

On-Line Grading

Presented by Lenora Andrews
Director of Records/Operations

Important Reminders

- Compute your grades prior to data entry due to the security timeout.
- Do not leave blanks during final grading. Any blank will automatically be changed to an “F”.
- A grade of “W” (withdrawal) is not assignable. The student must go through the drop process.
- A grade of “I” (incomplete) requires the expiration date during on-line input. **To change the “I” to another grade requires a grade change form.**
- Changing any grade after clicking the Submit button requires a grade change form.
- Remember to use the new grading system.

New Grading System

GRADING SYSTEM

UNDERGRADUATE

- A+ 4.33
- A 4.00
- A- 3.67
- B+ 3.33
- B 3.00
- B- 2.67
- C+ 2.33
- C 2.00
- C- 1.67
- D+ 1.33
- D 1.00
- D- 0.67
- F 0.00
- P PASS (NOT ASSIGNABLE)
- I INCOMPLETE
- N AUDIT
- W WITHDREW (NOT ASSIGNABLE)

- S SATISFACTORY
- U UNSATISFACTORY
- R RETAKE (NOT ASSIGNABLE)

GRADUATE

- A+ 4.33
- A 4.00
- A- 3.67
- B+ 3.33
- B 3.00
- B- 2.67
- C 2.00
- C+ 2.33
- C- 1.67

- F 0.00
- P PASS (NOT ASSIGNABLE)
- I INCOMPLETE
- N NO CREDIT (AUDITING)
- W WITHDREW (NOT ASSIGNABLE)
- S SATISFACTORY
- U UNSATISFACTORY
- R RETAKE (NOT ASSIGNABLE)

Grading Instructions

- Accessible from any PC with a connection to the internet.
- Go to: <http://www.niagara.edu/index.php>
(Niagara's home page)
- Log in to your myNU portal.
- Part time faculty should follow “logging in instructions”.

Below is the home page. The myNU section is located on the lower left side of the page. Enter your username and password, then click the Login button.

The screenshot shows the Niagara University website in a Windows Internet Explorer browser window. The address bar displays <http://www.niagara.edu/index.php>. The page layout includes a purple header with the university logo and navigation links such as "Our Mission", "Core Values", "About Niagara", "Employment", "Library", "Continuing & Community Education", "Apply", "A-Z Index", "Find People", and "Contact Us". A central banner features a photograph of students and the text "EDUCATION THAT MAKES A DIFFERENCE." Below the banner is a grid of content boxes. The "myNU" box on the left is circled in red and contains a login form with fields for "Username", "Password", and a "Login" button. Other boxes include "Upcoming Events", "Campus Spotlight", "NU News", "Discover Niagara", and "Commencement 2008". The footer contains contact information and copyright notices.

Part time faculty - logging into myNU

- Your username is f+your 7 digit employee ID number. For example, f0012345
- Your password is “Nu” + your two-digit day of birth + last four digits of your social security number. For example, if your birth date is “June 10” and the last four digits are “3344”, then your default password will be “Nu103344”
- If you do not have the required information on file, you will use “Nu” + the first 2 letters of your last name + last four digits of your employee ID number.
- If you already have an NU e-mail account on the exchange server, your username and password for myNU will be the same as the one you use for Exchange/Outlook Web Access.

For grading, click on Web Advisor which is located in the left column at the bottom.

The screenshot shows the myNU 2.0 website interface. The browser title is "myNU 2.0 - Windows Internet Explorer" and the address bar shows "http://mynu.niagara.edu/mynu2/main.php". The navigation menu includes Home, Employment, Find Info, E-mail, Community, News & Events, Academic, Forums, Committees, and Web Advisor. A search bar is present with the text "Search NU" and a "Go" button. The main content area is divided into several sections:

- My Profile:** Catherine Kern, Dept: Information Technology, Position: Programmer/Analyst, Classification: FT/PROF, Anniversary: 06/04/2007, Published Phone: 716-286-8040, Employee ID: 0076362, Cell Phone: 7166281608, Alternate E-mail: kern.cath@gmail.com.
- Need To Know:** Links for Smoke Free Challenge, Performance Appraisals, and Self Appraisal.
- My Links:** IT Intranet, IT Calendar, Service Request System.
- Internal Event Calendar:** 2008-07-28 - AP Summer Institute, 2008-10-23 - College of Hospitality & Tourism Management Annual Convocation.
- Blogs:** Share your thoughts and wisdom with the NU community by writing in your blog. Get started! Read blogs, Write in your blog.
- Most Recent Blog Entries:** Bonnie Moore: Adopt a Cat or Kitten, Stephanie Cole: Almost time to stop actually gardening, Mitchell Alegre: The Three Rs of Higher Education, Mitchell Alegre: Summer's End, Stephanie Cole: The lower the thermometer, the lower the weeds.
- News:** NIAGARA UNIVERSITY THEATER PRESENTS RIOTOUS COMEDY "BIRTH AND AFTER BIRTH", NIAGARA UNIVERSITY TO HOST PANEL DISCUSSION ON "AN INCONVENIENT TRUTH", KATE KOSBERK NAMED DIRECTOR OF CASTLE ARMY ART MUSEUM.
- My Messages:** Class e-mails are active for 07/FA (Sent By: Matthew Villnave), Vista & Macintosh (Sent By: Jeanne Laurel), Advisor Assignments-Reminder (Sent By: Lenora Andrews), Fall mid-term end 10/19 and grades are due by 10/23 (Sent By: Lenora Andrews), Fall grades duel (Sent By: Lenora Andrews). Includes a "Delete Selected Messages" button and "Create Message" / "View My Messages" links.
- My Groups:** Groups Home.
- ID Card Funds:** Your balances as of 3:00PM on 12/07/07 are: Campus Funds: \$0.00, Gallagher Gold: \$0.00, Bookstore Funds: \$0.00. Links for ID Card Office Website, Add funds to your NU ID card online, Freeze your ID Card.
- My Opinion:** As time passes, more content and useful information will be added right here on the myNU system. We would like to hear your ideas concerning what type of content you would find useful. This portal was designed with NU students in mind, so please let us know what you would like to see in the future. Includes a "Your thoughts:" text area and a "Submit" button.
- Get Help:** Link for assistance.

The left sidebar contains a list of links, with "Web Advisor" at the bottom circled in red. Other links include Academic Calendar, Academic Integrity, Academic Senate, Add Events to the Public Event Calendar, Add Funds to ID Card, Advising, Annual Report, Benefit Information, Signover/Vin Room Reservation, Blackboard System, Blackboard Online Course Form, Blogs, Business Services, Calendar, Campus Ministry, Chat, Classifieds, Committees, Contracts, Contribute Links, Course Listings, Credit Union, Curriculum Cards, Digital Signage, Discussion Board, E-mail, FERPA, Find Faculty/Staff, Find Students, Grading Instructions, Groups, Human Resources, Immunization List, Information Technology, Institutional Research, IT Service Requests, Job Openings, Library, Library Passwords, Media Resources, Media Resources Catalog, Middle States, News, Notary Public Listing, NU Letterhead, Office Calendar, Planning, Podcasting, Search NU, Search the Web, Send Announcement, Statutes and By-laws, Student Accounts, Student Photos, StudentReach, Syllabus Template, and Web Advisor.

Click on the Log In Tab:

You should log in before starting the grading process (or any WebAdvisor process).

User ID is your system id, or f+ your employee id (ex. f0012345)

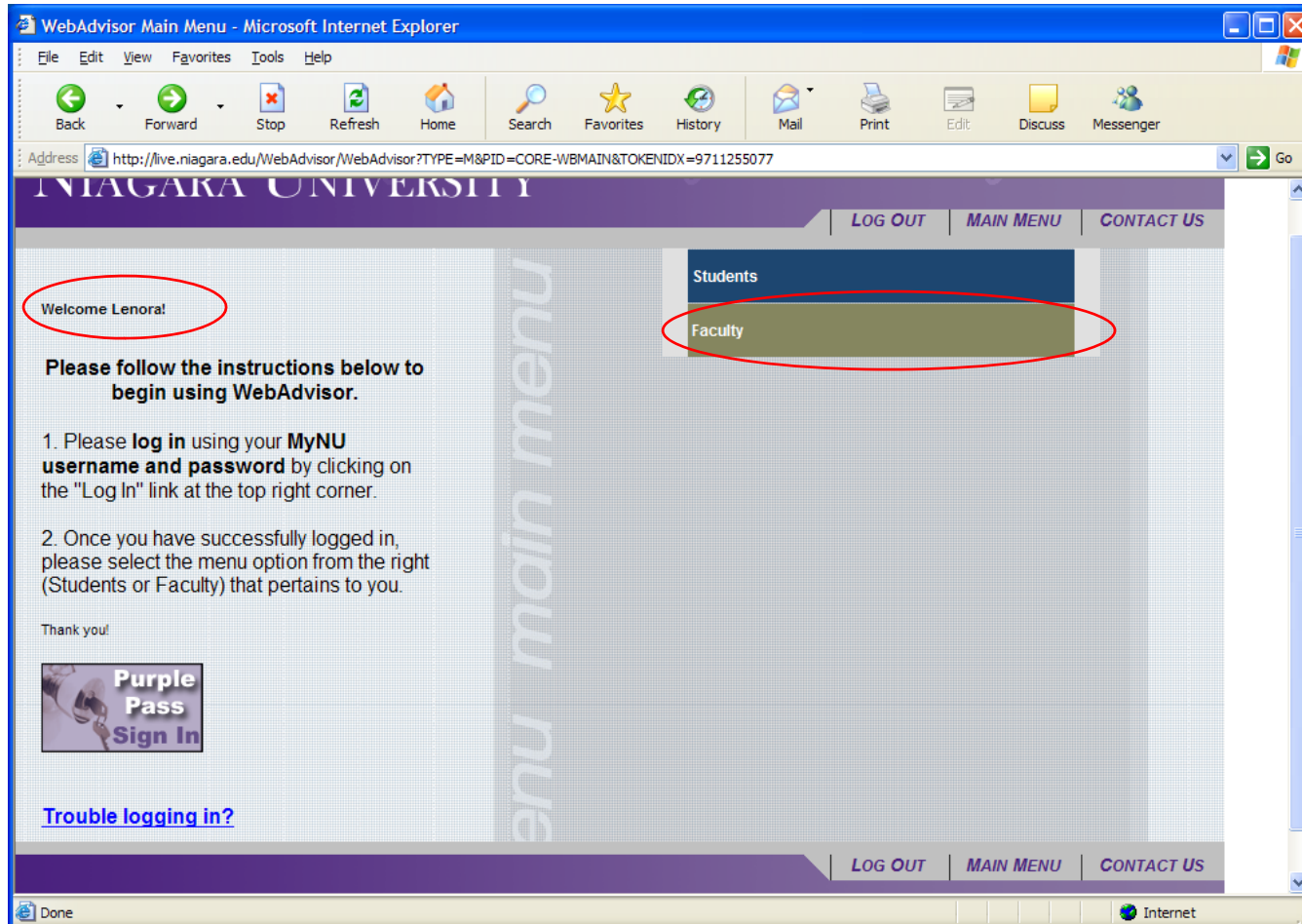
Password (the first time you login - will be the same as your myNU password– format of “Nu” + 2-digit day of birth +last 4 digits of your ss number). Now click Submit (only once).

The screenshot shows a Microsoft Internet Explorer browser window displaying the Niagara University WebAdvisor login page. The browser's address bar shows the URL: <http://live.niagara.edu/WebAdvisor/WebAdvisor?TOKENIDX=9023006598&SS=LGRQ&URL=http%3A%2F%2Flive.niagara.edu%2FWebAdvisor%2FWebAdvisor%3FTOKENIDX%3D>. The page features the Niagara University logo at the top left and a navigation menu with links for LOG IN, MAIN MENU, FACULTY MENU, and CONTACT US. The main content area is titled "FACULTY" and includes a "Welcome Guest!" message. The central focus is a "Log In" form with the following fields and elements:

- User ID:** A text input field.
- Password:** A text input field.
- Show Hint:** A checkbox that is currently unchecked.
- SUBMIT:** A button located below the input fields.

At the bottom of the page, there is a footer with the same navigation menu: LOG IN, MAIN MENU, FACULTY MENU, and CONTACT US. The browser's status bar at the bottom indicates "Internet".

Once you have successfully logged in, you will see “Welcome *your name*” on the left side. Now choose Faculty.



Click on Grading which appears on the left under Faculty Information.

WebAdvisor for Faculty - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Messenger

Address <http://live.niagara.edu/WebAdvisor/WebAdvisor?TOKENIDX=9711255077&type=M&constituency=WBFC&pid=CORE-WBFC> Go

NIAGARA UNIVERSITY

[LOG OUT](#) | [MAIN MENU](#) | [FACULTY MENU](#) | [CONTACT US](#)

FACULTY - WEBADVISOR FOR FACULTY MENU

Welcome Lenora!

If this page is blank, please click "log in" above and log in using your MyNU username and password.

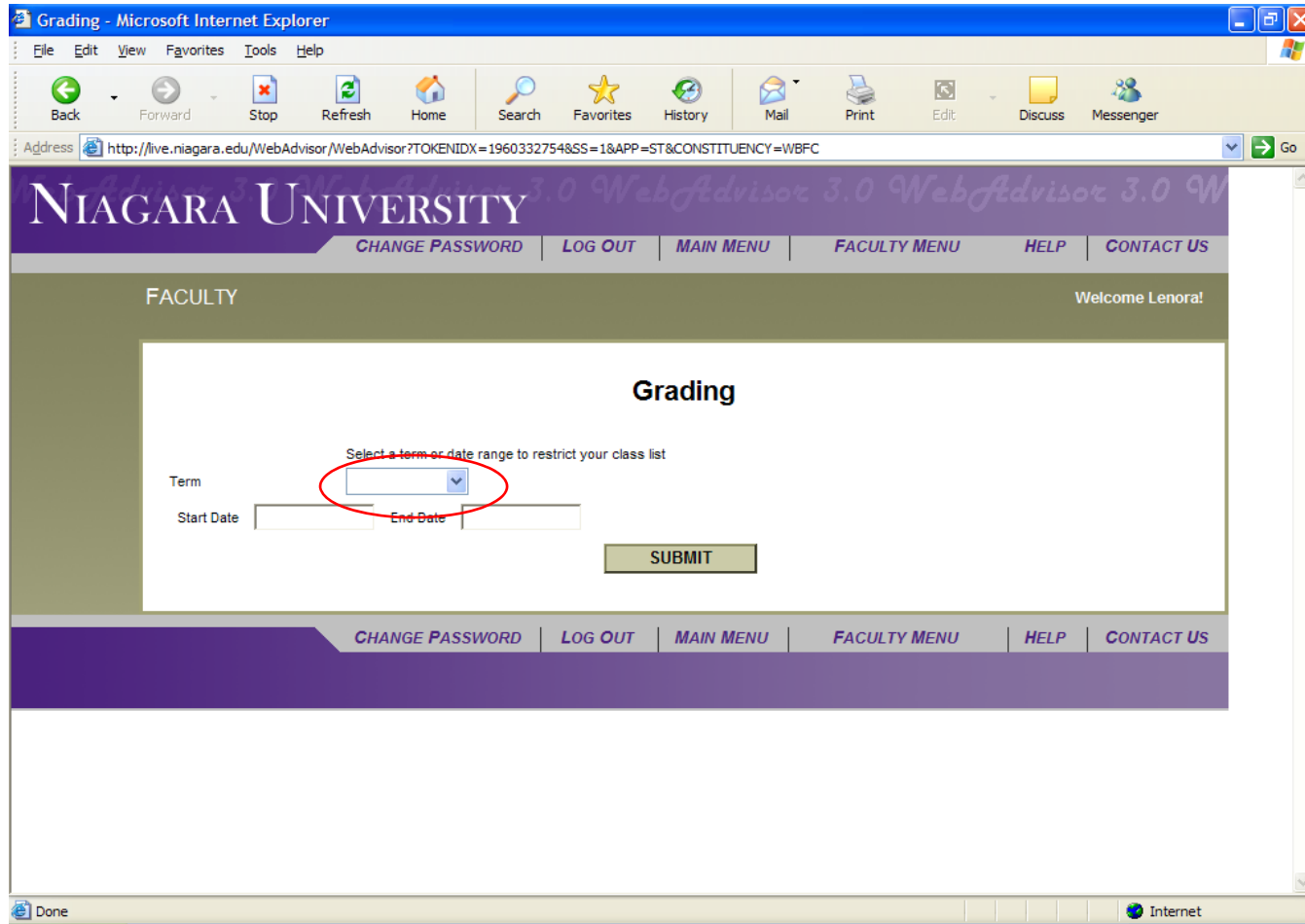
Faculty Information	Communication
My Advisees Advisees Class Roster Grading Search Only for Classes My Class Schedule Student profile	My Documents

[LOG OUT](#) | [MAIN MENU](#) | [FACULTY MENU](#) | [CONTACT US](#)

Done Internet

Choose the appropriate Term from the pull down menu
then click Submit (only once).

Note: You do not need to put in start and end dates if you use the term pull down menu.



Choose either final or midterm grading from the pull down menu.

Click in the Option Button (circle) on the left of the roster you want to grade.

Click Submit (only once).

Grading - Windows Internet Explorer

http://test.niagara.edu/WebAdvisor/WebAdvisor?TOKENIDX=4218804987&SS=2&APP=ST&CONSTITUENCY=WBFC

File Edit View Favorites Tools Help Snagit

Grading

NIAGARA UNIVERSITY

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY

Grading

You must pick Final or Midterm ***AND choose a class BEFORE you hit submit***

Final or Midterm/Intermediate Grading: Final

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="checkbox"/>	MAT*102'B Intro Statistics	09/27/07	12/14/07	VNI	112	07:10PM - 08:30PM	MW	MC	07/FA

SUBMIT

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

The top of the screen will give general information about grading. Starting with the summer 2005 semester, we use a grading scheme which includes minus grades. Please remember that D+, D, and D- are not used for graduate student grading.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying `http://mynu.niagara.edu/nuworld/purple/index.php`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains icons for Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Print, Edit, Discuss, and Messenger. The address bar shows the URL and a Go button.

The website header features the myNU logo and navigation links: Home, Employment, Info, Academic, E-mail, Discussion, and Committees. Search fields are provided for finding people by last name, searching NU, and entering keywords. Help and Logout links are also present.

Final Grading

Mid-term grading: enter grades, print a copy for your file, hit submit.

Final grading: enter grades, print a copy, sign the copy to send to Records, then hit submit.

The following grades are acceptable for input. If you wish to give an "I" (incomplete), you must include an expiration date.

(For 06/SP, the incompleteness date is 09/26/06). Incomplete forms are no longer required. If you enter an invalid grade, you will receive an error message after you submit.

A+	C+	D+ (undergraduate grade scheme only)
A	C	D (undergraduate grade scheme only)
A-	C-	D- (undergraduate grade scheme only)
B+	F	I (see above for info on incompletes)
B		W (will only be assigned through the drop/add process in Records)
B-	N=Audit	S, U: LSK, CO-OPS, Internships, NUS, 1st Sem. Honors Thesis, Students Teaching

Class Name NUS*102*AA
 Title First-Year Niagara
 Location
 Term Spring 2006

Instructors
 Mrs. Lenora A. Andrews

The status bar at the bottom shows "Done" and "Internet".

Enter the grade in the Grade column.

If you are assigning an "I" as a final grade, you must enter an expiration date. The traditional '30 days into the next semester' is provided for you convenience.

Print the roster (for final grades, sign and send to Records).

Click Submit (only once).

http://mynu.niagara.edu/nuworld/purple/index.php - Microsoft Internet Explorer

Address http://mynu.niagara.edu/nuworld/purple/index.php

myNU Find People Last name Go Search NU Go Keyword Go Help . Logout

Home Employment Info Academic E-mail Discussion Committees

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A+	C+	D+ (undergraduate grade scheme only)
A	C	D (undergraduate grade scheme only)
A-	C-	D- (undergraduate grade scheme only)
B+	F	I (see above for info on incompletes)
B		W (will only be assigned through the drop/add process in Records)
B-	N=Audit	S, U: LSK, CO-OPS, Internships, NUS, 1st Sem. Honors Thesis, Students Teaching

Class Name NUS*102*AA
Title First-Year Niagara
Location
Term Spring 2006

Instructors
Mrs. Lenora A. Andrews

Done Internet

Printing the roster

- You have the option of going to File and then click on Print.
- Or, you can click on the Print icon which is displayed on the tool bar at the top of screen.

Reviewing Submitted Grades

- Once you click the Submit button. You will return to the Faculty Main Menu
- To review/verify the grades that you have submitted, re-select the course.
- If the grades display in the Grade column, then you know that you successfully submitted the grades.

Who to Contact if you have problems

- If you have a problem logging into WebAdvisor – contact: Information Technology at ext. 8040.
- If you have a problem grading or questions about grading – contact the Records Office at ext. 8731.