Recording Final Grades

The SOAR Portal enables instructors to post grades remotely via the Internet. **All grades must be submitted online.** Faxed, hand-carried, or e-mailed copies of grade rosters will not be accepted.

Grades should be posted no later than 10 business days after the last class meeting.

1. Log in to Single Sign-On (https://nu.okta.com/) using your NU User ID and Password.

2. Click on "**SOAR – Student / Faculty Portal**" tile to log in to SOAR.

3. Once you have logged in, select **Record Grades** in the Resources for Instructors menu on the left. Alternatively, you can select **Record Grades** in the Quick Links for Instructors section.

4. A listing of all classes in which you have taught or are scheduled to teach will appear. Select **Grade Roster** in front of the class for which you wish to post grades.
    Please note that Grade Roster link will be available the day after the official class ends.

Faculty Center
My Schedule

My Teaching Schedule > 2015-02 February > National University

First 1-52 of 52 Last

		Term	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Books
Class Roster		1509	PMB 400-8120 (50257)	Project Management Essentials (Lecture)	12	MoTuWeThFrSaSu 12:00AM - 12:00AM	Online Web SOBM	Aug 31, 2015- Sep 26, 2015	
Class Roster	Grade Roster	1505	PMB 430-8120 (30223)	Project Accting Fundamentals (Lecture)	15	MoTuWeThFrSaSu 12:00AM - 12:00AM	Online Web SOBM	May 4, 2015- May 30, 2015	Books

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5. Select each student's FINAL grade from the list in the **Roster Grade** column.

Alternatively, you can assign the same grade to multiple students at once. Select students you are going to assign the same grade on the far left column, then select the grade under the students list and click "**add this grade to selected students**" button.

6. After entering all grades, change the Status from "Not Reviewed" to "**Approved**" and click **Save**.

!The roster must be set to a status of "**Approved**" in order for the grades to be posted to students' records. (A status of "Ready for Review" represents an "unofficial" grade and cannot be posted.) In order to set a grade roster to Approved status, a grade must be entered for every student on the roster. **Partial posts are not accepted.**

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<u>INCOMPLETE GRADES</u>

Please refer to the University catalog to ensure that any "I" grade assigned to a student meets the qualifying criteria. In short, the student must have completed at least two-thirds of the class sessions and be unable to complete the remaining requirements due to unforeseen and uncontrollable circumstances.

A grade of "I" should **<u>never</u>** be issued to a student that has not attended classes or does not meet the specific criteria outlined in the University catalog.

In order to ensure that an "I" grade will lapse to the appropriate "F" or "U" grade if the student does not complete the coursework in the allotted timeframe (default is 185 days), additional information must be entered to assist the Registrar staff in maintaining these records.

All faculty issuing an Incomplete "I" grade will be required to document the specific conditions for removal of the "I" grade on the student's record. This information should include the outstanding coursework and/or exams that must be completed as well as the date by which all work must be completed IF that date is less than the standard NU 185 day allowance.

7. Attempting to save a grade roster where "I" grades have been issued but no corresponding notes have been entered will result in the following error message:
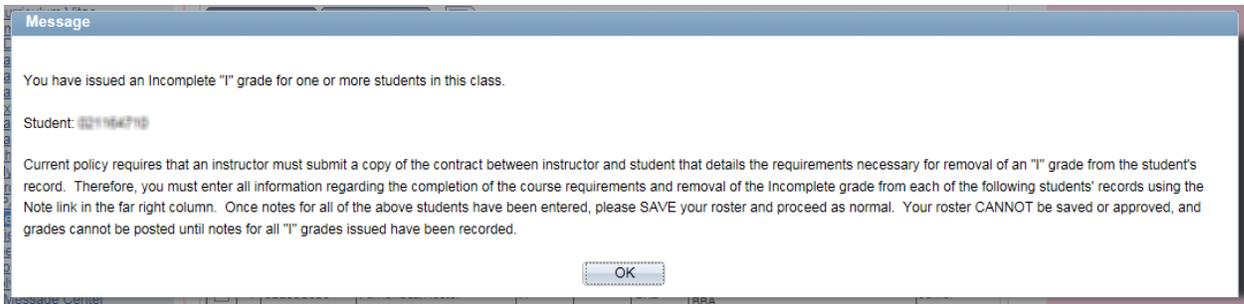
You will not be able to **SAVE** or **APPROVE** your grade roster—and therefore grades cannot be **POSTED**—until notes for all Incompletes issued have been entered.

8. To enter notes for each "I" grade entered in the Roster Grade column, click on **Transcript Note** tab then click on the corresponding **Note** hyperlink for each "I" grade entered.

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9. You will then be taken to the Transcript Note page. From here, click on the **Incomplete Detail** button.

Transcript Note

Name	Becerra J. Rudolfo	ID	021586713

Class Section Information

Term	2015-05 May		
Subject	PMB	Catalog Nbr	430
Class Nbr	30223	Section	8120
Description	Project Accting Fundamentals		

INCOMPLETE DETAIL

10. Enter any comments related to the student's Incomplete grade (missing requirements, etc.) in the comment box. **Every "I" grade given must have a comment associated with it.** In addition, if you wish to reduce the timeframe for completion, the new deadline **date** must be entered as part of the comment.

Lapse Status

Incomplete

Lapse Deadline	12/01/2015	Lapse To Grade	F

Comment

OK   Cancel

! Please note that ALL information entered into this comment box will be **extracted exactly as it is written** and merged into a notification that will be sent to the student. The notification will serve as a courtesy reminder of the Incomplete grade and amount of time allotted to complete pending requirements.

!Please enter your comments carefully.

IN PROGRESS GRADES

The In Progress "IP" grade is a designation typically used for project courses that allow up to six months or more for completion. If students in a class complete the requirements at different times, recording final grades for some students and "IP" grades for the remaining students allows instructors to **approve** the roster so that the grades can be posted to all student records.

No grade points are assigned for the "IP" grade and no credit is awarded until the class is completed and a permanent grade replaces the "IP" grade. Using an "IP" grade is not considered a partial post.

A grade of "IP" should **never** be issued to a student that has not attended classes.

Since an "IP" grade is not available for all classes, only eligible classes will have an "IP" grade option available on the roster. If you do not see "IP" as an option, the class for which you are entering grades is not eligible for "IP" grading.

A grade of "IP" is valid for one year from the date of the first class meeting. If the student has not completed the outstanding coursework <u>and</u> a grade change request not been received by the Registrar's Office within the 365-day timeframe, the grade of "IP" will automatically lapse to an "F" or a "U" depending upon the grading basis of the class.

CHANGING GRADES

A process runs nightly that selects "Approved" status grades and posts grades to students' official record. If you just finished entering your term grades and realize you have mistakenly given a student the incorrect grade, you have access to correct this error if the change is made on the <u>same calendar day</u>.

To correct the error, revert the Status to Not Received, make the necessary changes, return the status to Approved and **SAVE** your changes.

Once grades have posted via the scheduled process, this option will no longer be available and a Change of Grade eform must be submitted to the Registrar's Office.

Display Options:

*Grade Roster Type   Final Grade ▽

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status   Approved ▽   **Posted**

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
☐	1		Campbell,Jeremy Elijah	B-	B-	GRD	Business & Management UGRD - BBA	Senior	Posted

ATTENDANCE

In accordance with University Policy, all students must be officially registered for a class in order to attend and receive a grade. This means that the course must be added to the student's schedule prior to the ninth (9th) day of the session. In addition, registered students are expected to attend all class meetings of a course.

It is ultimately the student's responsibility to drop or withdraw from the class by the published deadlines. Failure to do so may result in an "F" or "U" grade being assigned to their record.

Students who have more than three absences, and who are not dropped or withdrawn, **cannot be given a satisfactory grade.** The student should be notified that, due to excessive absences, a passing grade <u>cannot</u> be issued for the class. The student's attendance has rendered him/her ineligible for a passing grade.

If the student wishes, attendance-related grade disputes must be addressed in writing to the Registrar's Office within 90 days of the grade posting date.

! Grades of "I" or "IP" should <u>**never**</u> be issued to a student that has not attended classes, has excessive absences, or does not otherwise meet the criteria outlined in the University catalog.

CONTACT

If you have any questions on recording final grades, contact your respective School Faculty Assistants or Registrar's Office, email grades@nu.edu.

Please note if you have trouble logging-in to the Faculty Portal or need a password reset you will need to contact helpdesk@nu.edu.