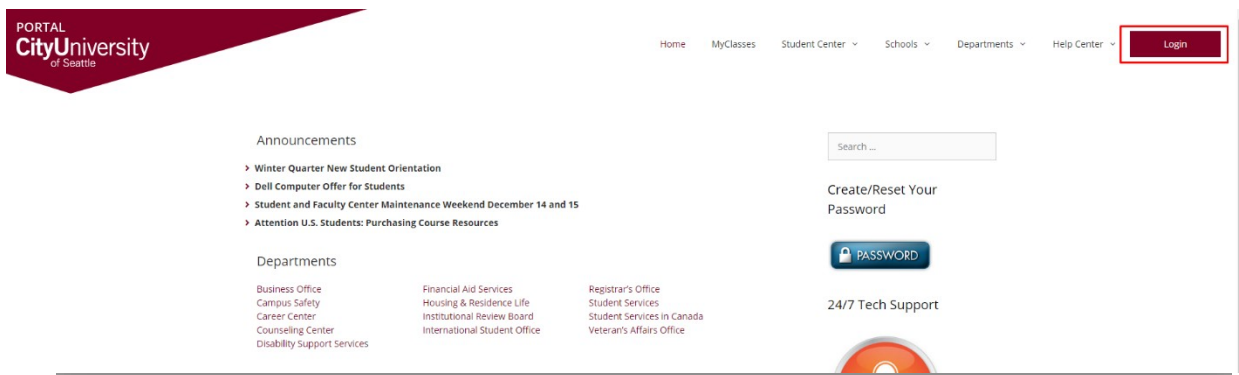


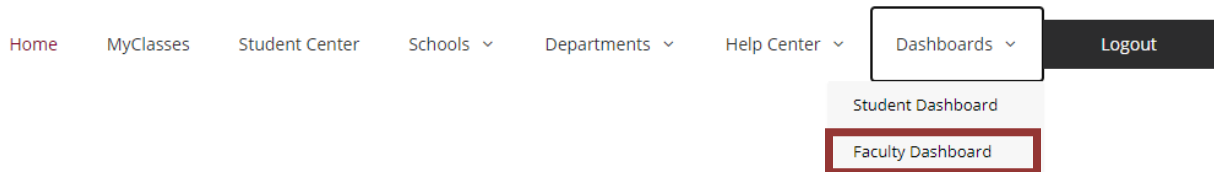
OVERVIEW: CityU instructors are required to submit final grades for courses taught within **7 calendar days** of a course's official end date. The following tutorial provides step-by-step instructions on submitting final grade in the **Faculty Center**.

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)

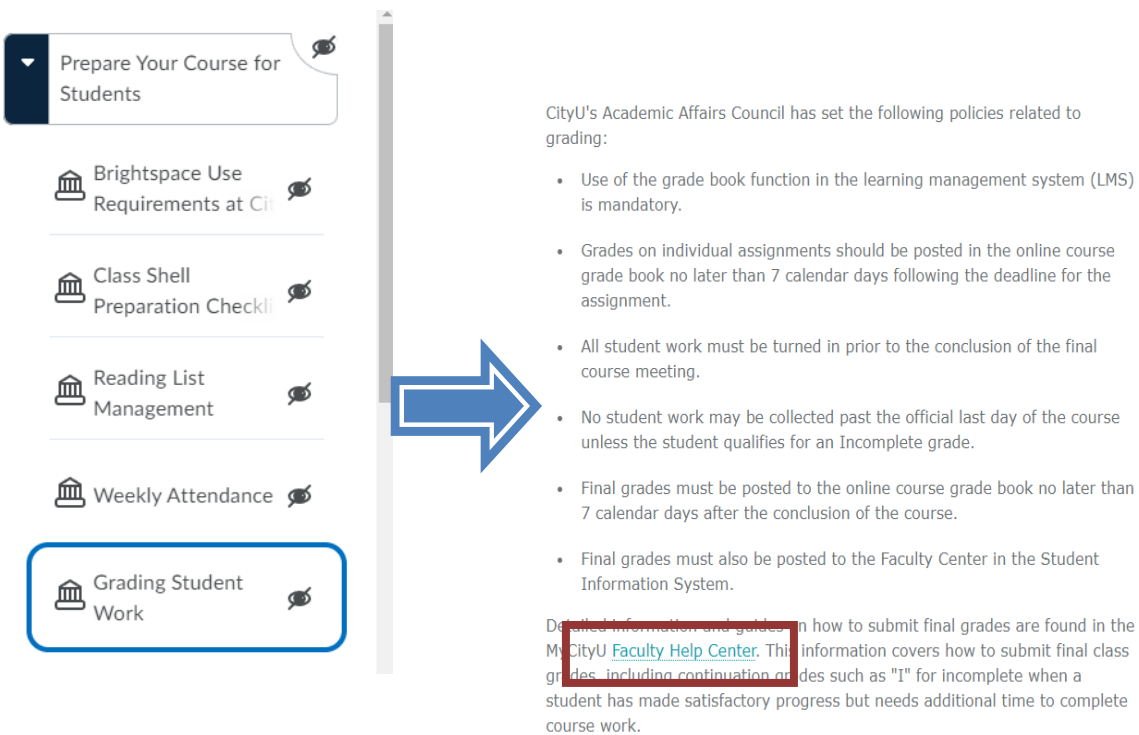
Faculty Center (Class Rosters, Grade Rosters, Attendance)

End of Course Evaluations

Faculty Help Center (Blackboard Help)

Teaching Standards & Faculty Development

3. You can also access the Faculty Center from your Brightspace courses. From your course, expand the **Prepare Your course for Students** module. Select **Grading Student Work** and then click on the hyperlink to the Faculty Center.



The screenshot shows a navigation menu on the left with the following items:

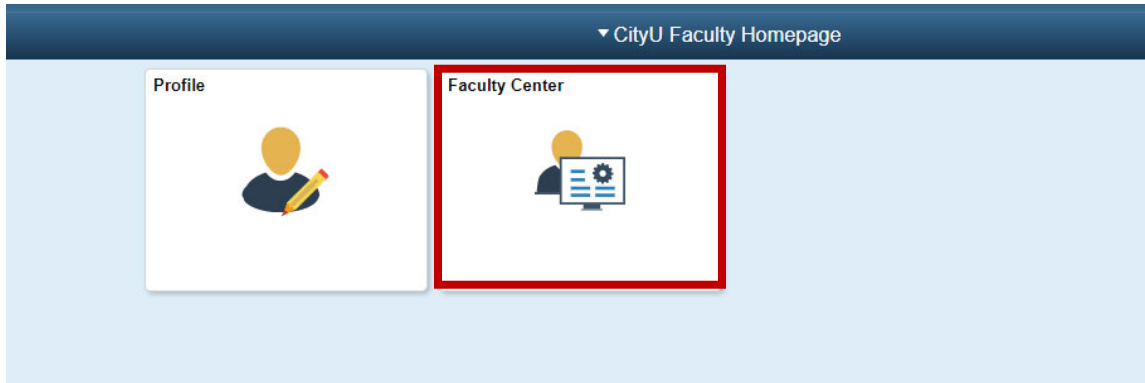
- Prepare Your Course for Students (expanded)
- Brightspace Use Requirements at Ci
- Class Shell Preparation Checkl
- Reading List Management
- Weekly Attendance
- Grading Student Work (highlighted with a blue box)

A blue arrow points from the 'Grading Student Work' item to a list of grading policies on the right:

- Use of the grade book function in the learning management system (LMS) is mandatory.
- Grades on individual assignments should be posted in the online course grade book no later than 7 calendar days following the deadline for the assignment.
- All student work must be turned in prior to the conclusion of the final course meeting.
- No student work may be collected past the official last day of the course unless the student qualifies for an Incomplete grade.
- Final grades must be posted to the online course grade book no later than 7 calendar days after the conclusion of the course.
- Final grades must also be posted to the Faculty Center in the Student Information System.

Detailed information and guidelines on how to submit final grades are found in the My CityU [Faculty Help Center](#). This information covers how to submit final class grades, including continuation grades such as "I" for incomplete when a student has made satisfactory progress but needs additional time to complete course work.

- 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).

A screenshot of the CityU Faculty Center interface. The top navigation bar shows "CityU Faculty Center" and "My Schedule". The "Faculty Center" tab is selected and highlighted with a red box. Below the navigation, there are tabs for "Search", "Learning Management", "My Schedule", "Class Roster", and "Grade Roster". The main content area displays "Faculty Center" and "My Schedule" for the term "Winter 2020-2021 | City University of Seattle". There is a "Change Term" button and a "My Exam Schedule" button. Below this, there is a "Select display option" section with radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". A navigation bar includes "Icon Legend", "Class Roster", "Grade Roster", "Gradebook", "Assignments", and "Learning Management". The main content area shows a table titled "My Teaching Schedule > Winter 2020-2021 > City University of Seattle".

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

Below the table, there are three buttons: "View Weekly Teaching Schedule", "Take Attendance", and "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

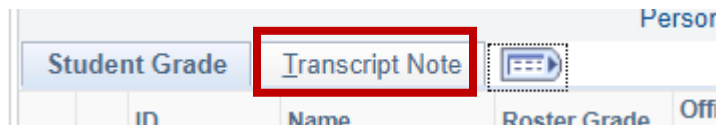
9. On the **Grade Roster** page use the dropdown menu next to each student's name to select the course grade.

Student Grade		Transcript Note		
	ID	Name	Roster Grade	
<input type="checkbox"/>	1		3.4	
<input type="checkbox"/>	2			
<input type="checkbox"/>	3			
<input type="checkbox"/>	4			
<input type="checkbox"/>	5			
<input type="checkbox"/>	6			
<input type="checkbox"/>	7			
<input type="checkbox"/>	8			

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

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1		I		PNP	Associate of Science - General Studies	First Year
2		2.6		PNP	Associate of Science - General Studies	First Year

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** to the right.

ID	Name	Roster Grade	Official Grade	Note
		I		Note
		2.6		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 ✕

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
Lapse To Grade

Comment

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

Incomplete Detail

OK Cancel

Submitting Final Grades

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

Save

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		3.4		GRD	Master of Busn Administration - Business Administration/Project Management	First Year
<input type="checkbox"/>	2		3.4		GRD	Master of Busn Administration - Business Administration/Change Leadership	First Year
<input type="checkbox"/>	3		1.4		GRD	Master of Busn Administration - Business Administration/Project Management	First Year
<input type="checkbox"/>	4		3.5		GRD	Master of Busn Administration - Business Administration/Global Management	First Year
<input type="checkbox"/>	5		3.0		GRD	Master of Busn Administration - Business Administration/Technology Management	First Year
<input type="checkbox"/>	6		4.0		GRD	Master of Busn Administration - Business Administration/Project Management	First Year
<input type="checkbox"/>	7		3.4		GRD	Master of Busn Administration - Business Administration	First Year
<input type="checkbox"/>	8		3.6		GRD	Master of Busn Administration - Business Administration/Project Management	First Year
<input type="checkbox"/>	9		2.5		GRD	Master of Busn Administration - Business Administration/Global Management	First Year
<input type="checkbox"/>	10		3.9		GRD	Master of Busn Administration - Business Administration	First Year

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

[Save](#)