

MyRED – Final Grade Rosters

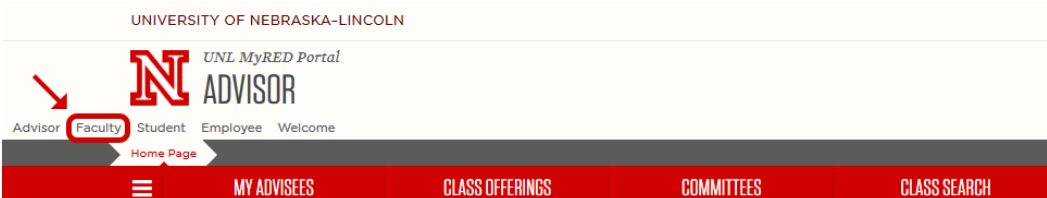
The Final Grade Roster allows you to enter final grades for all students enrolled in each class.

Navigate to your Final Grade Rosters

1. Open your web browser
2. Go to www.unl.edu
3. Hover over the Current Student tab found in the red banner across the top of the page, then click on the MyRED link
4. Enter your NUID number in the NUID field
5. Enter your TrueYou password (the same password used to access Firefly)
6. Click Sign In

The screenshot shows the MyRED login interface. At the top left is the University of Nebraska-Lincoln logo. Below it, the text 'MyRED' is displayed. There are two input fields: 'NUID' and 'Password'. Below the password field is a checkbox labeled 'Enable Accessibility Mode'. A red 'Log In' button is positioned below the fields. A red box highlights the 'Forgot your password?' link, with an arrow pointing to a callout box that reads: 'If you do not remember your password, use this link to get help establishing a new one'. Below the login area, a message states 'SYSTEM DOWNTIME SCHEDULED' with a link to 'More details are available on the MyRED blog.'. At the bottom, a dark grey banner contains a lightning bolt icon and the text: 'For security reasons please log out and exit your web browser when you are finished accessing services that require authentication!'.

7. When you log onto MyRED, if you are not automatically on the Faculty tab, you can access it by clicking on the Faculty link.



MyRED - Final Grade Rosters Cont...

8. Click on the Grade Roster tab

UNL MyRED Portal

Home Page

CLASS ROSTER **GRADE ROSTER** COMMITTEES CLASS SEARCH

SPRING 2015

MESSAGE CENTER

Messages

My Notifications

SCHEDULE

PRINT CALENDAR LIST

Spring 2015

Regular Academic Session Jan 12 - May 08

CLASS	TITLE	TYPE	DAY	TIME	LOCATION	EN
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9. To access your Final Grade Roster, click on the Grade Input Allowed link in the Final Grade column

Home Page > Grade Roster

CLASS ROSTER **GRADE ROSTER** COMMITTEES CLASS SEARCH

FALL 2015

GRADE ROSTER

Fall 2015 [Download help](#)

CLASS	DESCRIPTION	FINAL GRADE
ARCH497-951	The Precix 3-Axis Router	Grade Input Allowed

10. A box will open up within the browser

John Doe

Faculty Center Class Search

my schedule class roster **grade roster** correction roster

Grade Roster

Fall 2015 | Mini Session | University of Nebraska-Lincoln | Undergraduate

ARCH 497 - 951 (2700) [change class](#)

Selected Topics in Architecture - The Precix 3-Axis Router (Lecture)

Days and Times	Room	Instructor	Dates
Th 6:30PM-8:20PM	Architecture Hall 26	John Doe	08/27/2015 - 10/15/2015

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Reviewed

MyRED – Final Grade Rosters Cont...

11. Enter Final Grades

Student Grade		ID	Name	Roster Grade	Official Grade			
<input type="checkbox"/>	1	xxxxxxx	Herbie Husker	<input type="text"/>				
<input type="checkbox"/>	2	xxxxxxx	Lil' Red	<input type="text"/>	PNP	Architecture Undergraduate - Architectural Studies	Junior	

Select a grade from the drop-down box for each student

Note: If you have only assigned grades to part of the roster, you can save and come back and finish at a later time.

OR

You can input grades for multiple students that received the same grade by clicking the box next to the student's number, choose the grade from the drop-down box indicated in the example below, then click add this grade to selected students.

<input type="checkbox"/>	12	xxxxxxx	John Doe	<input type="text"/>	PNP	Architecture Undergraduate - Architectural Studies/Landscape Architecture	Senior
<input type="checkbox"/>	13	xxxxxxx	Jane Doe	<input type="text"/>	PNP	Architecture Undergraduate - Architectural Studies/Business	Senior
<input type="checkbox"/>	14	xxxxxxx	Husker Power	<input type="text"/>	PNP	Professional Architecture - Architecture	Professional Year 4

View All | Download | [Navigation icons]

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

<- add this grade to selected students

notify selected students | notify all students

12. Approve Grades

When the grade roster is complete with all grades entered, select Approved from the Approval Status drop-down box, then click Save so the grades can be posted.

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status:

Approved

Not Reviewed

Ready for Review

save

Once you have saved your grades for a particular class, close the Grade Roster box by clicking on the red X in the upper right-hand corner to return to the Grade Roster tab so that you may access other rosters. Notice the roster status has changed from Grade Input Allowed to Approved.

GRADE ROSTER		
Fall 2015		Download help
CLASS	DESCRIPTION	FINAL GRADE
ARCH497-951	The Precix 3-Axis Router	Approved
ARCH597-951	The Precix 3-Axis Router	Grade Input Allowed

MyRED – Final Grade Rosters Cont...

Additional Information

You can check the “Display Unassigned Roster Grade Only” box to show only students that have not been assigned a grade yet (this may be helpful for classes with large rosters)

- The View All function allows you to see all students enrolled in the course on one page.
- The Download function allows you to download this table into a spreadsheet for easy manipulation or filing.
- The printer friendly Version allows you to print a streamlined version of the grade roster without the extra tabs and buttons that appear on the screen.

Display Options: *Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

You can check this box to show only students that have not been assigned a grade yet (this may be helpful for classes with large rosters)

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1		▼		PNP	Architecture Undergraduate - Architectural Studies	Junior
2		▼		PNP	Architecture Undergraduate - Architectural Studies	Junior
3		▼		PNP	Architecture Undergraduate - Architectural Studies	Sophomore
4		▼		PNP	Architecture Undergraduate - Architectural Studies	Senior
5		▼		PNP	Architecture Undergraduate - Interior Design	Junior
6		▼		PNP	Architecture Undergraduate - Architectural Studies	Junior
7		▼		PNP	Architecture Undergraduate - Architectural Studies	Junior
8		▼		PNP	Architecture Undergraduate - Architectural Studies/Product D	
9		▼		PNP	Architecture Undergraduate - Architectural Studies	
10		▼		PNP	Professional Architecture - Architecture	
		▼		PNP	Architecture Undergraduate - Architectural Studies/Landscape Architecture	
		▼		PNP	Architecture Undergraduate - Architectural Studies/Landscape Architecture	
13		▼		PNP	Architecture Undergraduate - Architectural Studies/Landscape Architecture	
14		▼		PNP	Architecture Undergraduate - Architectural Studies/Landscape Architecture	
		▼		Professional	Yes	

The View All function allows you to see all students enrolled in the course on one page

The Download function allows you to download this table into a spreadsheet for easy manipulation or filing

The Printer Friendly Version allows you to print a streamlined version of the grade roster without the extra tabs and buttons that appear on the screen

View All

Download

Printer Friendly Version

Select All Clear All

<- add this grade to selected students

notify selected students notify all students

MyRED – Final Grade Rosters Cont...

Changing “Approved” Grades

Follow these steps if you need to change a grade that has been approved, but has not been posted to a student’s record yet.

1. Change the Approval Status back to Not Reviewed

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Reviewed Approved Not Reviewed Ready for Review

2. The drop-down box will become available when the Approval Status is in Not Reviewed mode, you can then make grade changes in the drop-down box

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Reviewed

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1		▼		PNP	Architecture Undergraduate - Architectural Studies	Junior
2		▼		PNP	Architecture Undergraduate - Architectural Studies	Junior
3		▼		PNP	Architecture Undergraduate - Architectural Studies	Sophomore
4		▼		PNP	Architecture Undergraduate - Architectural Studies	Senior
5		▼		PNP	Architecture Undergraduate - Interior Design	Junior

3. Change the Approval Status back to Approved, then click Save

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Reviewed Approved Not Reviewed Ready for Review

Display Options: *Grade Roster Type Approved Display Unassigned Roster Grade Only

Note: If an official grade is listed here, see the “Changing ‘Official’ Grades” document

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1		▼		PNP	Architecture Undergraduate - Architectural Studies	Junior
2		▼		PNP	Architecture Undergraduate - Architectural Studies	Junior
3		▼		PNP	Architecture Undergraduate - Architectural Studies	Sophomore

Note: If an Official Grade is listed in the Official Grade Column, see the “Changing Official Grades” tutorial.