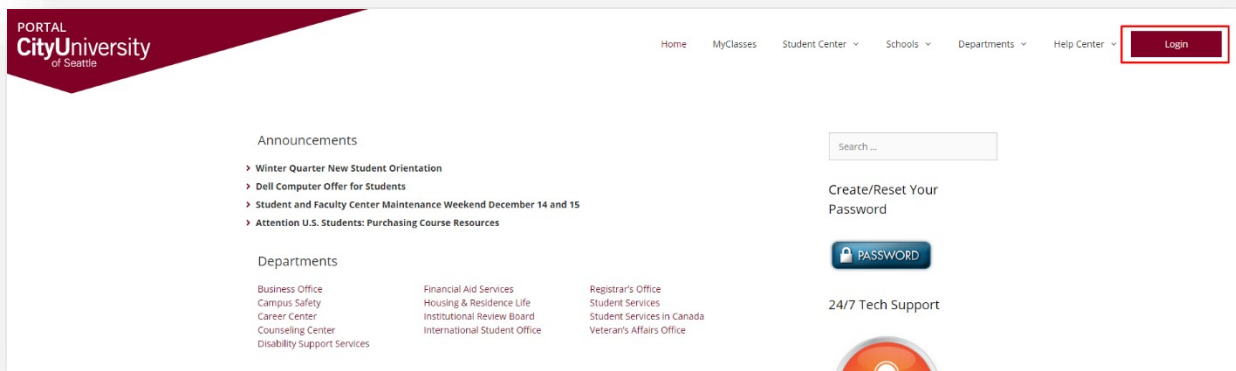


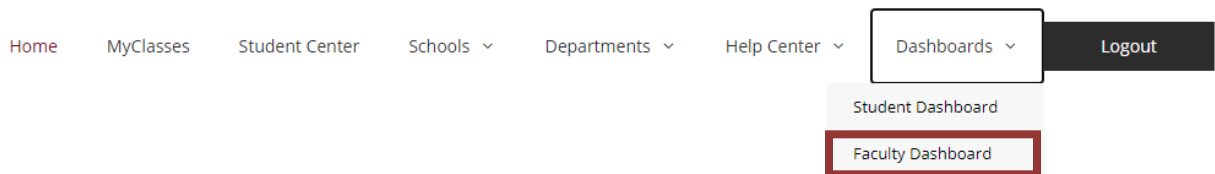
OVERVIEW: CityU instructors are required to submit final grades for courses taught within **10 business days** of a course's official end date. The following tutorial provides step-by-step instructions on submitting final grade in the **Faculty Center**.

HOW TO SUBMIT FINAL GRADES IN THE FACULTY CENTER:

1. To access the **Faculty Center** login to the **Faculty Portal** at [My.CityU.edu](https://my.cityu.edu).



2. Select the **Faculty Dashboard** and then **Faculty Center** from the Teaching and Curriculum Section of the Dashboard.



Teaching and Curriculum

Course Documents (Course Overview,
Rubrics, Course Resources & more)

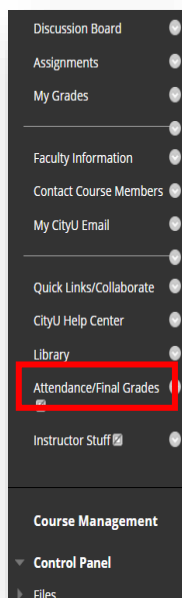
Faculty Center (Class Rosters, Grade
Rosters, Attendance)

End of Course Evaluations

Faculty Help Center (Blackboard Help)

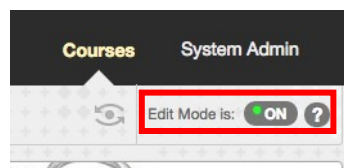
Teaching Standards & Faculty
Development

3. You can also access the Faculty Center from your Blackboard courses. From your Blackboard course click the link **Attendance/Final Grades** from the course menu.

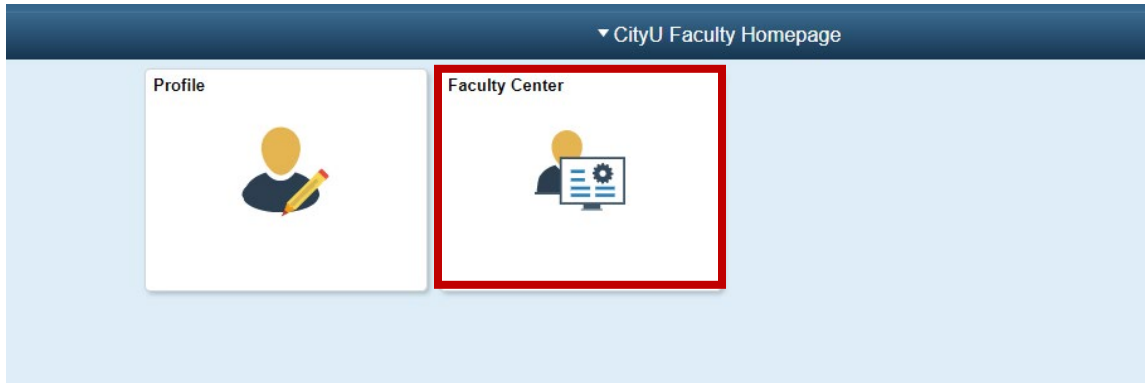


Don't see the Attendance link?

Make sure your edit mode is turned to on from the upper right corner.



- The **Faculty Center** will open to your Faculty Homepage. Click on the **Faculty Center** Tile.



- Notice the three tabs across the top of the page – Faculty Center, Class Search, and Learning Management. The **Faculty Center** tab will display a faculty member's assigned courses for a given term (the quarter – summer, fall, winter, or spring).

The screenshot shows the 'CityU Faculty Center' interface. The 'Faculty Center' tab is selected and highlighted with a red box. The page displays the user's name 'Melissa Mecham' and navigation options like 'Search', 'Learning Management', 'My Schedule', 'Class Roster', and 'Grade Roster'. Below this, there are options to 'Change Term' and 'My Exam Schedule'. A 'Select display option' section has 'Show All Classes' selected. A toolbar includes 'Icon Legend', 'Class Roster', 'Grade Roster', 'Gradebook', 'Assignments', and 'Learning Management'. The main content area shows 'My Teaching Schedule > Winter 2020-2021 > City University of Seattle' with a table of classes.

| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|--------------------|------------------------------------|----------|----------------------|------|-------------------------------|
| MBA 520-D01 (1532) | Managing with Technology (Lecture) | 10 | Th 2:00PM - 4:00PM | TBA | Jan 14, 2021- Mar 18, 2021 |
| OR 105-01 (1594) | Student Success (Lecture) | 19 | Mo 12:00AM - 12:00AM | TBA | Feb 22, 2021- Mar 28, 2021 |

Buttons below the table: View Weekly Teaching Schedule, Take Attendance, Go to top

6. To change the term displayed, click **Change Term**, select the term you would like to view from the list by selecting the radio button to the left, and then click **Continue**.

Faculty Center | Search | Learning Management

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

Winter 2020-2021 | City University of Seattle

Change Term

My Exam Schedule

Select display option

Show All Classes Show Enrolled Classes Only

Faculty Center | Search | Learning Management

My Schedule | Class Roster | Grade Roster

Faculty Center

Select Term [View FERPA Statement](#)

Continue

Select a term then select Continue.

| Term | |
|---|----------------------------|
| <input checked="" type="radio"/> Winter 2020-2021 | City University of Seattle |
| <input type="radio"/> Summer 2020-2021 | City University of Seattle |

7. Courses from the term selected are now displayed under **My Teaching Schedule**.


My Teaching Schedule > Winter 2020-2021 > City University of Seattle

Personalize | View All | First 1-2 of 2 Last

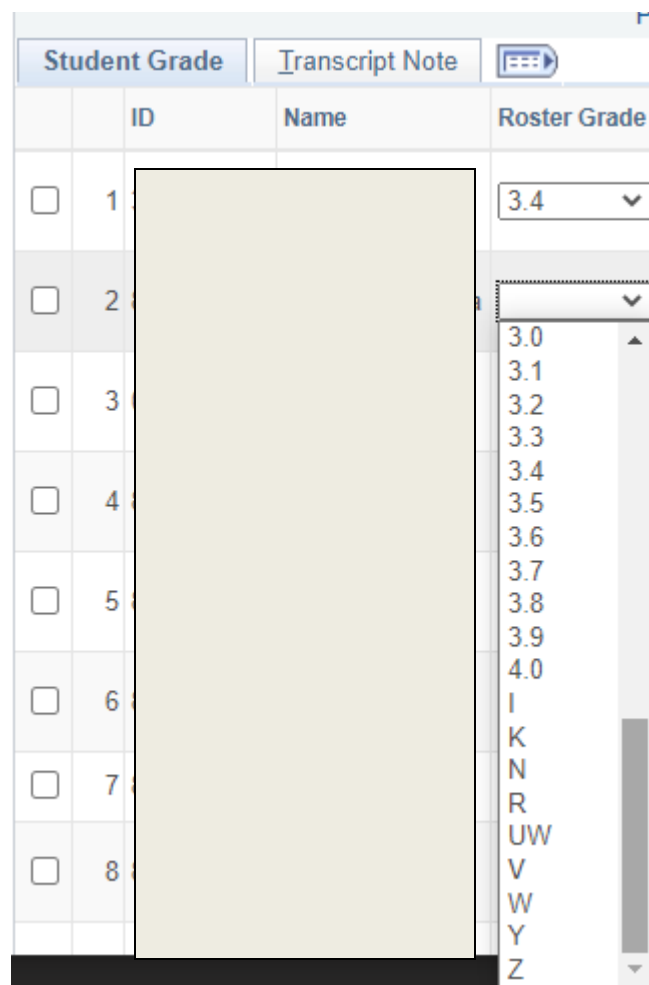
| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|--------------------|------------------------------------|----------|----------------------|------|-----------------------------|
| MBA 520-D01 (1532) | Managing with Technology (Lecture) | 10 | Th 2:00PM - 4:00PM | TBA | Jan 14, 2021 - Mar 18, 2021 |
| OR 105-01 (1594) | Student Success (Lecture) | 19 | Mo 12:00AM - 12:00AM | TBA | Feb 22, 2021 - Mar 28, 2021 |

View Weekly Teaching Schedule | Take Attendance | Go to top

8. Select the **Grade Roster** icon to enter the screen where grades are recorded.

| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|---|------------------------------------|----------|--------------------|------|---------------------------|
|  TBA 520-D01 (532) | Managing with Technology (Lecture) | 10 | Th 2:00PM - 4:00PM | TBA | Jan 14, 2021-Mar 18, 2021 |

9. On the **Grade Roster** page use the dropdown menu next to each student's name to select the course grade.

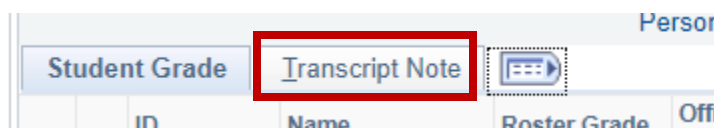


The screenshot shows the 'Grade Roster' interface. At the top, there are tabs for 'Student Grade' and 'Transcript Note'. Below the tabs is a table with the following columns: 'Student Grade', 'Transcript Note', 'ID', 'Name', and 'Roster Grade'. The 'Name' column is obscured by a large grey rectangle. The 'Roster Grade' column shows a dropdown menu for the first student, with the value '3.4' selected. The dropdown menu is open for the second student, showing a list of grade options: 3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 4.0, I, K, N, R, UW, V, W, Y, Z.

10. To post an “I” or incomplete grade, you will select the “I” from the grade drop down list,

| Student Grade | ID | Name | Roster Grade | Official Grade | |
|--------------------------|----|------|--------------|----------------|------|
| <input type="checkbox"/> | 1 | | 3.4 | | Note |
| <input type="checkbox"/> | 2 | | I | | Note |

And then **click the Transcript Note** icon at the top of the roster.



This will open the transcript note page with a blue hyperlink Note to the right. For any student you are posting an “I” for, **click on the note link**.

| Student Grade | ID | Name | Roster Grade | Official Grade | |
|--------------------------|----|------|--------------|----------------|------|
| <input type="checkbox"/> | 1 | | 3.4 | | Note |
| <input type="checkbox"/> | 2 | | I | | Note |

This will open the Transcript Note page. **Click the Incomplete Detail Button**.

SS Grade Roster Note

My Grade Rosters

Transcript Note

Class Section Information

Term Winter 2020-2021
 Subject MBA Catalog Nbr 520
 Class Nbr 1532 Section D01
 Description Managing with Technology

OK Cancel **Incomplete Detail**

This will open the incomplete detail page. Note that the official default date for Incompletes will be show with the Lapse to Grade.

Student Incomplete Details ✕

[Redacted]

Class Section Information

Term Winter 2020-2021
 Subject MBA Catalog Nbr 520
 Class Nbr 1532 Section D01
 Description Managing with Technology

Grade In/Official

Grade In/Official | / |

Lapse Status

Incomplete

Lapse Deadline 04/30/2021 Lapse To Grade 0.0

Comment

OK Cancel

What does **Lapse to Grade** mean? This means if you do not submit a final grade to the Registrar's Office using the *Grade Submission Form* (located on the Faculty Forms page on the Faculty Dashboard under Quicklinks) the student's grade will automatically convert to a 0.0. If a grade defaults to a 0.0 and you wish to submit a final grade after that point it will require a Dean's signature on the *Grade Submission Form*.

Quicklinks

- CityU Library
- Email
- Turnitin
- Faculty Profile
- Update Contact Information
- Faculty Forms
- EthicsPoint
- Policy and Procedure Handbook
- CityU Catalog
- CityU Website
- Alumni Community Portal

Faculty Forms Page

Common Forms

Student Related

Grading Procedures

Grade Submission Form

How to Proctor Exams

Faculty Forms Proctor Certification Form eff. 1-08

Proctor Approval Request Form

Incident-Accident Report Form

Academic Integrity Policy and Procedure 2019

Academic Integrity Form 2019

Under **comments**, state what the student is required to do to complete the course. Be as specific as possible e.g. deadline, items to be complete. This information will be used if the student petitions for a grade review or if the RO needs to review a lapse grade to 0.0. **When finished hit OK.**

Student Incomplete Details

Class Section Information

Term Winter 2020-2021
Subject MBA Catalog Nbr 520
Class Nbr 1532 Section D01
Description Managing with Technology

Grade In/Official

Grade In/Official | / |

Lapse Status

Incomplete
Lapse Deadline 04/30/2021 Lapse To Grade 0.0

Comment Student is required to complete the final paper and submit by 3/31/2021 in order to receive a final grade.

OK Cancel

You will be asked to click OK one more time.

SS Grade Roster Note

My Grade Rosters

Transcript Note

Name

▼ Class Section Information

| | | | |
|-------------|--------------------------|-------------|-----|
| Term | Winter 2020-2021 | | |
| Subject | MBA | Catalog Nbr | 520 |
| Class Nbr | 1532 | Section | D01 |
| Description | Managing with Technology | | |

11. Continue to enter the rest of the grades. **Save** at the bottom of the screen often to save your work.

| | | | | | | |
|--------------------------|--------------|--------------|-----|-----|-------------------------|------------|
| <input type="checkbox"/> | 10 830131292 | Wang, Yining | 3.9 | GRD | Business Administration | First Year |
|--------------------------|--------------|--------------|-----|-----|-------------------------|------------|

[Printer Friendly Version](#)

12. When all grades are entered, select **Ready for Review** from the Grade Roster Action area toward the top of the screen. Then click **Save** next to your selection to submit your grades for review.

Keep in mind that if a failing grade is entered for a student you may be asked to provide the date of last attendance/participation.

To enter another set of grades, click the Change Class Button or click your Faculty Center link at the top of the page to go back to the main screen.

Grade Roster

Winter 2020-2021 | Regular Academic Session | City University of Seattle | Graduate

[Change Class](#)

MBA 520 - D01 (1532)
Managing with Technology (Lecture)

| Days and Times | Room | Instructor | Dates |
|------------------|------|----------------|-------------------------|
| Th 2:00PM-4:00PM | TBA | Melissa Mecham | 01/14/2021 - 03/18/2021 |

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Ready for Review [Save](#)

Personalize | Find | View All | First 1-10 of 10 Last

| Student Grade | ID | Name | Roster Grade | Official Grade | Grading Basis | Program and Plan | Level |
|--------------------------|-------|------|--------------|----------------|---------------|---|------------|
| <input type="checkbox"/> | 1 30 | | 3.4 | | GRD | Master of Busn Administration - Business Administration/Project Management | First Year |
| <input type="checkbox"/> | 2 83 | | 3.4 | | GRD | Master of Busn Administration - Business Administration/Change Leadership | First Year |
| <input type="checkbox"/> | 3 02 | | 1.4 | | GRD | Master of Busn Administration - Business Administration/Project Management | First Year |
| <input type="checkbox"/> | 4 83 | | 3.5 | | GRD | Master of Busn Administration - Business Administration/Global Management | First Year |
| <input type="checkbox"/> | 5 83 | | 3.0 | | GRD | Master of Busn Administration - Business Administration/Technology Management | First Year |
| <input type="checkbox"/> | 6 83 | | 4.0 | | GRD | Master of Busn Administration - Business Administration/Project Management | First Year |
| <input type="checkbox"/> | 7 83 | | 3.4 | | GRD | Master of Busn Administration - Business Administration | First Year |
| <input type="checkbox"/> | 8 83 | | 3.6 | | GRD | Master of Busn Administration - Business Administration/Project Management | First Year |
| <input type="checkbox"/> | 9 83 | | 2.5 | | GRD | Master of Busn Administration - Business Administration/Global Management | First Year |
| <input type="checkbox"/> | 10 83 | | 3.9 | | GRD | Master of Busn Administration - Business Administration | First Year |

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

[Save](#)



TUTORIAL for INSTRUCTORS
Submitting Final Grades