

## Grade Input via MyBenU

### GRADE INPUT NAVIGATION

1. Once you have logged into the MyBenU system, the homepage will appear. Click on the link called “Curriculum Management”. The Curriculum Management page will open.
2. On the Curriculum Management page, select the “Grade Roster” link located under the “Grading” header link. The Grade Roster search page will open.
3. Once on the Grade Roster search page, make sure that the Academic Institution code is BENUV. In addition, enter the code of the appropriate term for your class. If you do not know the term code, click on the magnifying glass. This will open the Look Up Term page, scroll down the page to find the term link and click on it. This will return you to the Grade Roster search page with the term populated.
4. Click on the “Search” button. All of the classes for which you are listed as the instructor on in that term will appear. NOTE: If you are teaching only one class in that term, the Grade Roster Type page for that class will open [skip step 5].
5. Click on the link for the class which grades are to be submitted from those listed. The Grade Roster Type page for that class will open.
6. On the Grade Roster Type page, select the “Final Grade” option, using the drop-down arrow, as the “Grade Roster Type”. This will refresh the Grade Roster Type page with additional information. On this refreshed page, click on the yellow “Create” button. The Grade Roster page will open and a grade roster based on all students currently registered in the class will be generated. Students who have withdrawn from the class after the add/drop date will appear on the roster with a grade of “W” (do not replace this “W” grade).
7. Enter the grade for each student in the “Grade Input” column. Click the yellow “Save” button when all grades have been entered. Once all grades have been entered and you are ready to submit your grades, return to the Grade Roster Type page by clicking on the “Grade Roster Type” link in the lower left corner of the page or on the “Grade Roster Type” tab on the top of the page.
8. On the Grade Roster Type page, select the “Ready for Review” option, using the drop-down arrow, as the “Approval Status”. Next, click on the yellow “Save” button. The grades have been submitted to the Registrar’s Office for review and posting. To print a copy of the grades, return to the Grade Roster page by clicking on the “Grade Roster” link in the lower left corner of the page or on the “Grade Roster” tab on the top of the page. The Grade Roster page will open and the grades may be printed using the printer icon on the browser toolbar.

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### GRADING POLICY TIPS FOR FINAL GRADES

- Audits – If a student appears on your roster as an Audit, the grade basis will be audit instead of graded, and the credit hours will be zero. Record an “AU” as the grade for an audit.
- Grade Rosters – As an online grader, you do not submit a hard copy grade roster. Enter your grades online and save the grade roster in a “Ready for Review” status, so the grades can be reviewed and posted by the Office of the Registrar. If you are not an online grader, print your grade roster send by email and record your grades, including your signature and submit it to the Office of the Registrar for processing.
- Incompletes – Incompletes (I’s) are issued to students who cannot finish the coursework due to extenuating circumstances. “I” grades are to be issued sparingly. To be eligible for an incomplete, a student must be in good academic standing, must be performing at a satisfactory level in the course (“B” for graduate work, and “C” for undergraduate work), and must have completed a substantial portion of the course. The student must submit to the instructor, a clearly defined plan for completion of the coursework with dates recorded on the Incomplete Request Form. An “I” must be approved by the instructor, and the Department Chair, and the Registrar. The incomplete must be arranged before the submission of final grades. If the course is not completed within 180 days, the grade automatically converts to an “F”.
- Deferred (“X”) Grades – “X” grades are only initiated by the instructor and issued to the student as an institutional deferred grade. The “X” grade is only entered when the student or entire class cannot be graded by the final grade deadline for the coursework. If the course is not completed with 90 days, the grade automatically converts to an “F”. Contact the Registrar for any questions about the “X” grade.
- In Progress (“IP”) Grades – The default grade for a course is reflected as “IP” in the student’s record until the final grade is posted. The computer system automatically reflects the IP grade during the duration of the course through final grading.
- Grade Appeals – If a student believes that the final grade is not deserved, the student can appeal the grade in the following sequence:
  1. Instructor
  2. Department Chair/Program Director
  3. College Dean
  4. Provost

It is recommended that you retain all grading records for at least one year, or submit your grading materials to your Department Chair/Program Director.

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- Change of Grades – Grade changes are permitted only for clerical errors, transpositions, calculation errors, illegibility, re-evaluation of already submitted course work. Acceptance of additional class work is not appropriate. You cannot offer an exam to be retaken, or a paper to be rewritten, once you have submitted a final grade. A “change of grade form” requires a reason for the grade change, and the instructor’s signature, and the signature of the Registrar.
- Final Grade Due Dates – It is imperative that grade deadlines be observed. Academic Deans have stipulated that it is the responsibility of all faculty to submit their finals on time. The policy is that final grades are due 10 calendar days after the end of the session that the course is scheduled. For traditional undergraduate classes, the grades are due 10 calendar days after the end of the regular term, exclusive of the final exam week. The deadline is standardized as a Wednesday, 10 am for all classes, following the above session/term guideline.
- Non-Attendance – If your grade roster reflects a student who never attended, the student must be graded with an “F” – failure. You can send an email to the Registrar, David Striker, [dstriker@ben.edu](mailto:dstriker@ben.edu) that the student never attended, to assist with any appeals. If using a hard copy grade roster, make a note on the roster that the student “Never Attended.”
- Student who attended but is not on the roster - For all students who attended but never registered, you cannot add the student to an online grade roster. You must send an email to the Registrar, [dstriker@ben.edu](mailto:dstriker@ben.edu) that a student attended the class without registering, and include the final grade. This information will be used in the appeal process. If you are using a printed roster, record any notes about an enrollment problem on your roster.

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### TIPS IN USING YOUR ONLINE CLASS ROSTER

- Your class roster is available online 24/7 for viewing and printing. The roster is quite fluid before the term/session begins reflecting ongoing registrations, add/drops before your class begins.
- In addition to reflecting an enrolled student class roster, you may view and print a waiting list of the class roster by changing the roster to “waiting”. The list reflects the wait position of the student. Remember that auto enroll from the wait list expires the day before the term begins. At that point, if the class has a wait list, the student must use a pin number to enroll in the class, available from the instructor or Department Chair.
- Non-Attendance or Student Attending and Not Enrolled – Notify the Student Success Center, Lynn Avenson at 829-6340 of any students who are not attending, or who may be attending and not enrolled.
- Administrative Drop Policy – Please refer to the Administrative Drop Policy under Advising Matters – announcements on the website. Effective Fall 2008, the Administrative Drop Policy will be implemented for all undergraduate students. “Drop for Non-Attendance: Undergraduate students may be dropped from a class for non-attendance by a departmental administrative drop by the end of the first week of the class.” Please contact your Department Chair/Program Director for more information about this policy.
- Early Warning Notices – EWN’s are strongly encouraged to reflect the academic progress of the student in a class. The EWN triggers counseling and assistance from the Student Success Center staff. Contact Jon Miller, Director of the Student Success Center, for more information of the Early Warning Notice, 829-6515.
- Course Withdrawals – If a student drops a class after the full refund period of the class, a “W”, withdrawal will be reflected on the class roster as withdrawn from the class.