



## Grading for Faculty

This guide covers how instructors can record and modify grades using the Grade Roster page in MyBU Student.

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# Introduction

All final class grades must be recorded in MyBU Student in order to be posted to the students' records. The guide provides instructions for class instructors on how to input and submit grades in using the MyBU Student Grade Roster page. It includes instructions for three different options for inputting grades, explains the Grade Roster submission process and statuses, and provides information about grade changes.

The availability of a class's Grade Roster will depend on its session dates. A class ending throughout the semester (Dynamic, 7W1, 7W2 sessions) will become available after the class has ended; please allow for up to a week after that end date. For full term classes, rosters should be available approximately a week before the end date. There may be other exceptions for Medical, Law, and Dental programs.

Schools/Colleges across the University manage TA type roles differently. If they need access to a course in MyBU Student, including the grade roster, they need to be added to the class in MyBU Student as an instructor type. Please reach out to a Department Scheduler or Administrator to discuss this need. TA's do not need to be added to the class in MyBU Student if they are only interacting with the class in Blackboard. The ability to add them there has not

changed. If they have been added in MyBU Student, they will be able to access the class in Blackboard.



**Screen options and menus will vary by user; please note that displays may differ for you based on access. All screens shown in this document are for training purposes only and do not necessarily reflect actual enrollment.**

## GLOSSARY

For system concepts and definitions, please refer to the [MyBU Student Glossary](#) resource.

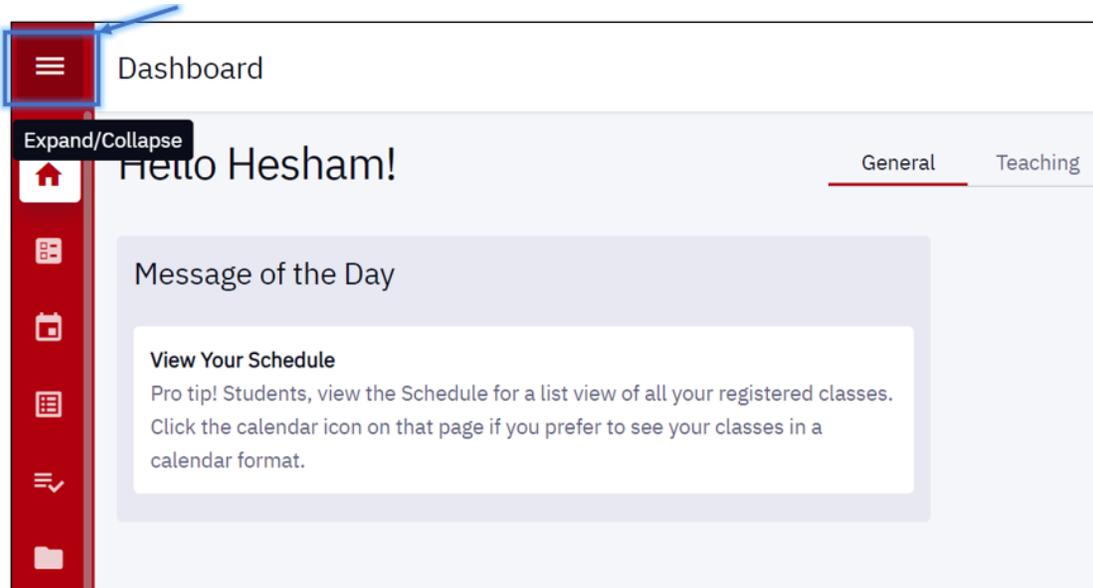
## SUPPORT

If you do not see faculty/instructor pages in MyBU Student (i.e., Class Roster, Grade Roster), contact your Data Security Administrator ([DSA](#)) to ensure you have the appropriate security permissions assigned.

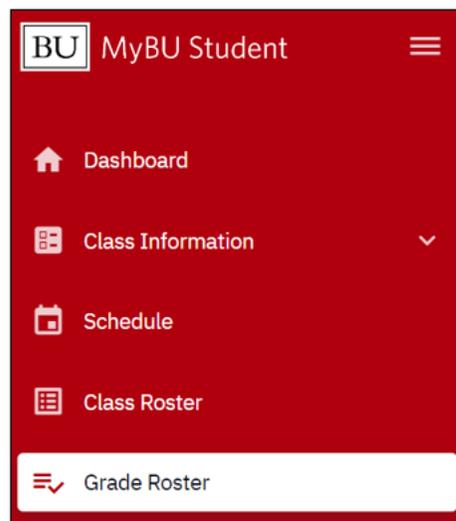
To be added as a grader for a particular class, contact a class schedule administrator at the applicable school/college/academic department. For additional technical assistance, including Blackboard Learn support, [ithelp@bu.edu](mailto:ithelp@bu.edu).

## MYBU STUDENT NAVIGATION

1. Log into the MyBU Student portal from the Faculty/Staff Login page:  
<https://mybustudent.bu.edu/>
2. Upon landing at the MyBU Student Dashboard, click on the **Expand/Collapse** icon to expand the **menu**.



- a. At any time, if the menu returns to its collapsed state, hover the cursor over an icon to view the menu name.
  - b. The **Home** icon can be selected at any time to return to the Dashboard. 
3. Select the **Grade Roster** page to enter and view grades.



- a. Note the difference between the **Grade Roster** and the **Class Roster**. These pages contain similar information, but the Grade Roster is where grades must be recorded for all students.
4. The Grade Roster landing page will display a list of all assigned classes is displayed by term.

**Term:** This will typically default to the current or upcoming term, depending on whether classes are assigned. Choose from the dropdown menu to view classes for a different term.

**Class:** This column lists each assigned class for the given term by **Catalog Number** (e.g., CASAA 207), followed by the **Section Number** (e.g., A3), **Course Component** (e.g., DIS, indicating discussion section).

**Description:** This column displays an abbreviated version of the course title.

**Enrolled:** This column displays at a glance how many students are currently enrolled in the class.

CLASS	DESCRIPTION	ENROLLED
CASAA 207 A1-LEC (1008)	RACE&ETHNIC REL	12
CASAA 207 A2-DIS (1009)	RACE&ETHNIC REL	6
CASAA 207 A3-DIS (1010)	RACE&ETHNIC REL	2

Click on a class to expand and access grading details.

For more information on understanding class numbers, please refer to the [Appendix](#).

- Click on a class and then select **View Details** to open the Grade Roster for that class.

Grade Roster

Term: Summer 1 2024

CLASS	DESCRIPTION	TOPIC	ENROLLED
CASRN 100S A1-IND (2056)	Introduction to Religion	-	22

FINAL GRADE

Status: Not Reviewed **View Details**

## UNDERSTANDING THE GRADE ROSTER PAGE

Refer to the numbered labels below for more information on key features of the Grade Roster.

Grade Roster > CASRN 100S | A1-IND (2056)

Introduction to Religion | Final Grade

Submit Grades

2. Save

3. ...

4. Email All

1. Approval Status: NOT REVIEWED

5. < 1 2 3 > Per Page: 10

6. STUDENT (22) ▾	7. GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	
> [Student Icon]	CNV	Spring 2025	8. Roster Grade: × ▾	9. Notes □
> [Student Icon]	CNV	Spring 2025	8. Roster Grade: × ▾	9. Notes □

1. **Approval Status:** The Grade Roster will be in “Not Reviewed” status when grades have not yet been submitted. Refer to the Grade Roster Status section of this guide for more information.
2. **Save:** It’s recommended to regularly save progress when inputting grades. Saving the roster will not submit any grades.
3. **Grade Input Options:** Clicking the three-dot icon will display various options for entering grades. Refer to the Enter Grades section of this guide for more information.
4. **Email Students:** This feature can be used to open an email addressed to the students on the roster, using the default email service for the browser being used. The check boxes in the right-most column of the roster can also be used to select specific students to email.
5. **Page View:** The Grade Roster will default to display 10 students per page. Use the arrows to scroll to different pages, or use the dropdown to view up to 100 students on one page.
6. **List of Students:** The default view lists the students alphabetically by last name.
  - a. Click on a student’s row to expand and view their academic program and plan:

PROGRAM INFO

Program: Engineering UGRD

Plan(s): Electrical Engineering BS

7. **Grading Basis:** This column displays how the students should be graded for the class (e.g., graded, audit, etc.). Most students will have a grading basis of “GRD”, indicating that the student should receive a standard grade as set up for that class.
  - a. Grading Basis is attached at the catalog level to define the type of grades that can be used for the class. Grading Basis values can differ by career.

- b. In some cases, particularly for classes in the 2024 Summer Term, the Grading Basis will be “CNV”, which stands for “converted/conversion”. This means that the student’s enrollment in the class was converted as part of the conversion of data from the mainframe legacy system to MyBU Student. A grading basis of “CNV” is the same as a grading basis of “GRD”, indicating that the student should be graded as normal for the class.
8. **Roster Grade:** This is where the student’s final grade is recorded. The possible grade options as configured for the class will display in the dropdown menu.
  9. **Notes:** Notes related to grading can be added for any student on the Grade Roster. These notes are not visible to students. Refer to the Enter Grades section of this guide for more information entering notes.

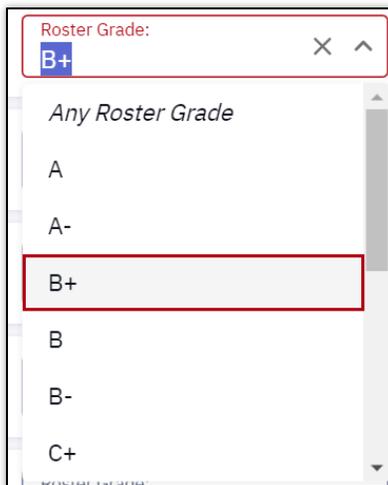
## Enter Grades

There are three different options for entering grades:

1. Input Manually in Grade Roster
2. Upload from CSV/Spreadsheet
3. Import from Blackboard

### INPUT GRADES MANUALLY IN GRADE ROSTER

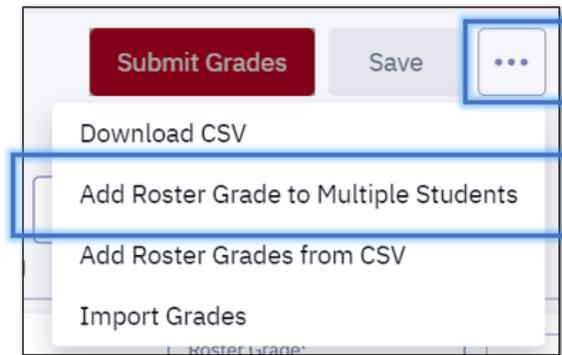
Grades can be entered directly on the Grade Roster page. Use the dropdown for each student to select their grade.



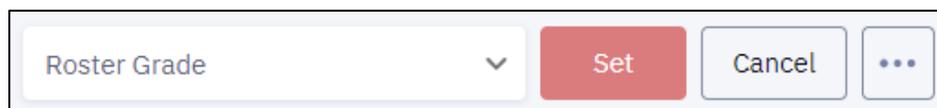
### Add Roster Grade to Multiple Students

The **Add Roster Grade to Multiple Students** tool can be helpful for larger classes, or instances where a large number of students will receive the same grade.

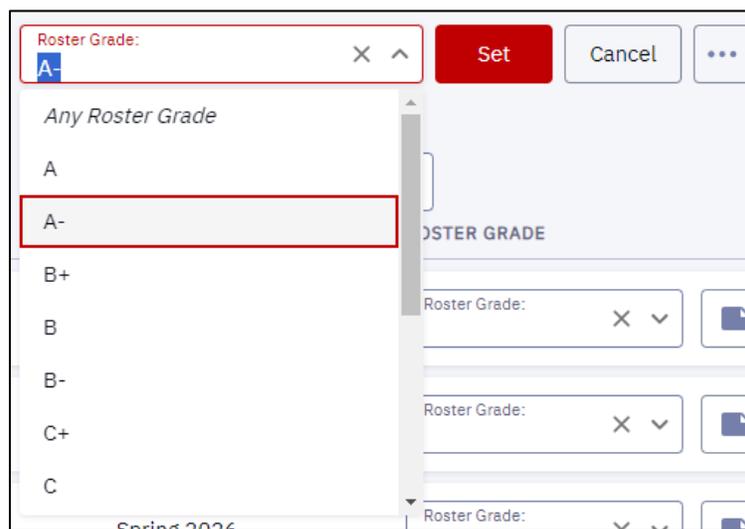
1. To access this tool, click the three-dot icon for grade input options.



2. A new **Roster Grade** dropdown menu will appear to the left of the three-dot icon.



3. Use the dropdown to select the grade that multiple students will receive.



4. Select the checkbox for each student who will receive that grade.

Grade Roster > CASRN 100S | A1-IND (2056)

Introduction to Religion | Final Grade

Roster Grade: A-

Approval Status: **NOT REVIEWED**

< 1 2 3 > Per Page: 10

STUDENT (22)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	
> [Student Icon]	CNV	Spring 2025	Roster Grade: [Dropdown] <input type="button" value="Notes"/>	<input type="checkbox"/>
> [Student Icon]	CNV	Spring 2025	Roster Grade: [Dropdown] <input type="button" value="Notes"/>	<input checked="" type="checkbox"/>
> [Student Icon]	CNV	Spring 2026	Roster Grade: [Dropdown] <input type="button" value="Notes"/>	<input checked="" type="checkbox"/>
> [Student Icon]	CNV	Spring 2025	Roster Grade: [Dropdown] <input type="button" value="Notes"/>	<input type="checkbox"/>
> [Student Icon]	CNV	-	Roster Grade: [Dropdown] <input type="button" value="Notes"/>	<input checked="" type="checkbox"/>
> [Student Icon]	CNV	Spring 2026	Roster Grade: B+ <input type="button" value="Notes"/>	<input type="checkbox"/>
> [Student Icon]	CNV	-	Roster Grade [Dropdown] <input type="button" value="Notes"/>	<input checked="" type="checkbox"/>

5. Click the **Set** button to apply that grade to the selected students.

Grade Roster > CASRN 100S | A1-IND (2056)

Introduction to Religion | Final Grade

Roster Grade: A-

Approval Status: **NOT REVIEWED**

< 1 2 3 > Per Page: 10

STUDENT (22)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	
> [Student Icon]	CNV	Spring 2025	Roster Grade: [Dropdown] <input type="button" value="Notes"/>	<input type="checkbox"/>
> [Student Icon]	CNV	Spring 2025	Roster Grade: [Dropdown] <input type="button" value="Notes"/>	<input checked="" type="checkbox"/>
> [Student Icon]	CNV	Spring 2026	Roster Grade: [Dropdown] <input type="button" value="Notes"/>	<input checked="" type="checkbox"/>
> [Student Icon]	CNV	Spring 2025	Roster Grade: [Dropdown] <input type="button" value="Notes"/>	<input type="checkbox"/>
> [Student Icon]	CNV	-	Roster Grade: [Dropdown] <input type="button" value="Notes"/>	<input checked="" type="checkbox"/>
> [Student Icon]	CNV	Spring 2026	Roster Grade: B+ <input type="button" value="Notes"/>	<input type="checkbox"/>
> [Student Icon]	CNV	-	Roster Grade [Dropdown] <input type="button" value="Notes"/>	<input checked="" type="checkbox"/>

6. A confirmation message will appear, and the grade will be entered for the selected students.

Grade Roster > CASRN 100S | A1-IND (2056)

Introduction to Religion | Final Grade

Approval Status: **NOT REVIEWED**

Submit

Per Page: 10

STUDENT (22)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE
> [Student Icon]	CNV	Spring 2025	Roster Grade: [X] [v] Notes [ ]
> [Student Icon]	CNV	Spring 2025	Roster Grade: A- [X] [v] Notes [x]
> [Student Icon]	CNV	Spring 2026	Roster Grade: A- [X] [v] Notes [x]
> [Student Icon]	CNV	Spring 2025	Roster Grade: [X] [v] Notes [ ]
> [Student Icon]	CNV	-	Roster Grade: A- [X] [v] Notes [x]
> [Student Icon]	<sup>e</sup> CNV	Spring 2026	Roster Grade: B+ [X] [v] Notes [ ]
> [Student Icon]	CNV	-	Roster Grade: A- [X] [v] Notes [x]



**TIP:** Don't forget to de-select checkboxes as needed before continuing.

7. **Be sure to click Save**, especially if the Grade Roster is not yet ready to be submitted.
- A confirmation message will appear upon saving, and it is now possible to navigate away from the Grade Roster without losing the grades entered so far.

Grade Roster > CASRN 100S | A1-IND (2056)

Introduction to Religion | Final Grade

Approval Status: **NOT REVIEWED**

Submit Grades Save ... Email All

< 1 2 3 > Per Page: 10

STUDENT (22)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	
> [Profile]	CNV	Spring 2025	Roster Grade	Notes
> [Profile]	CNV	Spring 2025	Roster Grade: A-	Notes
> [Profile]	CNV	Spring 2026	Roster Grade: A-	Notes
> [Profile]	CNV	Spring 2025	Roster Grade:	Notes



SUCCESS

Grade roster updated

Submit Grades

**i** **TIP:** It is not possible to submit an incomplete Grade Roster. All grades must be entered into the Grade Roster before submitting.

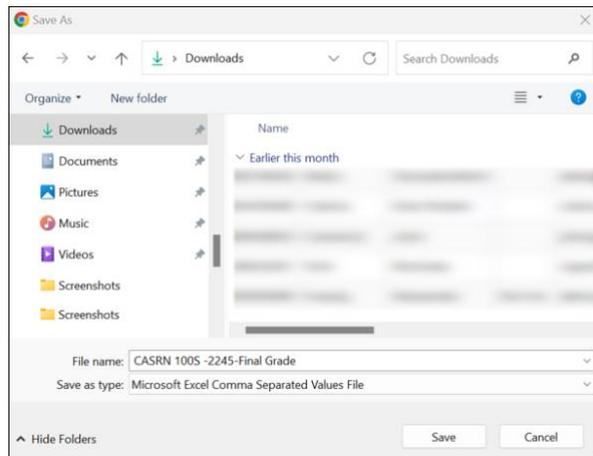
## UPLOAD GRADES FROM CSV/SPREADSHEET

1. To ensure the correct format, a CSV file of the Grade Roster must first be downloaded from the Grade Roster page.
  - a. This file can be downloaded at any time but is recommended to download the Grade Roster close to the end of term in order to ensure the most up-to-date enrollment is reflected.
  - b. To download a CSV file of the Grade Roster, click the three-dot icon for grade input options and select **Download CSV**.

Submit Grades Save ...

- Download CSV
- Add Roster Grade to Multiple Students
- Add Roster Grades from CSV
- Import Grades

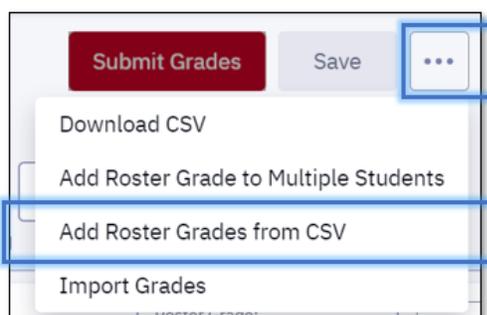
2. In the dialogue box that opens, save the file to an applicable location. An example of the download dialogue box is shown below:



3. Open the file in Excel and input the grades for each student as applicable.
  - a. If some grades have already been manually input on the Grade Roster page, they will carry over to the CSV file.

	A	B	C	D	E	F
1	Student ID	Name	Email	Grading B	Exp Grad	Roster Grade
2	U		ia	CNV	Spring 202	C
3	U		i@	CNV	Spring 202	A-
4	U		rb	CNV	Spring 202	A-
5	U		es	CNV	Spring 202	
6	U		h	CNV	-	A-
7	U		itr	CNV	Spring 202	B+
8	U		ir	CNV	-	A-

4. Once all available grades have been entered in Excel, save the CSV file. 
5. To upload the grades from the saved CSV file into the Grade Roster, return to the Grade Roster page, click the three-dot icon for grade input options and select **Add Roster Grades from CSV**.



6. In the dialogue box, select and open the CSV file from the folder where it was saved.
7. The roster grades from the CSV file will instantly populate on the Grade Roster.

Grade Roster > CASRN 100S | A1-IND (2056) ⚙️

Introduction to Religion | Final Grade Submit Grades Save ... Email All

Approval Status: **NOT REVIEWED**

< 1 2 3 > Per Page: 10

STUDENT (22) ▾	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	
>	CNV	Spring 2025	Roster Grade: C	Notes <input type="checkbox"/>
>	CNV	Spring 2025	Roster Grade: A-	Notes <input type="checkbox"/>
>	CNV	Spring 2026	Roster Grade: A-	Notes <input type="checkbox"/>
>	CNV	Spring 2025	Roster Grade	Notes <input type="checkbox"/>
>	CNV	-	Roster Grade: A-	Notes <input type="checkbox"/>
>	CNV	Spring 2026	Roster Grade: B+	Notes <input type="checkbox"/>
>	CNV	-	Roster Grade: A-	Notes <input type="checkbox"/>

8. **Be sure to click Save**, especially if the Grade Roster is not yet ready to be submitted.
  - a. A confirmation message will appear upon saving, and it is now possible to navigate away from the Grade Roster without losing the grades entered so far.

Grade Roster > CASRN 100S | A1-IND (2056)

Introduction to Religion | Final Grade

Approval Status: **NOT REVIEWED**

Submit Grades Save ... Email All

< 1 2 3 > Per Page: 10

STUDENT (22)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE
> [Student Icon]	CNV	Spring 2025	Roster Grade [v] [Notes] [ ]
> [Student Icon]	CNV	Spring 2025	Roster Grade: A- [x] [v] [Notes] [ ]
> [Student Icon]	CNV	Spring 2026	Roster Grade: A- [x] [v] [Notes] [ ]
> [Student Icon]	CNV	Spring 2025	Roster Grade: [x] [v] [Notes] [ ]



**i** **TIP:** It is not possible to submit an incomplete Grade Roster. All grades must be entered into the Grade Roster before submitting.

## IMPORT GRADES FROM BLACKBOARD

For graders who input their final grades in Blackboard Learn, those grades can then be imported into the Grade Roster. The integration from Blackboard to MyBU Student can be used both with both Grade Center for Learn Original courses, or with Gradebook for those using Ultra Course View.

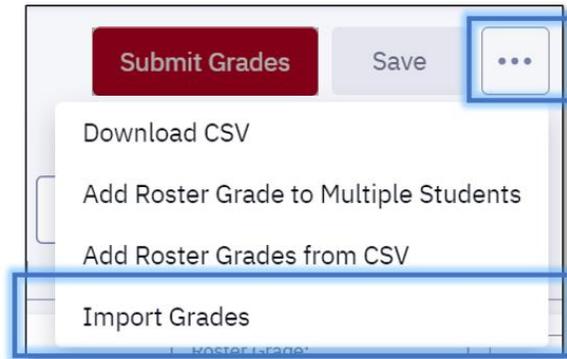
**i** **Please keep in mind the following important caveats related to this feature:**

- The integration with Blackboard is **not** a two-way integration. Grades can be “pulled” from Blackboard using the Grade Roster in MyBU Student, but they cannot be “pushed” from Blackboard to the Grade Roster. Any input/changes made to grades in the Grade Roster will not be sent back to Blackboard.
- A “Total Grade” column must be set up for the course in the Blackboard Grade Center, which must be defined as a letter grade; it is from this column that roster grades will be pulled into MyBU Student. Numerical grades cannot be pulled into MyBU Student.

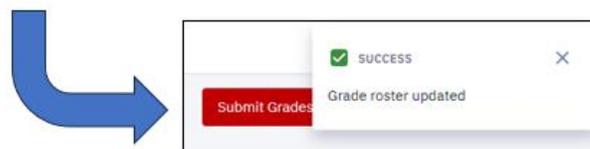
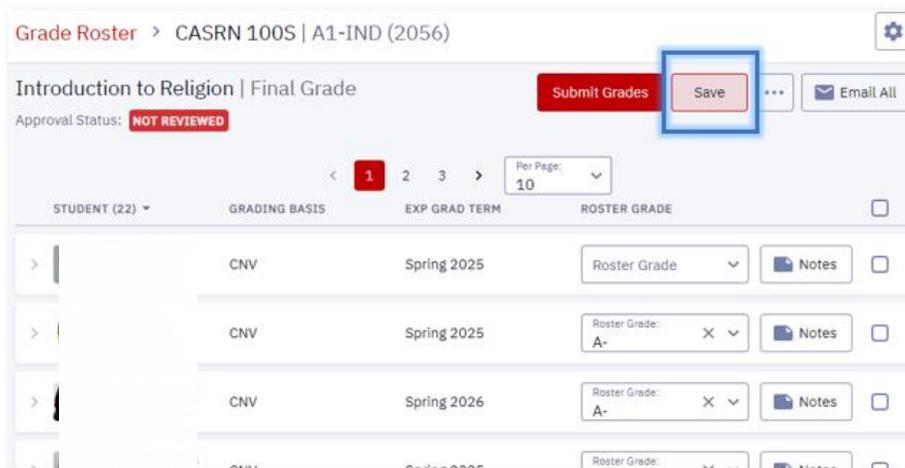
For more information on managing Blackboard grades, please contact [ithelp@bu.edu](mailto:ithelp@bu.edu).

### To import grades from Blackboard

1. Once all final grades have been recorded in the “Total” column of the Blackboard course, navigate to the Grade Roster, click the three-dot icon for grade input options, and select **Import Grades**.



2. The system will automatically pull letter grades from the Blackboard Grade Center ‘Total Grade’ column. This will populate into the applicable Roster Grade field on the MyBU Student Grade Roster. This should happen instantly, though some users may be prompted to log in to Blackboard or make other selections to confirm.
3. **Be sure to click Save**, especially if the Grade Roster is not yet ready to be submitted.
  - a. A confirmation message will appear upon saving, and it is now possible to navigate away from the Grade Roster without losing the grades entered so far.



**i** **TIP:** It is not possible to submit an incomplete Grade Roster. All grades must be entered into the Grade Roster before submitting.

## NON-STANDARD GRADES: PASS/FAIL, INCOMPLETES, ETC.

### “I” Grades

For Incomplete grades, graders should adhere first and foremost to applicable policies and procedures at the school/college department, as well as the [BU Policy on Incomplete Coursework](#).

1. When inputting a grade of “I”, graders will then be required to add subsequent information in the **Notes** section.

A screenshot of a web interface for entering grades. It shows a dropdown menu for 'Roster Grade' with 'I' selected. To the right is a red button labeled 'Notes' with a document icon and a small square icon.

2. On the “Transcript Note” page, click **Incomplete Details** to expand the grade lapse fields.

A screenshot of the 'Transcript Note' page. The course title 'Introduction to Religion' and code 'CASRN 100S - A1-IND (2056)' are visible. At the bottom, there is a red circle around a button labeled '> Incomplete Details'.

**i** **NOTE:** Even though the page is labeled “Transcript Note”, most note types, including Incomplete Details, are **not visible to students**.

3. Enter the applicable date in the **Lapse Deadline** field.
4. Enter the appropriate value in the **Lapse To Grade** field.

Any date can be selected for the **Lapse Deadline** using the calendar selection dropdown, and any grade can be selected for **Lapse To Grade** using the dropdown menu.

A screenshot of the 'Incomplete Details' form. It shows a dropdown for 'Grade In/Official: I /'. Below that are two fields: 'Lapse Deadline: \*' with the date '02/01/2026' and a calendar icon, and 'Lapse To Grade: \*' with the value 'F - Fail, no credit' and a dropdown arrow.

If the “I” grade is not changed to a different grade by the indicated deadline, the “I” will be automatically changed to **Lapse To Grade** value.

5. Add any supporting notes (in keeping with procedures at the applicable school/college/department) and click **Okay** to save the note.

**Example:**

The screenshot shows a web form titled "Incomplete Details". At the top, it says "Grade In/Official: I /". Below this are two input fields: "Lapse Deadline:" with the value "02/01/2026" and a calendar icon, and "Lapse To Grade:" with a dropdown menu showing "F - Fail, no credit". Below these is a "Note:" field containing the text "As per Incomplete agreement signed with student on 12/10/2024". There is a "+ Add Note" button below the note field. At the bottom of the form are two buttons: "Cancel" and "Okay".

6. When the student fulfills incomplete coursework as agreed upon, return to the Grade Roster to change the student’s grade as applicable.
  - a. Refer to the Grade Changes section of this guide for more information.

### “W” Grades

Students who dropped the class with a “W” will display on the Grade Roster with their “W” grade already recorded and unable to be edited.

### “MG” Grades

A “Missing Grade” value is rarely entered by faculty, and should always be accompanied by a Note in the Grade Roster. Refer to the [BU Policy on Missing Grades](#) as well as any policies and procedures at the school/college/department where the class is held before entering an “MG” grade.

### Auditing Students

Students who are enrolled in the class on an audit basis will display on the Grade Roster but will not have an input option for a roster grade. The Grade Basis value will display as ‘AU’ and ‘AU’ should be entered in the Grade field.

**Pass/Fail Election (for undergraduate students only)**

In keeping with [BU's Policy on Pass/Fail Courses for Undergraduate Students](#), some students may elect to take the class on a pass/fail basis.

Graders should enter letter grades (A, B, C, etc) for all students as they normally would. After the proper administrative processes have been completed and the Grade Roster is posted, the final grade for those who have elected pass/fail will automatically display as "P\*" or "F\*".

Note: If the class is normally graded on a Pass/Fail basis, the "P" and "F" options will be reflected in the roster grade dropdown for all students.

## Submitting, Approving & Posting Grades

**Note:** Schools/Colleges across the University manage TA type roles differently. If they need access to a course in MyBU Student, including the grade roster, they need to be added to the class in MyBU Student as an instructor type. Please reach out to a Department Scheduler or Administrator to discuss this need.

- TA's do not need to be added to the class in MyBU Student if they are only interacting with the class in Blackboard. The ability to add them there has not changed. If they have been added in MyBU Student, they will be able to access the class in Blackboard.

### SUBMIT GRADES

1. Once all grades have been input on the Grade Roster, the roster can be submitted by clicking the **Submit** button on the top right of the Grade Roster page.
  - a. Keep in mind that an incomplete Grade Roster cannot be submitted.

Grade Roster > CASRN 100S | A1-IND (2056)

Introduction to Religion | Final Grade

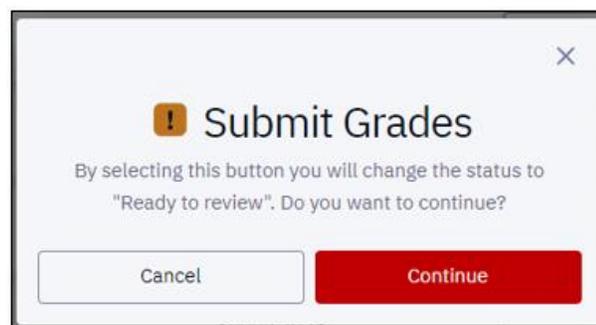
Approval Status: **NOT REVIEWED**

**Submit Grades** Save ... Email All

< 1 2 3 > Per Page: 10

STUDENT (22)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE
> [Student Icon]	CNV	Spring 2025	Roster Grade: C X Notes
> [Student Icon]	CNV	Spring 2025	Roster Grade: A- X Notes
> [Student Icon]	CNV	Spring 2026	Roster Grade: A- X Notes
> [Student Icon]	CNV	Spring 2025	Roster Grade: I X Notes
> [Student Icon]	CNV	-	Roster Grade: A- X Notes
> [Student Icon]	CNV	Spring 2026	Roster Grade: B+ X Notes
> [Student Icon]	CNV	-	Roster Grade: A- X Notes

2. A pop-up message will display asking for confirmation to submit. Select **Continue to proceed**.



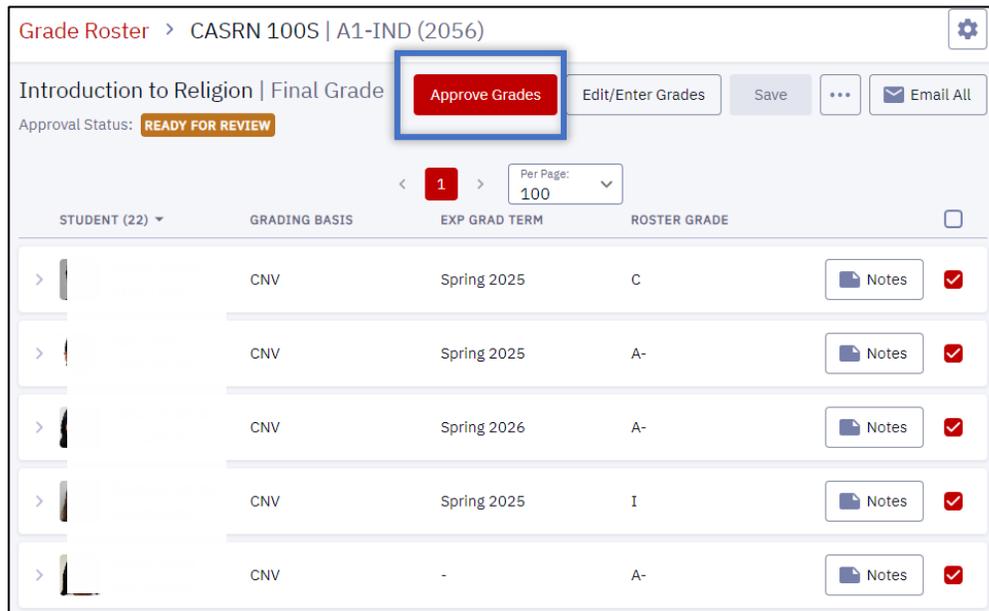
## APPROVE GRADES

The Grade Roster then needs to be approved. Ability to approve is dependent on the system permissions set up for the grader.

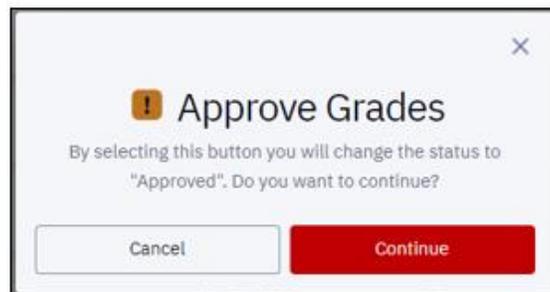
- If the grader who submitted is authorized to approve the grades, they can then approve.
- If the grader who submitted is not authorized to approve the grades, the Grade Roster will then need to be approved by appropriate faculty member.

To Approve:

3. Click the **Approve Grades** button.
  - a. If this action is being taken by faculty after a grader has submitted, they can navigate to the class's Grade Roster page and the button will be available for them (Left Menu > Grade Roster > Select Class).



4. A pop-up message will display asking for confirmation to approve. Select **Continue**.



#### POST PROCESS

Once grades are submitted and approved, they will enter a queue to be automatically processed by the Office of the University Registrar to be posted. Approved grades should be posted within 24 hours.

It is possible to quickly check where in the submission/approval/posting process a grade roster is by navigating to the Grade Roster page at any time and viewing the approval. The next section provides more information on the various statuses.

## GRADE ROSTER APPROVAL STATUSES

1. **NOT REVIEWED** – Grades have not yet been submitted. Applies to any Grade Roster that has not yet been started or that has been partially completed and saved.
2. **READY FOR REVIEW** – Grades have been submitted and are awaiting review by an authorized approver.
3. **APPROVED** – Grades are recorded and have been approved by an authorized approver.
  - **Approved grades are not yet visible to students.**
4. **POSTED** – Approved grades have been processed through the Office of the University Registrar and are considered official. Posted grades can be viewed by the students in MyBU Student and are reflected on their official transcripts.

## Grade Changes

The process for changing grades is determined by the time in the academic calendar and the status of the roster. Some common scenarios are outlined below.

Important notes for grade changes:

- Grades can be edited in the Grade Roster page by graders only within the change window before they have been posted by OUR.
- If a grade change is needed after posting or outside of the deadlines set by OUR, a request for the grade change needs to be submitted. Work with the appropriate School/College administrators to complete this process.



**Instructors should adhere first and foremost to any grade change request procedures and/or policies at the school/college/department for that class.**

Proceed to review the steps for common scenarios:

### SCENARIO

- Within change window.
  - OUR has not posted the grades.
  - Status can be either **Ready for Review** or **Approved**.
1. Click the **Edit/Enter Grades** button at the top of the Grade Roster page.
    - a. Click **Continue** to confirm.
  2. Notice the grade fields open up to allow for edits. Update the desired grade(s).

WIND ENSEMBLE | Final Grade  
Approval Status: **READY FOR REVIEW**

WIND ENSEMBLE | Final Grade  
Approval Status: **APPROVED**

**Edit/Enter Grades**

By selecting this button you will change the status to "Not Reviewed" and will be allowed to edit grades. Do you want to continue?

Cancel Continue

WIND ENSEMBLE | Final Grade  
Approval Status: **NOT REVIEWED**

STUDENT (9)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE
>	GRD	Spring 2028	Roster Grade: B Notes
>	GRD	Spring 2025	Roster Grade: B Notes
>	GRD	-	Roster Grade: B Notes

3. Save the changes.
4. Click **Submit** and/or **Approve** where appropriate.

### SCENARIO

- Within change window.
  - OUR has posted the grades.
  - Status is **Posted**.
1. To request a grade change (including to update an "I" grade), navigate to the Grade Roster for the class, click on the three-dot icon, and select **Request Grade Change**.
    - a. There is no need to select/de-select specific students before entering the Request Grade Change screen.

Grade Roster > CASRN 100S | A1-IND (2056)

Introduction to Religion | Final Grade

Approval Status: **POSTED**

STUDENT (22) GRADING BASIS EXP GRAD TERM ROSTER GRADE

STUDENT (22)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	
> [Student Icon]	CNV	Spring 2025	C	C [Notes] [Checkmark]
> [Student Icon]	CNV	Spring 2025	A-	A- [Notes] [Checkmark]
> [Student Icon]	CNV	Spring 2026	A-	A- [Notes] [Checkmark]
> [Student Icon]	CNV	Spring 2025	I	I [Notes] [Checkmark]
> [Student Icon]	CNV	-	A-	A- [Notes] [Checkmark]
> [Student Icon]	CNV	Spring 2026	B+	B+ [Notes] [Checkmark]

Request Grade Change  
Download CSV  
Import Grades

Notice that the entire roster opens so grades can be changed for one or multiple students. If only changing one student's grade, there is no need to reenter all the other grades again, those fields will keep the original grades as they were entered.

2. On the Request Grade Change screen, use the dropdown menu to select a new official grade for the student(s) whose grades need to be changed.

Request Grade Change - CASRN 100S | A1-COMP (2056)

CLASS INFORMATION  
 Class: CASRN 100S  
 Enrollment Status: Introduction to Religion

STUDENT (22)	ENROLLMENT STATUS	GRADING BASIS	OFFICIAL GRADE
A	Enrolled	Conversion/Historical	Official Grade: * C
B	Enrolled	Conversion/Historical	Official Grade: * A-
C	Enrolled	Conversion/Historical	Official Grade: * A-
C	Enrolled	Conversion/Historical	Official Grade: * B
D	Enrolled	Conversion/Historical	Official Grade: * A-
D	Enrolled	Conversion/Historical	Official Grade: * B+
H	Enrolled	Conversion/Historical	Official Grade: * A-

- Once all necessary grade changes have been input, click **Submit** at the bottom of the page.

Cancel

- A pop-up message will appear, confirming the results of the grade change request. Click **Okay** to return to the Grade Roster.

Grade Change Results

STUDENT	OLD	NEW	RESULT
I	I	B	✓ Success

Okay

Grade Rosters with changed grades will display the Roster Grade originally entered as well as the Official Grade, reflecting any changed grades accordingly.

Grade Roster > CASRN 100S | A1-IND (2056)

Introduction to Religion | Final Grade

Approval Status: **POSTED**

Per Page: 10

STUDENT (22)	GRADING BASIS	EXP GRAD TERM	ROSTER GRADE	OFFICIAL GRADE	
> [Student Icon]	CNV	Spring 2025	C	C	Notes ✓
> [Student Icon]	CNV	Spring 2025	A-	A-	Notes ✓
> [Student Icon]	CNV	Spring 2026	A-	A-	Notes ✓
> [Student Icon]	CNV	Spring 2025	I	B	Notes ✓
> [Student Icon]	CNV	-	A-	A-	Notes ✓
> [Student Icon]	CNV	Spring 2026	B+	B+	Notes ✓

### SCENARIO

- Outside change window.
- OUR has posted the grades.
- Status is **Posted**.

This scenario requires a grade change request to be sent to OUR. Please work with the appropriate department administrator to submit that request.

## Appendix

### COURSE/CLASS IDENTIFIER INFORMATION

- Courses are created with an identifier which includes the Subject and Catalog Number: **ENGEK 103**.
  - ENGEK = Subject Area
  - 103 = Catalog Number
- If a course has multiple sections offered, the Section Number will be listed in a 'LetterNumber' (A1) format. Note that there is flexibility for departments to include other identifiers after the 'LetterNumber' combination (as seen in this example): **A1-LEC**.

- The Class Number is a system generated identifier listed with the Section Number: **8688**

Visual guide:

The screenshot shows a course page for 'Computational Linear Algebra | ENGEK 103'. Red boxes and lines highlight the following elements:

- COURSE**: A box above 'ENGEK 103' with a line pointing to it.
- SUBJECT**: A box above 'ENGEK 103' with a line pointing to it.
- CATALOG NBR**: A box above '103' with a line pointing to it.
- SECTION NBR**: A box above 'A1 - LEC' with a line pointing to it.
- CLASS NBR**: A box above '(8688)' with a line pointing to it.
- CLASS NBR**: A box above '8688' in the 'INFORMATION' section with a line pointing to it.

The page content includes:

Computational Linear Algebra | ENGEK 103

SECTION ▾      SESSION      INSTRUCTOR      DAYS  
DATES

SECTION NBR	CLASS NBR	SESSION	INSTRUCTOR	DAYS	DATES
▼ A1 - LEC	(8688)	1		TuTh	09/03 - 12/10

CLASS NOTES

EK103 [waitlist](#) Waitlists will be processed in May.

INFORMATION

Class Number: 8688