

Grade My Classes

Instructors can access grade rosters for classes they are currently teaching, as well as classes already loaded in BroncoWeb that they are assigned to teach in future semesters.

1. Sign into your Faculty Center and select the Grade Roster link.



Faculty Center

[View My Class Permission Nbrs](#)

[Assign a Grading Proxy](#)

Spring 2009 | Boise State University

[change term](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

LEGEND:



Class Roster



Grade Roster



Submitted Grade Roster

My Teaching Schedule > Spring 2009 > Boise State University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grades Due
 GENBUS 302-001 (10321)	Commercial Law (Lecture)	26	TuTh 10:40AM - 11:55AM	Business Bldg Rm 206	Jan 20, 2009- May 8, 2009	May 19, 2009
 GENBUS 302-002 (14818)	Commercial Law (Lecture)	39	TuTh 12:15PM - 1:30PM	Business Bldg Rm 102B	Jan 20, 2009- May 8, 2009	May 19, 2009
 GENBUS 441-004 (14819)	Business, Govt, & Society (Lecture)	41	Mo 6:00PM - 9:00PM	Business Bldg Rm 221	Jan 20, 2009- May 8, 2009	May 19, 2009

[View Weekly Teaching Schedule](#)

[Go to top](#)

Grade My Classes

2. The grade roster for the selected course opens.

Grade Roster [View FERPA Statement](#)

GENBUS 202 - 002 The Legal Environ of Business
Lecture (72568)
Fall 2008 | Regular Academic Session | Boise State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 2:40PM - 3:55PM	Business Bldg Rm 101		08/25/2008 - 12/12/2008

Grade Roster Type: Final Grade Display Ungraded Students Only
Approval Status: Not Reviewed

Student Grade Find

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	112121212	Test Student	A		GRD	Undergraduate Degree Seeking - Computer Science	Sophomore
<input type="checkbox"/>	112121212	Test Student	A		GRD	Undergraduate Degree Seeking - General Business BBA	Sophomore
<input type="checkbox"/>	112121212	Test Student	A		GRD	Undergraduate Degree Seeking - General Business Mgmt	Sophomore
<input type="checkbox"/>	112121212	Test Student	A		GRD	Undergraduate Degree Seeking - Management, Entreprenrl Op BBA	Sophomore

[Questions? Ask the Registrar's Office](#)

Grade My Classes

- Instructors can record and submit grades for their classes anytime up to the on-line grading deadline.

→ Enter grades in the Grade Input field. Note: Use the Tab key to move through fields or use the cursor to select each field. The Enter key does not work.

→ Repeat grade entry for each student. Note: Save periodically to prevent loss of work. There is a Save button located above and below the Grade Input column.

→ Instructors have the option to set a default grade. Enter a default grade and click add this grade to all students. Note: This will assign your entire class the same grade while still allowing you the ability to change individual grades.

Grade Roster [View FERPA Statement](#)

GENBUS 302 - 001 Commercial Law

Lecture (10321)

Spring 2009 | Regular Academic Session | Boise State University | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 10:40AM - 11:55AM	Business Bldg Rm 206		01/20/2009 - 05/08/2009

Grade Roster Type: Final Grade Display Ungraded Students Only

Approval Status: ▼ [← add this grade to all students](#) [SAVE](#) [SUBMIT](#) [RESET](#)

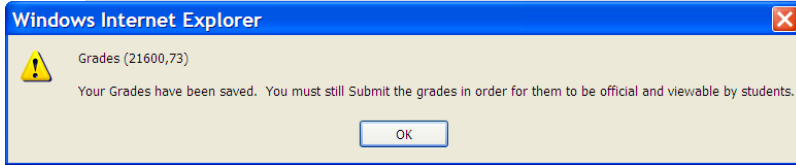
Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	111111111	Test Student	A ▼		GRD	Undergraduate Degree Seeking - General Business BBA	Junior
<input type="checkbox"/>	111111111	Test Student	A A+ A- B B+ B- C C+ C- D D+ D- F I		GRD	Undergraduate Degree Seeking - General Business BBA	Junior
<input type="checkbox"/>	111111111	Test Student			GRD	Undergraduate Degree Seeking - General Business BBA	Junior
<input type="checkbox"/>	111111111	Test Student			GRD	Undergraduate Degree Seeking - General Business BS	Senior
<input type="checkbox"/>	111111111	Test Student			GRD	Undergraduate Degree Seeking - General Business BBA	Junior

NOTIFY SELECTED STUDENTS
NOTIFY ALL STUDENTS
PRINTER FRIENDLY VERSION

RETURN
SAVE
SUBMIT
RESET

- After saving you will be prompted to submit your grade roster.

Grade My Classes



Grade My Classes

5. Click Submit when grades for all students are recorded.

Faculty Center

Grade Roster [View FERPA Statement](#)

GENBUS 202 - 002 The Legal Environ of Business
Lecture (72568)
Fall 2008 | Regular Academic Session | Boise State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 2:40PM - 3:55PM	Business Bldg Rm 101	Buster Bronco	08/25/2008 - 12/12/2008

Grade Roster Type: Final Grade Display Ungraded Students Only

Approval Status

<- add this grade to all students

Student Grade

	Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	<input type="checkbox"/>	112121212	Test Student	F		GRD	Undergraduate Degree Seeking - Computer Science	Sophomore
2	<input type="checkbox"/>	112121212	Test Student	I		GRD	Undergraduate Degree Seeking - General Business BBA	Sophomore
3	<input type="checkbox"/>	112121212	Test Student	A		GRD	Undergraduate Degree Seeking - General Business Mgmt	Sophomore

6. A Submit Confirmation page will display. Select OK to submit your grades or Cancel to return to the grade roster. Note: Clicking OK will make the grades viewable to the students.

Submit Final Grades (21600,74)

Are you ready to submit your final grades for this class?

OK will officially submit your grades.
Cancel will take you back to the Grade Roster and allow you to make changes to the grades you have entered.

Grade My Classes

7. F Grades

For Financial Aid purposes, you will need to complete additional information on students receiving a grade of 'F'. If the student completed the course and earned a grade of 'F', check "Student Completed Course". If the student earned an 'F' because they never attended class, check "Student Never Attended". If the student earned an 'F' because they stopped attending class part way through the semester, input the date the student last attended.

Incomplete Contracts

If you assigned a student a grade of Incomplete enter the Incomplete Contract information. Note: the contract information is viewable by the student. The student will also receive an email notification that you have assigned them a grade of incomplete.

Complete F Grades & Incompletes Contract page for all students and click submit. The word Submitted will display when the information has saved.

GENBUS 441	Section: 002	Boise State University
Business, Govt. & Society	Undergraduate	Fall 2008
Class Nbr: 70573	Lecture	Regular Academic Session

F Grades							
You have assigned the following students a grade of "F". For purposes of Financial Aid, and in accordance with Federal Regulations, please mark one of three options: 1) the student completed the course, 2) the student never attended, 3) the date, if the student completed a portion of the term. If option #3 applies, determine the last date of attendance by using the latter of an officially recorded day of attendance - a submitted homework, assignment, test, or on-line activity.							
EmpID	Name	Grade	Student Completed Course	OR	Student Never Attended	OR	Date Student Last Attended
1	112121212	Test Student	F	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

Incomplete Contracts				
Students may receive an Incomplete in a course only in cases where 1) the student's work has been satisfactory up to the last three weeks of the semester, 2) extenuating circumstances prevent the student from completing the course requirements, and 3) the instructor agrees to allow the student to complete the course after the semester has ended. If the student has not completed the work described below within one year, the grade will automatically be changed to a grade of "F". An Incomplete grade cannot be changed to a grade of "W".				
EmpID	Name	Grade	Work to be completed (CAUTION: Viewable to the Student)	
1	112121212	Test Student	I	Complete final report

[Submit](#) [Return to Grade Roster](#)