grade** tab displays a list of enrolled students in alphabetical order by last and then first name including their: ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level.

Note: Click a column header to sort the list by that field.

5. The default display shows the first twenty students. To see every student on the grade roster, click the **View All** link below the last row.

Enter Grades Using the Grade Roster

Fall 2016 | Four Week - First | Miami Dade College | Undergraduate

▼ **MAN 3301 - 0009 (10223)** change class

Human Resource Management (Lecture)

Days and Times	Room	Instructor	Dates
Sa 8:00AM-1:00PM	North-Bldg 1, Room 1221-00		09/06/2016 - 09/30/2016

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Student Grade | **Transcript Note** | [+]

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		▼		GRD	Baccalaureate - BAS Supervision & Management	Senior
<input type="checkbox"/>	2		▼		GRD	Baccalaureate - BAS Supervision & Management	Junior
<input type="checkbox"/>	3		▼		GRD	Baccalaureate - BAS Supervision & Management	Senior
<input type="checkbox"/>	4		▼		GRD	Baccalaureate - BAS Supervision & Management	Junior
<input type="checkbox"/>	5		▼		GRD	Baccalaureate - BAS Supervision & Management	Junior
<input type="checkbox"/>	6		▼		GRD	Baccalaureate - BAS Supervision & Management	Senior
<input type="checkbox"/>	7		▼		GRD	Baccalaureate - BAS Supervision & Mgt PreBac	Senior

View All | Download | Rows 1 - 7 of 7

Select All | Clear All | [Printer Friendly Version](#)

▼
-< add this grade to selected students
notify selected students
notify all students

6. If you want to assign the same grade to multiple students, click the checkbox to the left of each student to be assigned the selected grade.

Then, click the ▼ dropdown box icon to the left of the – **Add this grade to selected students** button; and then select a grade (A, A+, A-, B, B+, B-...).

Please remember to deselect these checkboxes before assigning grades to other students in this manner.

Note: A student may already display an administratively assigned grade; typically, this is a 'W' grade assigned as a result of the student withdrawing from the class either voluntarily or for non-attendance.

Enter Grades Using the Grade Roster

Fall 2016 | Four Week - First | Miami Dade College | Undergraduate

▼ **MAN 3301 - 0009 (10223)** change class

Human Resource Management (Lecture)

Days and Times	Room	Instructor	Dates
Sa 8:00AM-1:00PM	North-Bldg 1, Room 1221-00		09/06/2016 - 09/30/2016

Display Options:
 *Grade Roster Type: Final Grade ▼
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Not Reviewed ▼ save

Student Grade	Transcript Note	ID	Name	Roster Grade	Official Grade	
<input checked="" type="checkbox"/>		1		▼		Note
<input type="checkbox"/>		2		▼		Note
<input checked="" type="checkbox"/>		3		▼		Note
<input type="checkbox"/>		4		▼		Note
<input type="checkbox"/>		5		▼		Note
<input type="checkbox"/>		6		▼		Note
<input type="checkbox"/>		7		▼		Note

View All | [Download](#) | Rows 1 - 7 of 7

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

A ▼ <- add this grade to selected students

notify selected students notify all students

7. Alternatively, to assign a grade to one student, click the **Roster Grade** ▼ dropdown box icon; and then select the correct list item.

Enter Grades Using the Grade Roster

Fall 2016 | Four Week - First | Miami Dade College | Undergraduate

▼ **MAN 3301 - 0009 (10223)** change class

Human Resource Management (Lecture)

Days and Times	Room	Instructor	Dates
Sa 8:00AM-1:00PM	North-Bldg 1, Room 1221-00		09/06/2016 - 09/30/2016

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

	Student Grade	Transcript Note	ID	Name	Roster Grade	Official Grade	
<input type="checkbox"/>	1				A		Note
<input type="checkbox"/>	2				▼		Note
<input type="checkbox"/>	3				A		Note
<input type="checkbox"/>	4				▼		Note
<input type="checkbox"/>	5				A B C D E F I		Note
<input type="checkbox"/>	6						Note
<input type="checkbox"/>	7						Note

View All | [Download](#) | Rows 1 - 7 of 7

Select All [Clear All](#)
[Printer Friendly Version](#)

▼
<- add this grade to selected students

8. Once any data is entered in the Roster Grade column, a message displays at the top of the page. **ONLY** click on the **enable tabs & links** button to **clear** any data entered that has not been previously saved. In other words, ignore that message unless you want to delete any grade entries you've made that have not been saved.

▲ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

enable tabs & links

Fall 2016 | Four Week - First | Miami Dade College | Undergraduate

▼ **MAN 3301 - 0009 (10223)** change class

Human Resource Management (Lecture)

Days and Times	Room	Instructor	Dates
Sa 8:00AM-1:00PM	North-Bldg 1, Room 1221-00		09/06/2016 - 09/30/2016

9. Enter grades for students and click the **Save** button.

Enter Grades Using the Grade Roster

	<p>Note: You may save a roster as many times as you wish. It is recommended that you save early and save often. As long as the approval status is “Not Reviewed”, then Instructor/s may return to the grade roster to add or change grades.</p>																																																																								
10.	<p>When you select a final grade (F, I, U) for a student that requires entry of a Last Date of Attendance, the Last Date of Attendance column appears for entry of the date.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Display Options:</p> <p>*Grade Roster Type <input type="text" value="Final Grade"/> <input type="button" value="v"/> <input type="checkbox"/> Display Unassigned Roster Grade Only</p> </div> <div style="width: 45%;"> <p>Grade Roster Action:</p> <p>*Approval Status <input type="text" value="Not Reviewed"/> <input type="button" value="save"/></p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 5%;">ID</th> <th style="width: 20%;">Name</th> <th style="width: 10%;">Roster Grade</th> <th style="width: 10%;">Official Grade</th> <th style="width: 10%;">Grading Basis</th> <th style="width: 25%;">Program and Plan</th> <th style="width: 10%;">Level</th> <th style="width: 15%;">Last Date of Attendance</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>1</td><td></td><td>A <input type="button" value="v"/></td><td></td><td>GRD</td><td>Baccalaureate - BAS Supervision & Management</td><td>Senior</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>2</td><td></td><td>C <input type="button" value="v"/></td><td></td><td>GRD</td><td>Baccalaureate - BAS Supervision & Management</td><td>Junior</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>3</td><td></td><td>A <input type="button" value="v"/></td><td></td><td>GRD</td><td>Baccalaureate - BAS Supervision & Management</td><td>Senior</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>4</td><td></td><td>F <input type="button" value="v"/></td><td></td><td>GRD</td><td>Baccalaureate - BAS Supervision & Management</td><td>Junior</td><td>09/16/2016 <input type="button" value="v"/></td></tr> <tr><td><input type="checkbox"/></td><td>5</td><td></td><td>B <input type="button" value="v"/></td><td></td><td>GRD</td><td>Baccalaureate - BAS Supervision & Management</td><td>Junior</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>6</td><td></td><td>B <input type="button" value="v"/></td><td></td><td>GRD</td><td>Baccalaureate - BAS Supervision & Management</td><td>Senior</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>7</td><td></td><td></td><td>W</td><td>GRD</td><td>Baccalaureate - BAS Supervision & Mgt PreBac</td><td>Senior</td><td></td></tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">View All <input type="button" value="Download"/> Rows 1 - 7 of 7 <input type="button" value="Print"/></p> <p style="font-size: small; margin-top: 5px;"> <input type="button" value="Select All"/> <input type="button" value="Clear All"/> Printer Friendly Version </p> <p style="font-size: small; margin-top: 5px;"> <input type="text" value="v"/> <- add this grade to selected students <input type="button" value="notify selected students"/> <input type="button" value="notify all students"/> </p> </div>		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Last Date of Attendance	<input type="checkbox"/>	1		A <input type="button" value="v"/>		GRD	Baccalaureate - BAS Supervision & Management	Senior		<input type="checkbox"/>	2		C <input type="button" value="v"/>		GRD	Baccalaureate - BAS Supervision & Management	Junior		<input type="checkbox"/>	3		A <input type="button" value="v"/>		GRD	Baccalaureate - BAS Supervision & Management	Senior		<input type="checkbox"/>	4		F <input type="button" value="v"/>		GRD	Baccalaureate - BAS Supervision & Management	Junior	09/16/2016 <input type="button" value="v"/>	<input type="checkbox"/>	5		B <input type="button" value="v"/>		GRD	Baccalaureate - BAS Supervision & Management	Junior		<input type="checkbox"/>	6		B <input type="button" value="v"/>		GRD	Baccalaureate - BAS Supervision & Management	Senior		<input type="checkbox"/>	7			W	GRD	Baccalaureate - BAS Supervision & Mgt PreBac	Senior	
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11.	<p>In the Display Options area, you can select the Display Unassigned Roster Grade Only checkbox to view only those students for whom no grade is entered.</p>																																																																								
12.	<p>As needed in the Roster Grade column, add or change a grade for students using the <input type="button" value="v"/> dropdown box icon.</p>																																																																								
13.	<p>Click the Save button.</p>																																																																								
14.	<p>If you are the primary instructor and you have either entered all grades yourself or have verified the grades entered by the secondary instructor(s), click the Grade Roster Action: *Approval Status <input type="button" value="v"/> dropdown box icon, and select “Approved”. Click the Save button.</p> <p>Note: A Grade Roster cannot be approved until a grade has been assigned to every student on the roster. Should grades be missing, change the the status back to “Not Reviewed”, enter the missing grades, and try again.</p>																																																																								

Enter Grades Using the Grade Roster

▼ **MAN 3301 - 0009 (10223)** change class

Human Resource Management (Lecture)

Days and Times	Room	Instructor	Dates
Sa 8:00AM-1:00PM	North-Bldg 1, Room 1221-00		09/06/2016 - 09/30/2016

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved ▼ save

Student Grade
Transcript Note
⌂

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Last Date of Attendance
<input type="checkbox"/>	1		A		GRD	Baccalaureate - BAS Supervision & Management	Senior	
<input type="checkbox"/>	2		C		GRD	Baccalaureate - BAS Supervision & Management	Junior	
<input type="checkbox"/>	3		A		GRD	Baccalaureate - BAS Supervision & Management	Senior	
<input type="checkbox"/>	4		F		GRD	Baccalaureate - BAS Supervision & Management	Junior	09/16/2016
<input type="checkbox"/>	5		B		GRD	Baccalaureate - BAS Supervision & Management	Junior	
<input type="checkbox"/>	6		B		GRD	Baccalaureate - BAS Supervision & Management	Senior	
<input type="checkbox"/>	7			W	GRD	Baccalaureate - BAS Supervision & Mgt PreBac	Senior	

View All | | Download | Rows 1 - 7 of 7

[Select All](#) [Clear All](#)
[Printer Friendly Version](#)

notify selected students
notify all students

Once you have set the grade roster status to **“Approved”**, the grade roster will become disabled for editing grades. If the grading window is still open, any grade changes can be made by simply changing the Approval Status to ‘Not Reviewed’.

15. Grade Rosters cannot be posted unless the Approval Status has been set to ‘Approved’.

Once the Registrar’s Office posts grades, no changes can be made to student grades via the Grade Roster. Instructors will need to complete a Change of Grade form and submit it to the Registrar’s Office.

POSTED ROSTER:

Enter Grades Using the Grade Roster

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Approved **Posted**

Student Grade		Transcript Note								
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status	Last Date of Attendance	
<input type="checkbox"/>	1		A	A	GRD	Baccalaureate - BAS Supervision & Management	Senior	Posted		
<input type="checkbox"/>	2		C	C	GRD	Baccalaureate - BAS Supervision & Management	Junior	Posted		
<input type="checkbox"/>	3		A	A	GRD	Baccalaureate - BAS Supervision & Management	Senior	Posted		
<input type="checkbox"/>	4		F	F	GRD	Baccalaureate - BAS Supervision & Management	Junior	Posted	09/16/2016	
<input type="checkbox"/>	5		B	B	GRD	Baccalaureate - BAS Supervision & Management	Junior	Posted		
<input type="checkbox"/>	6		B	B	GRD	Baccalaureate - BAS Supervision & Management	Senior	Posted		
<input type="checkbox"/>	7			W	GRD	Baccalaureate - BAS Supervision & Mgt PreBac	Senior	Graded		

View All | Download | Rows 1 - 7 of 7

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

notify selected students notify all students

16. If needed, click the **change class** button to return to the **My Teaching Schedule** and select other **Grade Roster** icons.

Faculty Center

Search

my schedule

class roster

grade roster

term workload

Grade Roster

[View FERPA Statement](#)

Fall 2016 | Four Week - First | Miami Dade College | Undergraduate

▼ MAN 3301 - 0009 (10223)
change class

Human Resource Management (Lecture)

Days and Times	Room	Instructor	Dates
Sa 8:00AM-1:00PM	North-Bldg 1, Room 1221-00		09/06/2016 - 09/30/2016

17. If you need to print your completed grade roster, we recommend that you open MDConnect in Google Chrome and go to your grade roster. Once you have entered & saved your grades, scroll down and click on **Printer Friendly Version**.

Enter Grades Using the Grade Roster

<input type="checkbox"/>	16		GRD	Associate - Biology	Sophomore	
<input type="checkbox"/>	17		GRD	Associate - Pre-Bachelor of Arts	Sophomore	
<input type="checkbox"/>	18		GRD	Associate - Emergency Medical Services	Sophomore	
<input type="checkbox"/>	19		GRD	Associate - Engineering-Civil	Sophomore	
View All Download Rows 1 - 19 of 19						
Select All		Clear All		Printer Friendly Version		
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ <- add this grade to selected students </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> notify selected students notify all students </div>						
SAVE						
<p>Press Ctrl & A to “select all”, then Ctrl & P to print. You might have to wait a few seconds for the “print preview” to display. Once the Print Preview appears, then print to your local printer.</p>						
End of Procedure.						