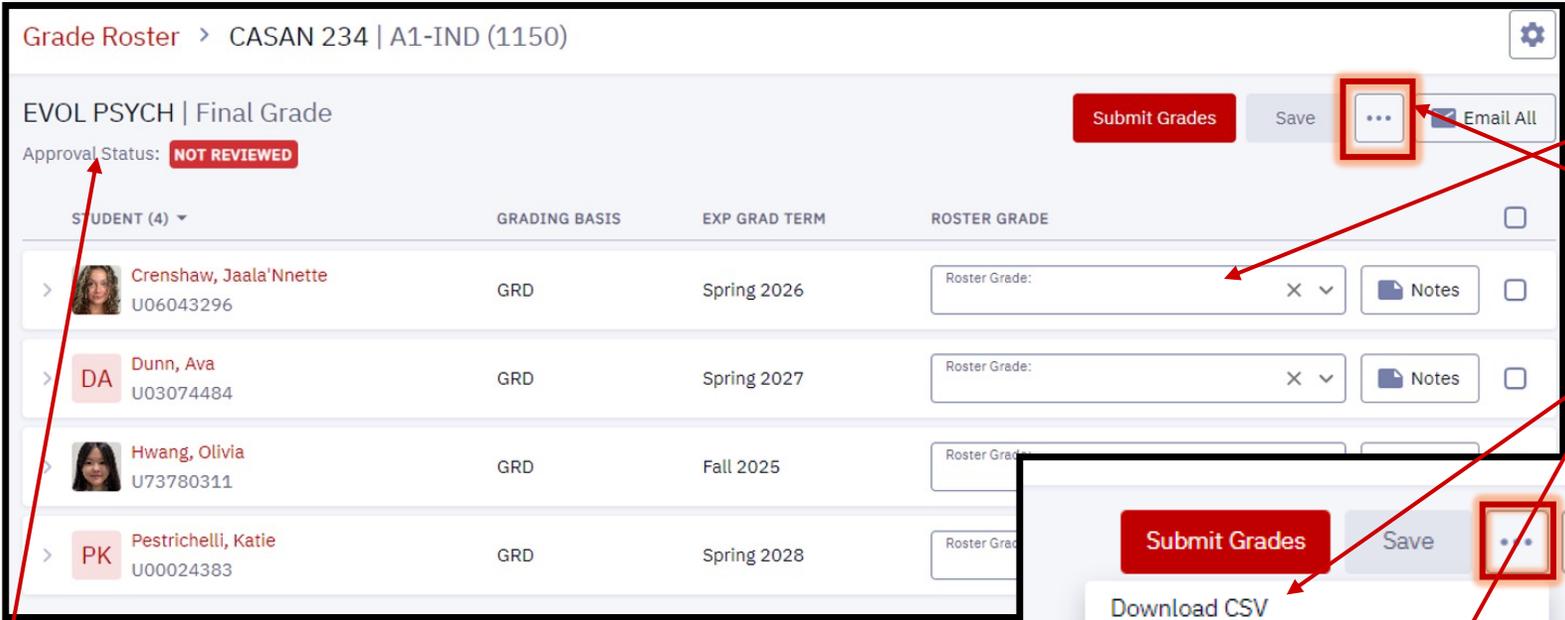


Grade Roster

The Grade Roster page is where class grades are recorded in MyBU Student.

Three Options to Input Grades



Option 1: In the Grade Roster

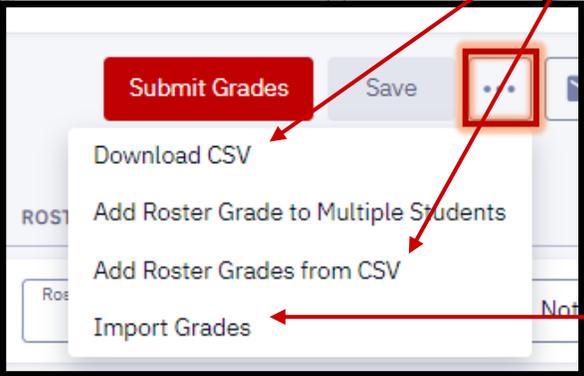
- Simply type in or select the individual grade for a particular student in the Roster Grade field.
- There's also an option to "Add Roster Grade for Multiple Students" where you can assign the same grade to multiple students at once.

Option 2: Upload from CSV File

- First, select the option to "Download CSV" of the Grade Roster, and then open it in an application such as Excel. Enter the grades as applicable.
- Make sure to save the file in CSV format, and then back in MyBU Student, select the option to "Add Roster Grades from CSV". Select your saved file, and the grades will populate right into the Grade Roster.
- You can still edit the grades in the Grade Roster after uploading them, if needed.

Option 3: Import from Blackboard

- Once students' total grades have been recorded in Blackboard Gradebook/Grade Center, you can then go to the Grade Roster in MyBU Student and select the option to "Import Grades". This will instantly populate the roster grades as they have been recorded in Blackboard. Note that the total grade in Blackboard must be set to **Letter Grade** (not a number value).
- You can edit the grades in the Grade Roster after importing them, but note that any updates made in the Grade Roster will not be recorded back on Blackboard.



Don't forget to save your progress if you need to navigate away from the Grade Roster page before the grades are ready to submit!

Approval Statuses:

- NOT REVIEWED – Grades have not yet been submitted.
- READY FOR REVIEW – Grades have been submitted and are awaiting review by an authorized approver.
- APPROVED – Grades are recorded and have been approved by an authorized approver.
- POSTED – Approved grades have been processed through the Office of the University Registrar and are considered official. The grades can be viewed by the students in MyBU Student and are reflected on their official transcripts.

Submitting vs. Approving

Note that some graders are authorized only to *submit* grades and not to approve them. Graders with approval authorization can enter and approve the grades all in one sitting. Contact your appropriate school/college administrator if you have questions about different types of grading access.