

# Instructions for Posting Early Term Grades

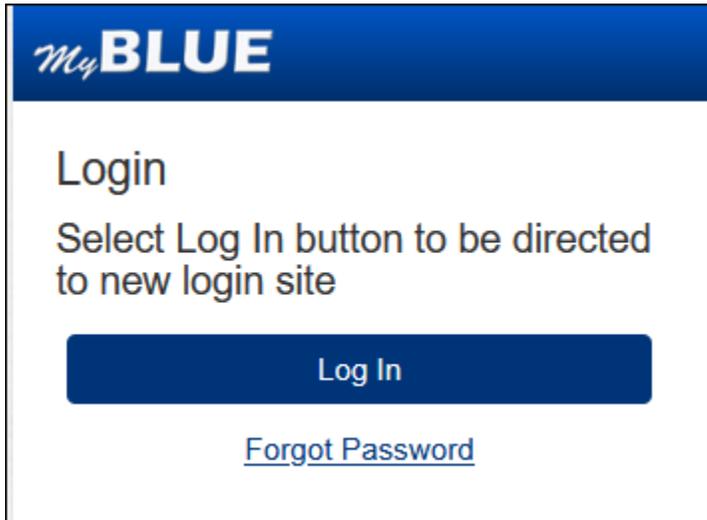
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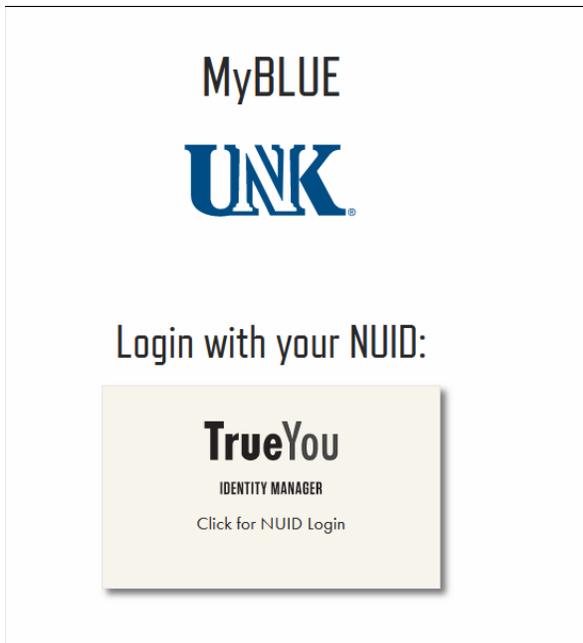
## Log into MyBLUE

Go to MyBLUE: <https://myblue.unk.edu/>

Select the “Log In” button.



Click on the “TrueYou” button.



Enter your NUID and Password:

University of Nebraska &  
Nebraska State College System

Single Sign On

# TrueYou

IDENTITY MANAGER

Sign in using your TrueYou credentials.

**Username**

**Password**

Don't Remember Login

**Login**

To protect the security of your account, close the browser window to complete the logout process.

[Forgot your password?](#)

[Help Desk Support](#)

Then you will be prompted to DUO authenticate into the system.

**TrueYou**  
ACCOUNT

### Check for a Duo Push

Verify it's you by approving the notification...

Sent to "Android" (\*\*\*-\*\*\*-3904)



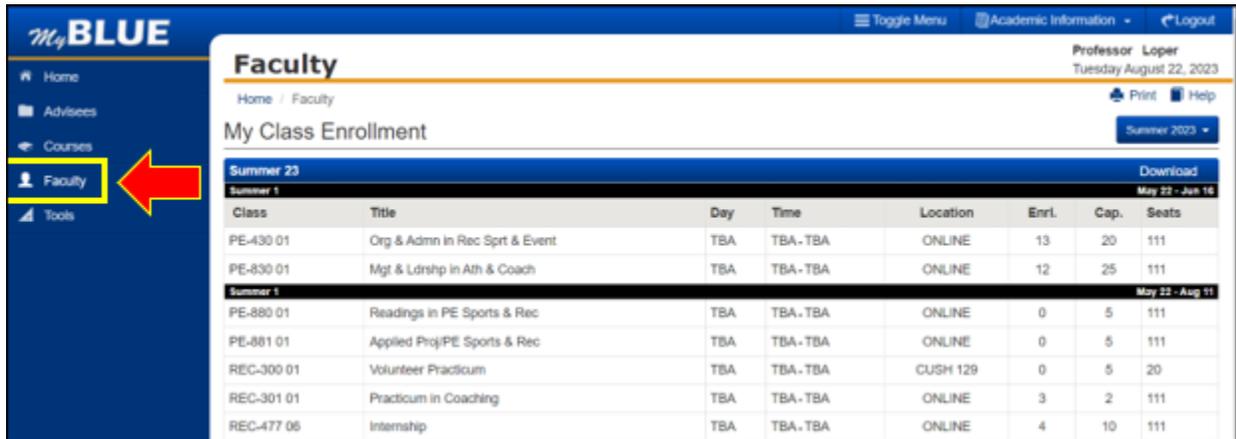
[Other options](#)

Remember me

[Need help?](#) Secured by Duo

## Accessing Early Term Grade Rosters

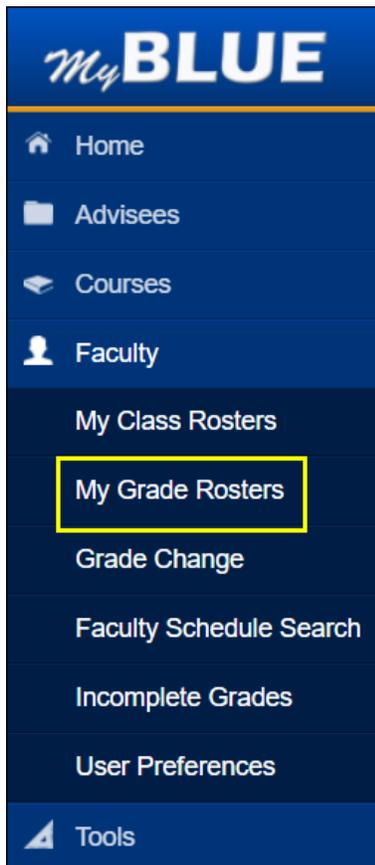
Select Faculty from the left menu.



The screenshot shows the MyBLUE Faculty page. The left navigation menu has 'Faculty' highlighted with a yellow box and a red arrow pointing to it. The main content area is titled 'Faculty' and 'My Class Enrollment'. It displays a table of class enrollment for Summer 23 and Summer 1.

Summer 23								Download
Summer 1								May 22 - Jun 16
Class	Title	Day	Time	Location	Enrl.	Cap.	Seats	
PE-430 01	Org & Admn in Rec Sprt & Event	TBA	TBA - TBA	ONLINE	13	20	111	
PE-830 01	Mgt & Ldrshp in Ath & Coach	TBA	TBA - TBA	ONLINE	12	25	111	
Summer 1								May 22 - Aug 11
PE-880 01	Readings in PE Sports & Rec	TBA	TBA - TBA	ONLINE	0	5	111	
PE-881 01	Applied Proj/PE Sports & Rec	TBA	TBA - TBA	ONLINE	0	5	111	
REC-300 01	Volunteer Practicum	TBA	TBA - TBA	CUSH 129	0	5	20	
REC-301 01	Practicum in Coaching	TBA	TBA - TBA	ONLINE	3	2	111	
REC-477 06	Internship	TBA	TBA - TBA	ONLINE	4	10	111	

Select "My Grade Rosters."



The screenshot shows the MyBLUE Faculty page with the left navigation menu expanded. The 'Faculty' menu item is selected, and the 'My Grade Rosters' option is highlighted with a yellow box.

- Home
- Advisees
- Courses
- Faculty
  - My Class Rosters
  - My Grade Rosters
  - Grade Change
  - Faculty Schedule Search
  - Incomplete Grades
  - User Preferences
- Tools

Check that you are on the correct term.

The Early Term Grade Rosters will appear under “Mid-Term Grade.”

The screenshot shows the MyBLUE Grade Roster page for Professor Loper on Tuesday, August 22, 2023. The page displays a table of classes for Fall 2023. A blue arrow points to a dropdown menu in the 'Mid-Term Grade' column, which is currently open, showing 'Grade Input Allowed' for all four listed courses. The table data is as follows:

Class	Description	Mid-Term Grade
PE 802P-02	Sociology of Sports Activities	Grade Input Allowed
PE 850-01	Rsrch Methd in Kinesiology	Grade Input Allowed
REC 477-04	Internship	Grade Input Allowed
REC 477-07	Internship	Grade Input Allowed

Select “Grade Input Allowed” to access the roster for that course.

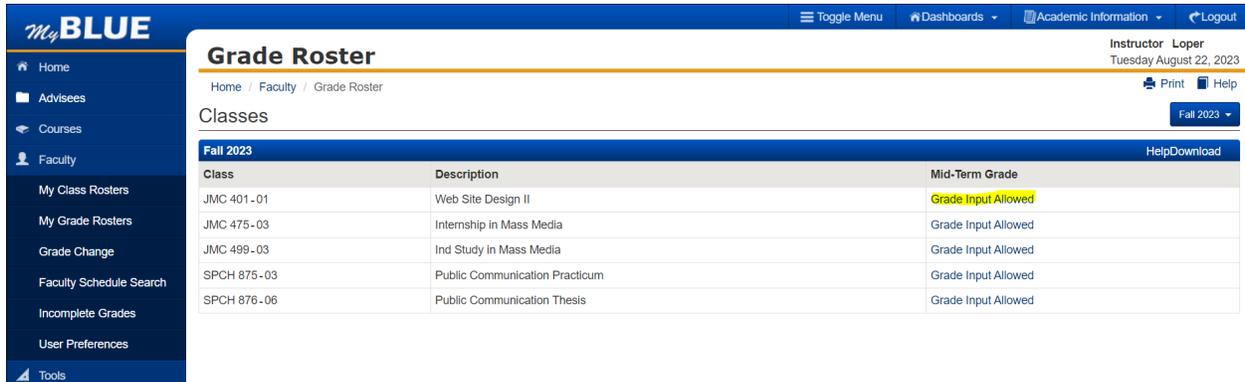
*Note: If “Grade Input Allowed” does not display in this column, the course is a mini session course that does not meet the full semester. Early Term grading is available and required only for full semester courses.*

The screenshot shows the MyBLUE Grade Roster page for Professor Loper on Tuesday, August 22, 2023. The page displays a table of classes for Fall 2023. The 'Mid-Term Grade' column for the first course, PE 802P-02, is highlighted in yellow. The table data is as follows:

Class	Description	Mid-Term Grade
PE 802P-02	Sociology of Sports Activities	Grade Input Allowed
PE 850-01	Rsrch Methd in Kinesiology	Grade Input Allowed
REC 477-04	Internship	Grade Input Allowed
REC 477-07	Internship	Grade Input Allowed

## How to Import Grades from Canvas

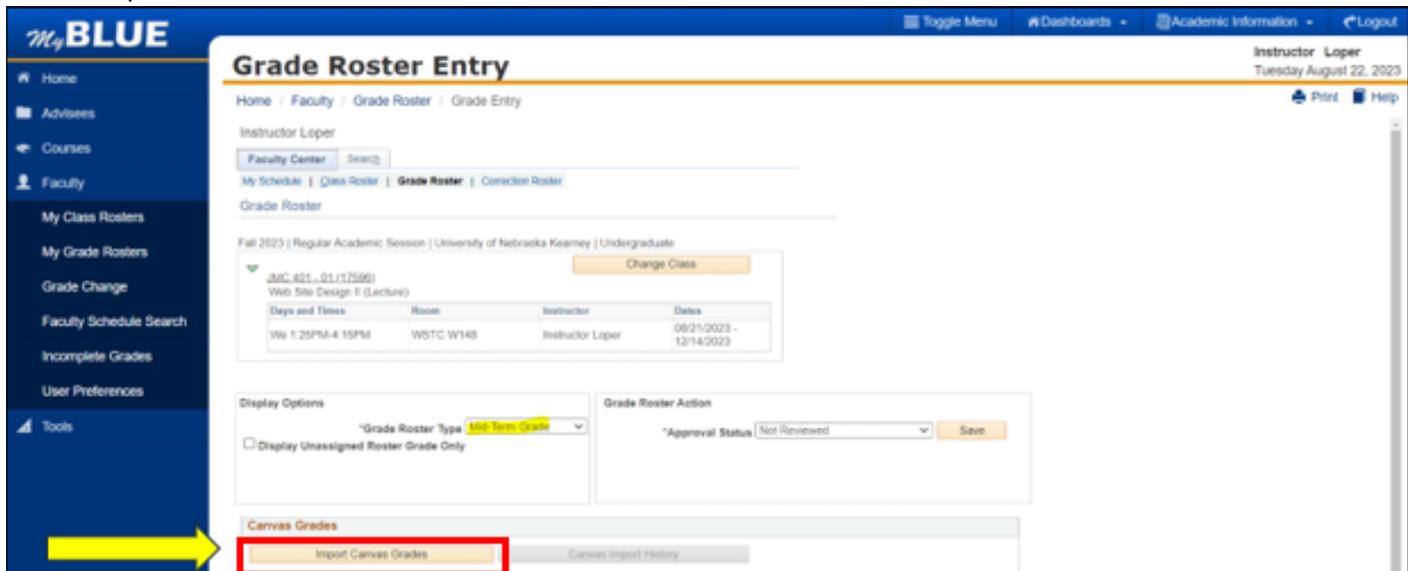
Select "Grade Input Allowed."



The screenshot shows the MyBLUE Grade Roster page. The left sidebar contains navigation options: Home, Advisees, Courses, Faculty, My Class Rosters, My Grade Rosters, Grade Change, Faculty Schedule Search, Incomplete Grades, User Preferences, and Tools. The main content area is titled "Grade Roster" and shows a table of classes for Fall 2023. The "Mid-Term Grade" column for the first class, JMC 401-01, is highlighted in yellow and contains the text "Grade Input Allowed".

Class	Description	Mid-Term Grade
JMC 401-01	Web Site Design II	Grade Input Allowed
JMC 475-03	Internship in Mass Media	Grade Input Allowed
JMC 499-03	Ind Study in Mass Media	Grade Input Allowed
SPCH 875-03	Public Communication Practicum	Grade Input Allowed
SPCH 876-06	Public Communication Thesis	Grade Input Allowed

Select "Import Canvas Grades."



The screenshot shows the MyBLUE Grade Roster Entry page. The left sidebar is the same as in the previous screenshot. The main content area is titled "Grade Roster Entry" and shows a form for entering grades. A yellow arrow points to the "Import Canvas Grades" button in the "Canvas Grades" section. The "Grade Roster Type" dropdown menu is set to "Mid-Term Grade".

Grade Roster Entry

Home / Faculty / Grade Roster / Grade Entry

Instructor Loper  
Tuesday August 22, 2023

Faculty Center Search

My Schedule | Class Roster | **Grade Roster** | Correction Roster

Grade Roster

Fall 2023 | Regular Academic Session | University of Nebraska Kearney | Undergraduate

JMC 401-01 (17596)  
Web Site Design II (Lecture)

Change Class

Days and Times	Room	Instructor	Date
We 1:25PM-4:15PM	WSTC W148	Instructor Loper	08/21/2023 - 12/14/2023

Display Options

\*Grade Roster Type: **Mid-Term Grade**

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status: Not Reviewed Save

Canvas Grades

**Import Canvas Grades** Canvas Import History

Review the grades and compare the Canvas roster and then select “Process Import.”

**Grade Roster Entry**

Home / Faculty / Grade Roster / Grade Entry

Canvas Grade Import Review

ID	Name	Canvas Total	Canvas Grade	Grade To Assign
1		63.33	D-	D-
2		56.67	F	F
3		66.67	D	D
4		73.33	C-	C-
5		80.00	B-	B-
6		70.00	C-	C-
7		66.67	D	D

Process Import Cancel

Review the grades and then change the “Approval Status” to Approved and select Save.

Display Options

\*Grade Roster Type: Mid-Term Grade

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status: Approved Save

Select “Grade Roster” from the top of the page or “My Grade Rosters” from the left menu to return to your courses.

**MyBLUE** Toggle Menu Academic Information Logout

Professor Loper Tuesday August 22, 2023

Home / Faculty / **Grade Roster** / Grade Entry

Professor Loper

Faculty Center Search

My Schedule | Class Roster | **Grade Roster** | Correction Roster

Grade Roster

You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

Enable Tabs & Links

Fall 2023 | Regular Academic Session | University of Nebraska Kearney | Graduate

PE 802P - 02 (20171)  
Sociology of Sports Activities (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 12:20PM-1:10PM	CUSH 129	Professor Loper	08/21/2023 - 12/14/2023

Change Class

# How to Enter Grades for Non-Canvas Import

Select "Grade Input Allowed"

**MyBLUE** | Home / Faculty / Grade Roster | Professor Loper | Tuesday August 22, 2023

**Grade Roster**

Classes

Class	Description	Mid-Term Grade
PE 802P -02	Sociology of Sports Activities	Grade Input Allowed
PE 850 -01	Rsrch Methd in Kinesiology	Grade Input Allowed
REC 477 -04	Internship	Grade Input Allowed
REC 477 -07	Internship	Grade Input Allowed

Grade Roster Type=Mid-Term Grade

If only part of the roster appears, you can select "View All" on the bottom.

**Grade Roster Entry** | Professor Loper | Tuesday August 22, 2023

Home / Faculty / Grade Roster / Grade Entry

Display Options: \*Grade Roster Type: Mid-Term Grade

Grade Roster Action: \*Approval Status: Not Reviewed

Canvas Grades: Import Canvas Grades

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 11111111	Bunny, Bugs			GRD	Education - Kinesiology and Sport Sciences	Graduate
<input type="checkbox"/>	2 22222222	Runner, Road			GRD	Education - Kinesiology and Sport Sciences	Graduate
<input type="checkbox"/>	3 33333333	Smith, John			GRD	Education - Kinesiology and Sport Sciences	Graduate
<input type="checkbox"/>	4 44444444	Walters, Barbara			GRD	Education - Kinesiology and Sport Sciences	Graduate
<input type="checkbox"/>	5 55555555	Loper, Shirley			GRD	Education - Kinesiology and Sport Sciences	Graduate

View All | Download %1 Table to Excel | Rows 1 - 5 of 5

Select All | Clear All | Printer Friendly Version

<- Add this grade to selected students

Enter the Early Term grade for the student. If a grade of F or NC is entered, the faculty will be required to enter an attendance status of Attended, Never Attendance, or Stopped Attending. For questions on determining the appropriate attendance status contact Financial Aid at [finaid1@unk.edu](mailto:finaid1@unk.edu) or 308-865-8520.

**Display Options**

\*Grade Roster Type Mid-Term Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status Not Reviewed ▼ Save

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**Canvas Grades**

Import Canvas Grades Canvas Import History

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Personalize | Find | View All | First 1-5 of 5 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Attendance Status	Last Date of Attendance	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 1111111	Bunny, Bugs	<span>B</span> ▼				GRD	Education - Kinesiology and Sport Sciences	Graduate
<input type="checkbox"/>	2 2222222	Runner, Road	<span>F</span> ▼		<span>Attended</span> ▼		GRD	Education - Kinesiology and Sport Sciences	Graduate
<input type="checkbox"/>	3 3333333	Smith, John	<span>F</span> ▼		<span>Never Attend</span> ▼		GRD	Education - Kinesiology and Sport Sciences	Graduate
<input type="checkbox"/>	4 4444444	Walters, Barbara	<span>F</span> ▼		<span>Stopped Atte:</span> ▼	<span>08/22/2023</span>	GRD	Education - Kinesiology and Sport Sciences	Graduate
<input type="checkbox"/>	5 5555555	Loper, Shirley	<span>D+</span> ▼				GRD	Education - Kinesiology and Sport Sciences	Graduate

View All | | Download %1 Table to Excel Rows 1 - 5 of 5

Select All Clear All

<- Add this grade to selected students

Notify Selected Students Notify All Students

[Printer Friendly Version](#)

Save

Once you have reviewed the grades you have entered change the “Approval Status” to “Approved” and select “Save.”

**Display Options**

\*Grade Roster Type Mid-Term Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status Approved ▼ Save

Select "Grade Roster" from the top of the page or "My Grade Rosters" from the left menu to return to your courses.

MyBLUE

Home / Faculty / **Grade Roster** / Grade Entry

Professor Loper  
Tuesday August 22, 2023

Print Help

Professor Loper

Faculty Center Search

My Schedule | Class Roster | **Grade Roster** | Correction Roster

Grade Roster

You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

Enable Tabs & Links

Fall 2023 | Regular Academic Session | University of Nebraska Kearney | Graduate

Change Class

Days and Times	Room	Instructor	Dates
MoWeFr 12:20PM-1:10PM	CUSH 129	Professor Loper	08/21/2023 - 12/14/2023

Completed grade rosters should display the status "Approved."

MyBLUE

Home / Faculty / Grade Roster

Professor Loper  
Tuesday August 22, 2023

Print Help

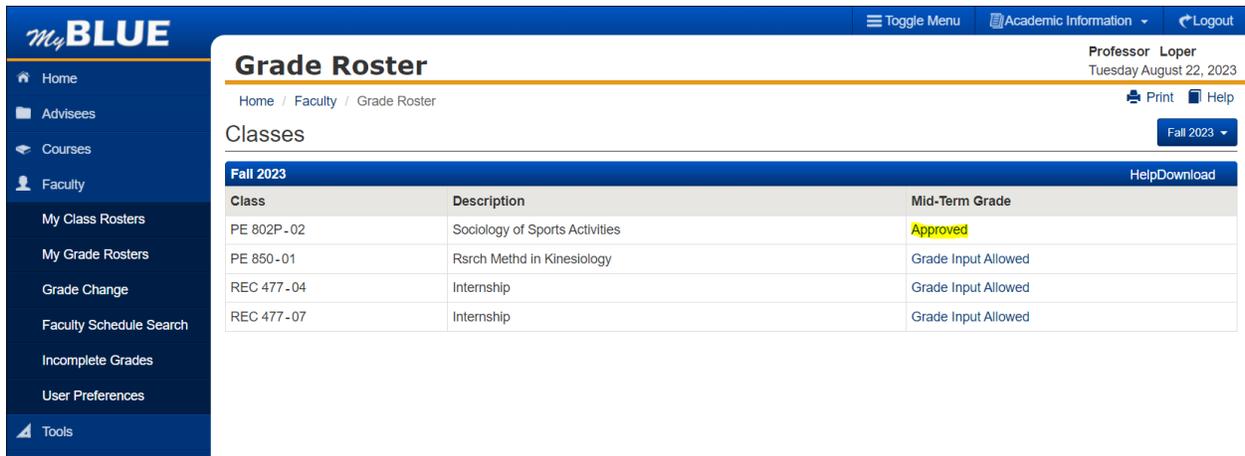
Classes

Fall 2023 Help/Download

Class	Description	Mid-Term Grade
PE 802P-02	Sociology of Sports Activities	Approved
PE 850-01	Resrch Methd in Kinesiology	Grade Input Allowed
REC 477-04	Internship	Grade Input Allowed
REC 477-07	Internship	Grade Input Allowed

## How to Change Early Term Grades

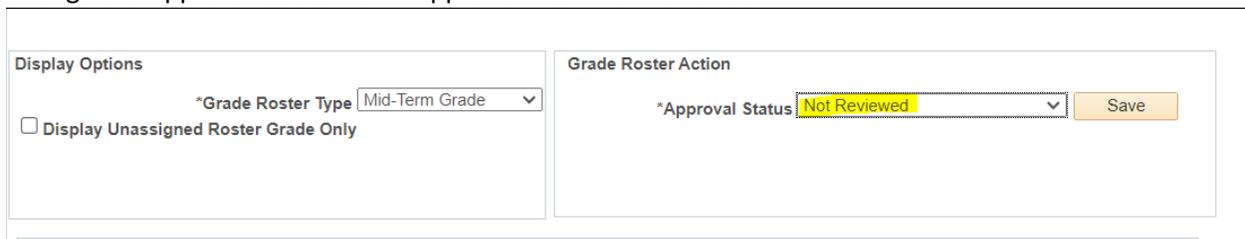
**Early term grades can only be changed while early term grading is open. Once grading is closed no changes can be made.**



The screenshot shows the MyBLUE Grade Roster interface. The top navigation bar includes the MyBLUE logo, a Toggle Menu button, Academic Information, and a Logout button. The user is identified as Professor Loper on Tuesday, August 22, 2023. The main content area is titled "Grade Roster" and shows a breadcrumb trail: Home / Faculty / Grade Roster. There are buttons for Print and Help, and a dropdown menu for the term, currently set to Fall 2023. A HelpDownload button is also present. Below this is a table of classes for the Fall 2023 term.

Class	Description	Mid-Term Grade
PE 802P -02	Sociology of Sports Activities	Approved
PE 850 -01	Rsrch Methd in Kinesiology	Grade Input Allowed
REC 477 -04	Internship	Grade Input Allowed
REC 477 -07	Internship	Grade Input Allowed

Change the Approval Status from “Approved” to “Not Reviewed.”



The screenshot shows the Grade Roster Action form. It has two main sections: Display Options and Grade Roster Action. In the Display Options section, there is a checkbox for "Display Unassigned Roster Grade Only" and a dropdown menu for "Grade Roster Type" set to "Mid-Term Grade". In the Grade Roster Action section, there is a dropdown menu for "Approval Status" set to "Not Reviewed" and a Save button.

Update the "Roster Grade." Then select "Save."

The screenshot shows a web interface for managing a grade roster. At the top, there are two sections: "Display Options" and "Grade Roster Action".

**Display Options:**

- \*Grade Roster Type: Mid-Term Grade (dropdown)
- Display Unassigned Roster Grade Only

**Grade Roster Action:**

- \*Approval Status: Not Reviewed (dropdown)
- Save (button)

Below these sections are buttons for "Import Canvas Grades" and "Canvas Import History".

The main area contains a table with the following columns: Student Grade, ID, Name, Roster Grade, Office Grade, Attendance Status, Last Date of Grading Attendance, Reason, Program and Plan, and Level. A red box highlights the "Roster Grade" column for five students:

Student Grade	ID	Name	Roster Grade	Office Grade	Attendance Status	Last Date of Grading Attendance	Reason	Program and Plan	Level
<input type="checkbox"/>	1 1111111	Bunny Bugs	B				GRD	Education - Kinesiology and Sport Sciences	Graduate
<input type="checkbox"/>	2 2222222	Runnie Road	F		Attended		GRD	Education - Kinesiology and Sport Sciences	Graduate
<input type="checkbox"/>	3 3333333	Smith John	F		Never Attend		GRD	Education - Kinesiology and Sport Sciences	Graduate
<input type="checkbox"/>	4 4444444	Walker Barbara	F		Stopped Atte	08/22/2023	GRD	Education - Kinesiology and Sport Sciences	Graduate
<input type="checkbox"/>	5 5555555	Laper Shirle	D+				GRD	Education - Kinesiology and Sport Sciences	Graduate

Below the table are buttons for "Select All", "Clear All", "Printer Friendly Version", and "Add this grade to selected students". At the bottom right, a "Save" button is highlighted with a red box.

Then change the "Approval Status" back to "Approved" and select Save.

This screenshot shows a close-up of the "Grade Roster Action" section. The "Approval Status" dropdown menu is now set to "Approved", which is highlighted in yellow. The "Save" button is visible to the right.

**Grade Roster Action:**

- \*Approval Status: Approved (dropdown)
- Save (button)