Faculty Self Service - Degree Grade Roster on MyRED

Last Updated: July 2016

The Degree Grade Roster indicates your courses that have degree candidates enrolled and allows you to enter grades (note – these grades are not the student’s final grade, just the lowest possible grade that the student could earn to determine if they are eligible for graduation) for the degree candidates.

Follow these steps to navigate to your Degree Grade Rosters

1. Open your web browser
2. Go to www.unl.edu
3. Hover over the Current Student section found on the red banner across the top
4. Scroll down and click on the MyRED link
5. Enter your NUID into the NUID field
6. Enter your password (the same password used to access Firefly)
7. Click Log In

8. When you log onto MyRED, if you are not automatically on the Faculty tab, you can access it by clicking on the Faculty link.
9. Click on the Grade Roster tab

10. If there are any degree candidates enrolled in your course, a Degree Grade Roster will be generated and show in the Degree grades Column with the status of Grade Input Allowed.

11. A box will open within your browser showing the Degree Grade Roster.

2. Once grades are entered for all degree candidates, change approval status in the drop-down box to Approved and click Save. (Note: both Save buttons function the same)
12. After entering Degree Grades, changing Approval Status to “Approved”, and saving, close the box that had opened in the browser to return to the Grade Roster tab. Notice the roster status has changed from Grade Input Allowed to Approved.

**Helpful information with the Degree Grade Roster**

* In order to make any changes to Degree Grades after you have entered them, you must contact Graduation Services at 403-472-3635 (option 2).