Instructions for Posting Early Term Grades

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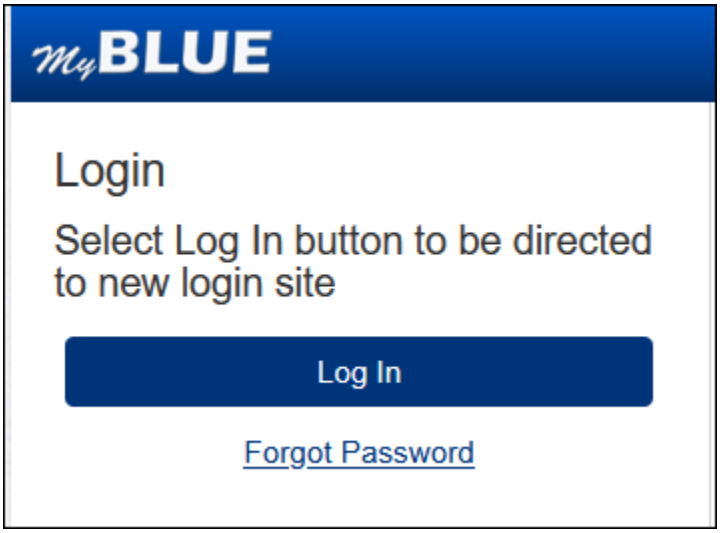
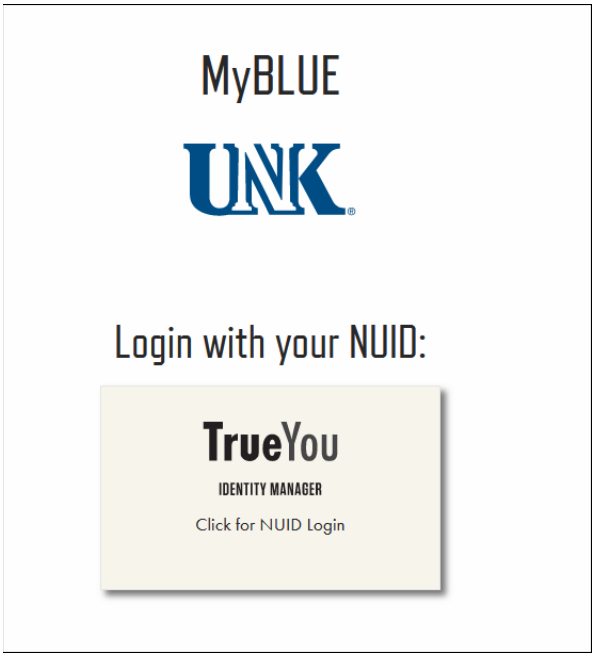
Log into MyBLUE

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

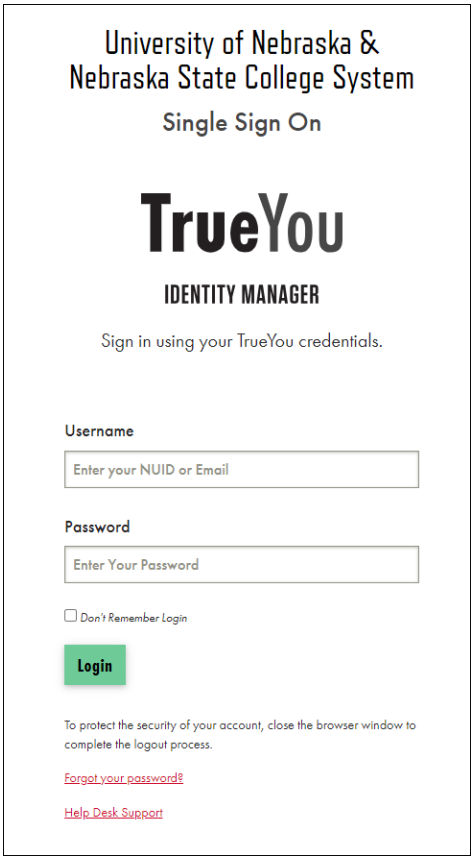
Select the “Log In” button.



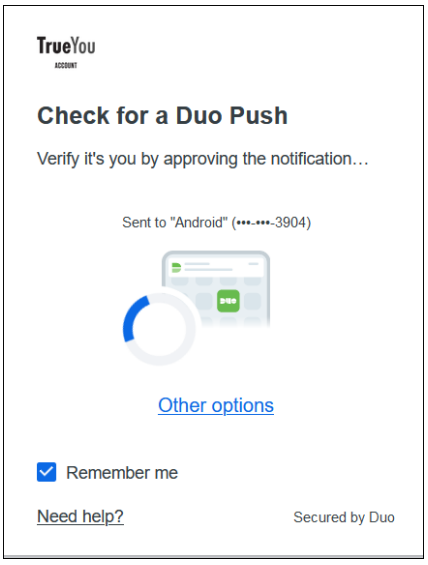
Click on the “TrueYou” button.



Enter your NUID and Password:

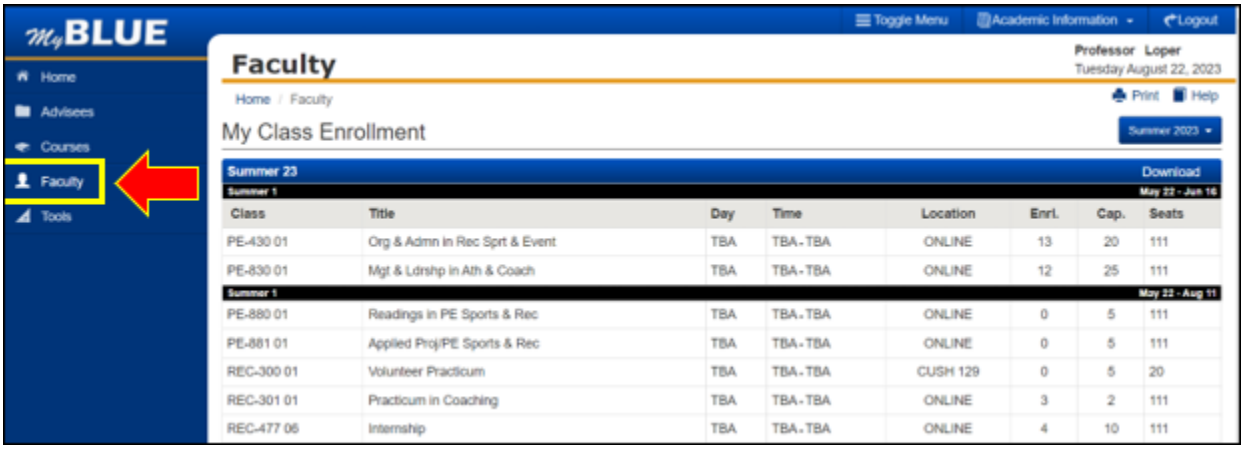


Then you will be prompted to DUO authenticate into the system.

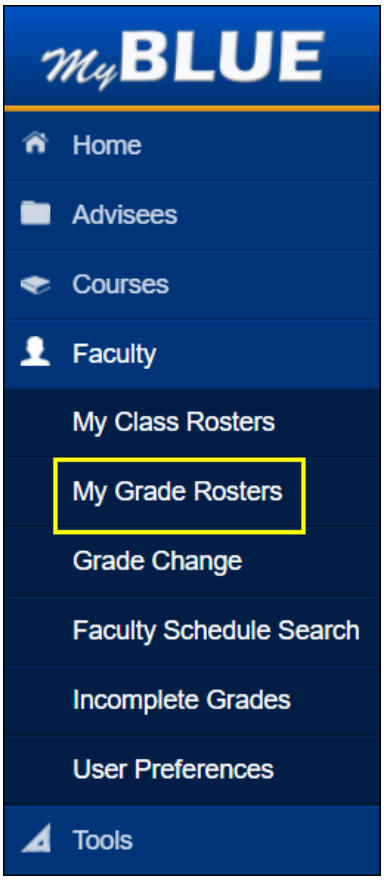


Accessing Early Term Grade Rosters

Select Faculty from the left menu.

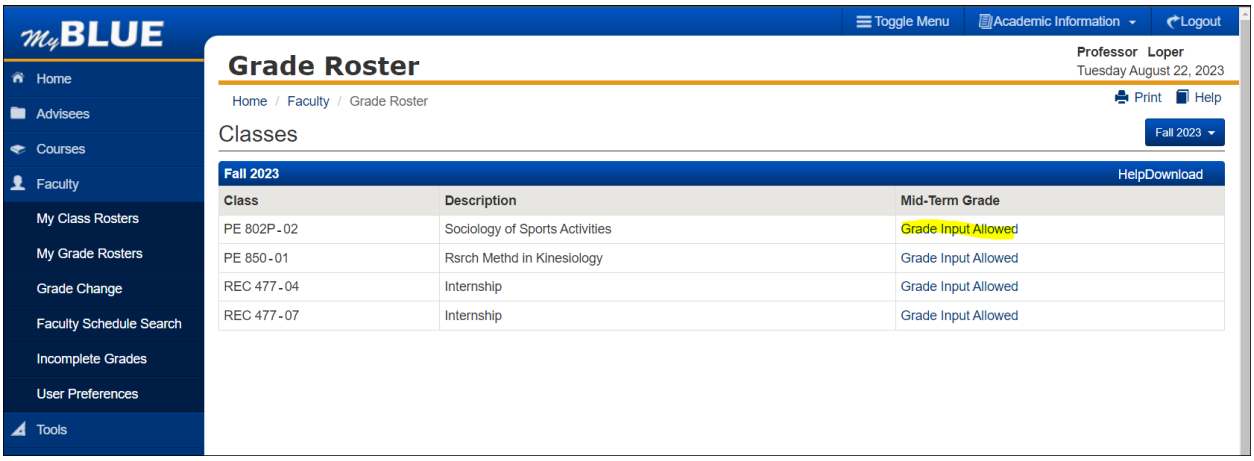


Select “My Grade Rosters.”



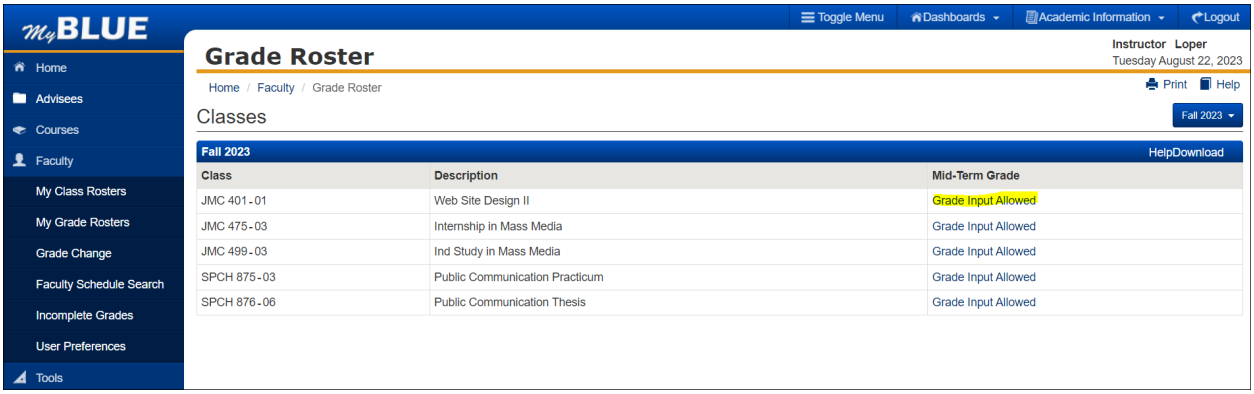
Check that you are on the correct term.
The Early Term Grade Rosters will appear under “Mid-Term Grade.”

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.

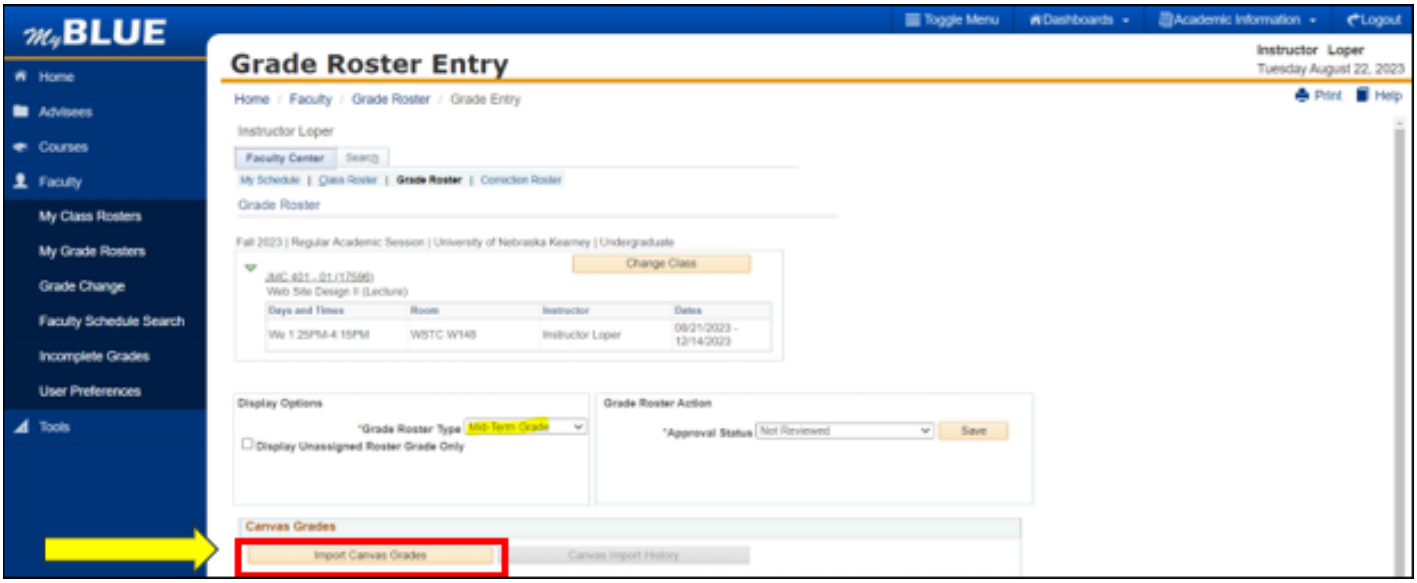


How to Import Grades from Canvas

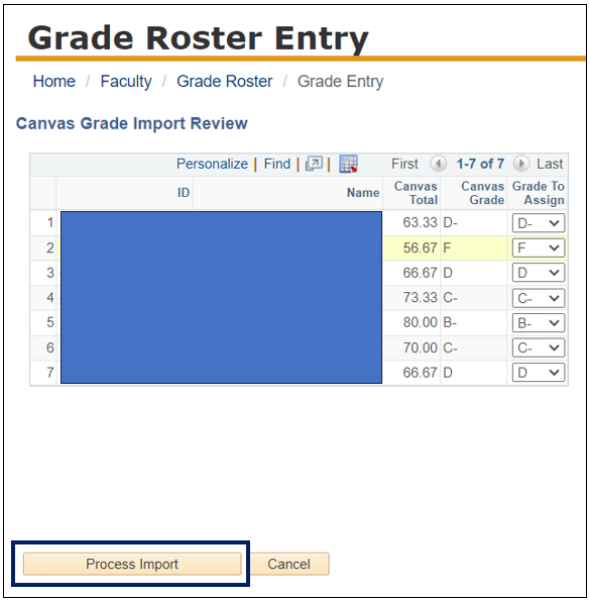
Select “Grade Input Allowed.”



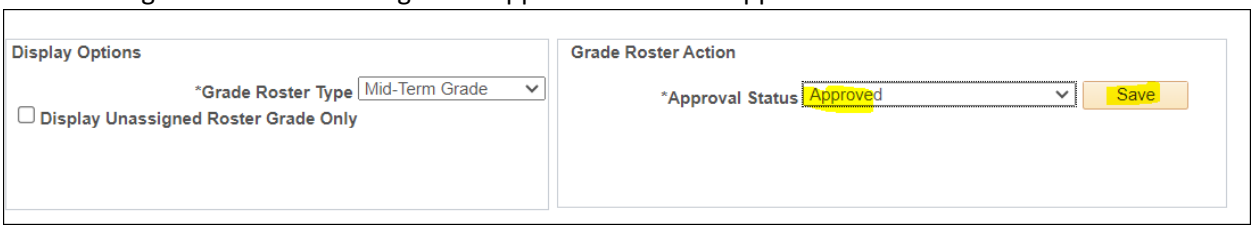
Select “Import Canvas Grades.”



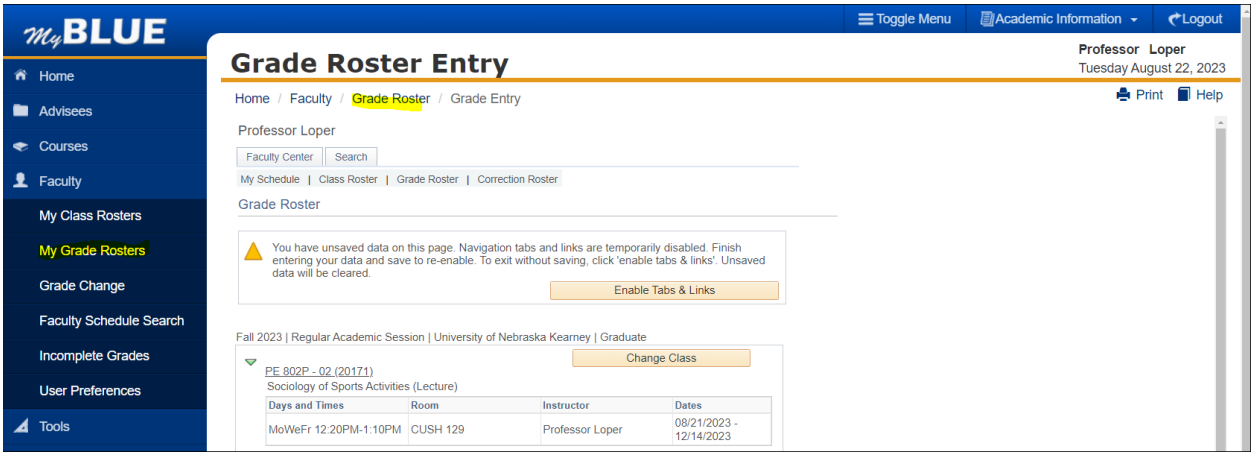
Review the grades and compare the Canvas roster and then select “Process Import.”



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

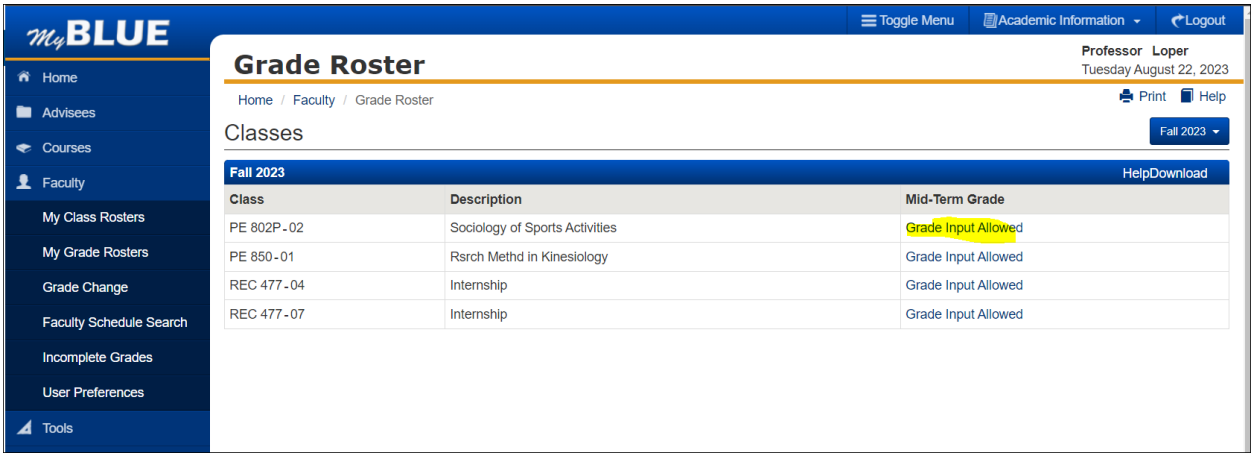


Select “Grade Roster” from the top of the page or “My Grade Rosters” from the left menu to return to your courses.



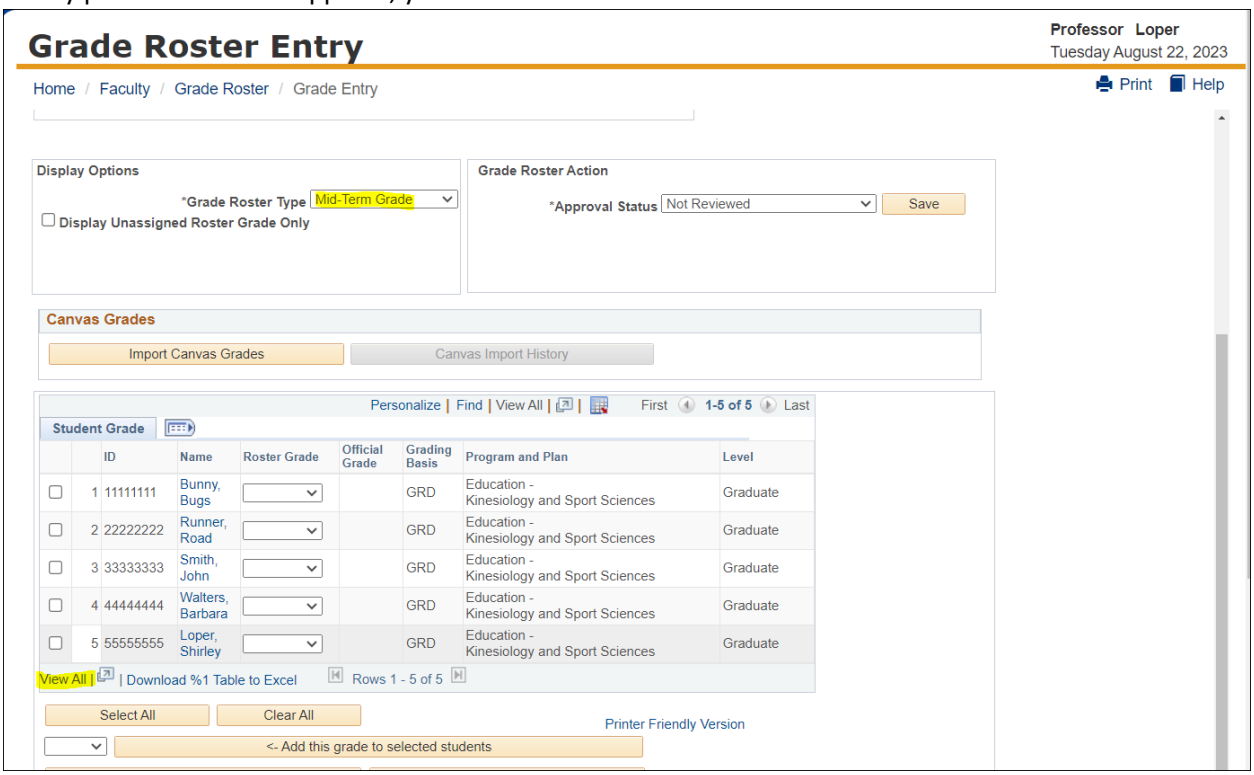
How to Enter Grades for Non-Canvas Import

Select “Grade Input Allowed”

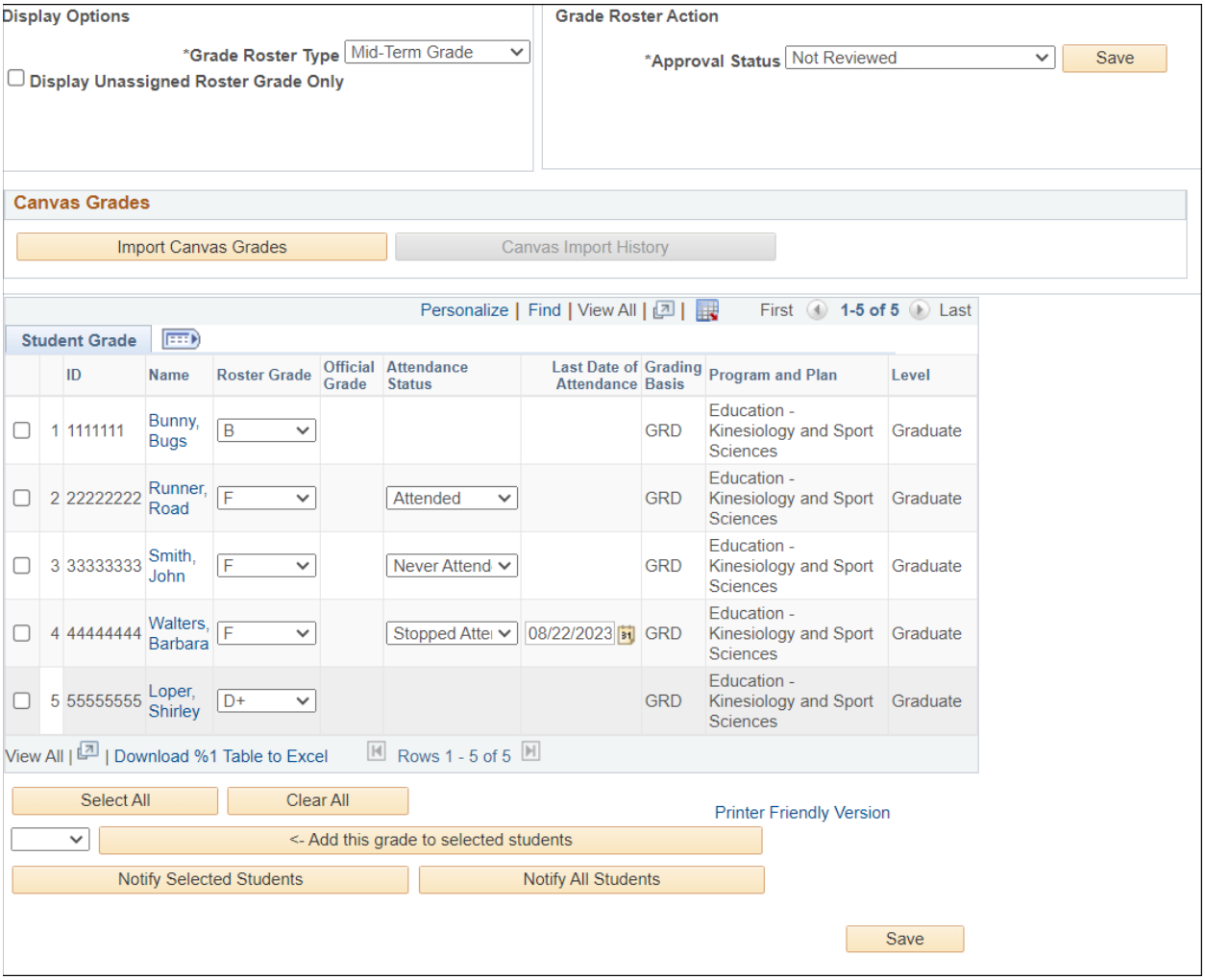


Grade Roster Type=Mid-Term Grade

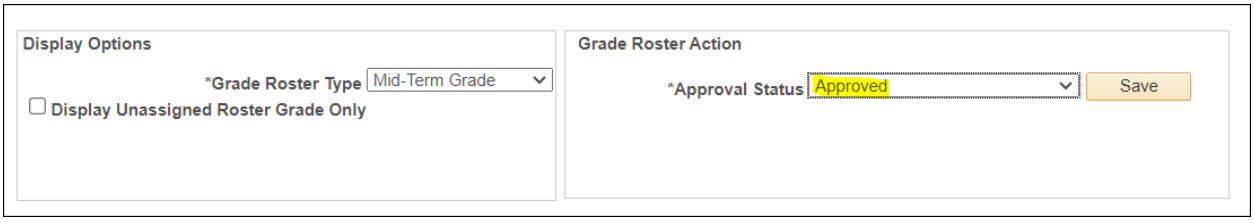
If only part of the roster appears, you can select “View All” on the bottom.



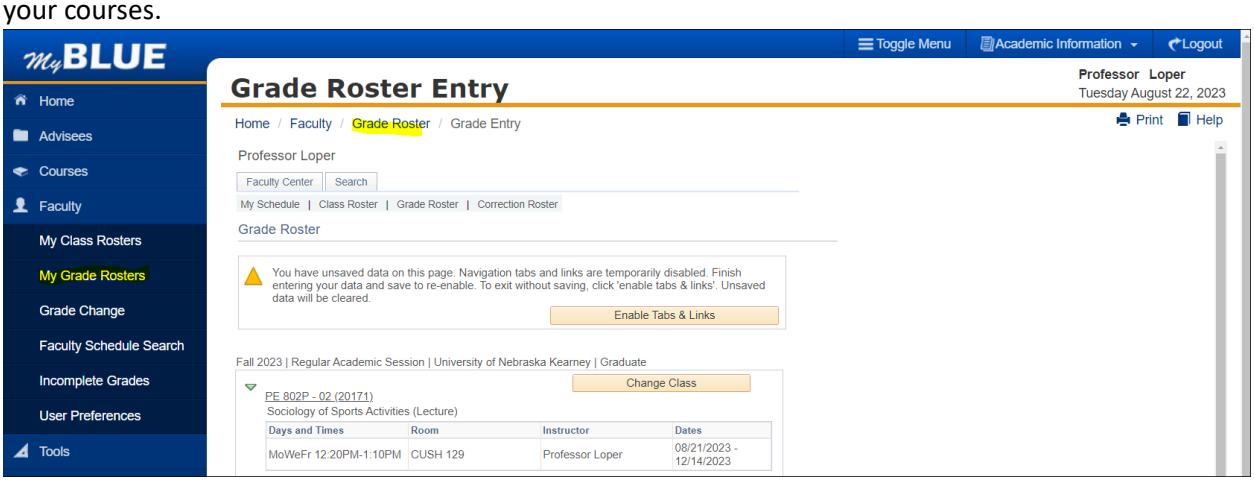
Enter the Early Term grade for the student. If a grade of F or NC is entered, the faculty will be required to enter an attendance status of Attended, Never Attendance, or Stopped Attending. For questions on determining the appropriate attendance status contact Financial Aid at finaid1@unk.edu or 308-865-8520.



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



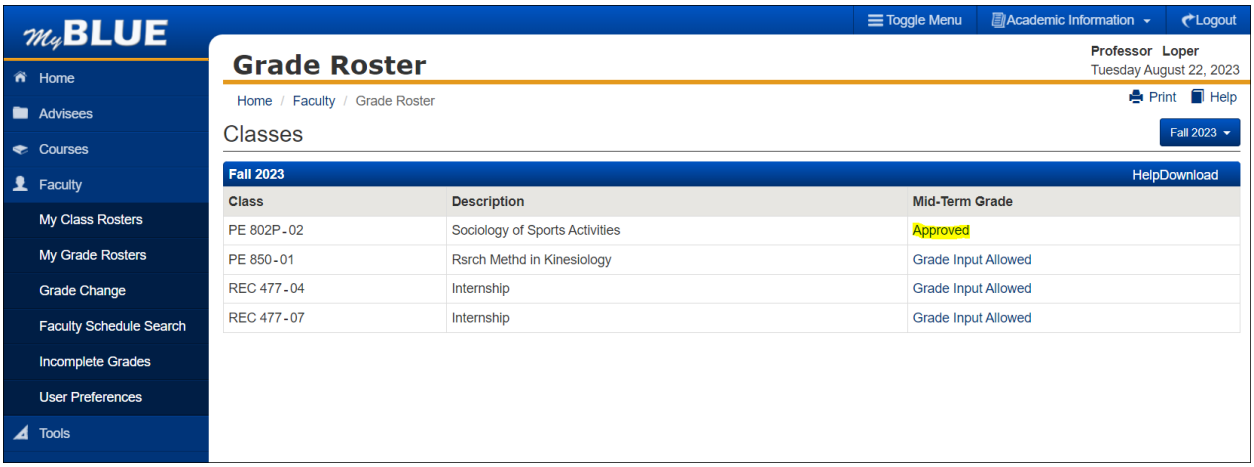
Select “Grade Roster” from the top of the page or “My Grade Rosters” from the left menu to return to your courses.



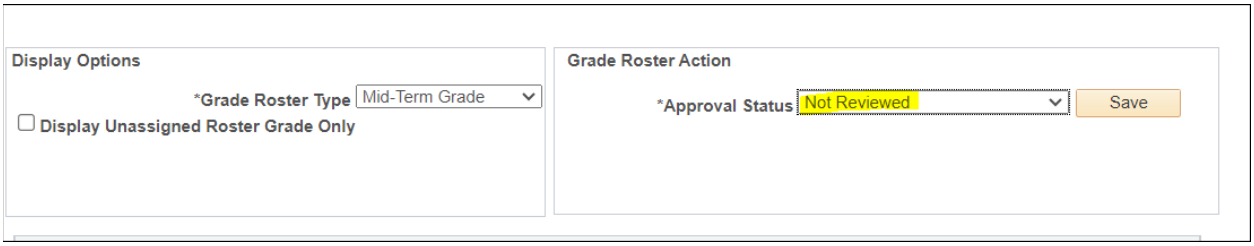
Completed grade rosters should display the status “Approved.”

How to Change Early Term Grades

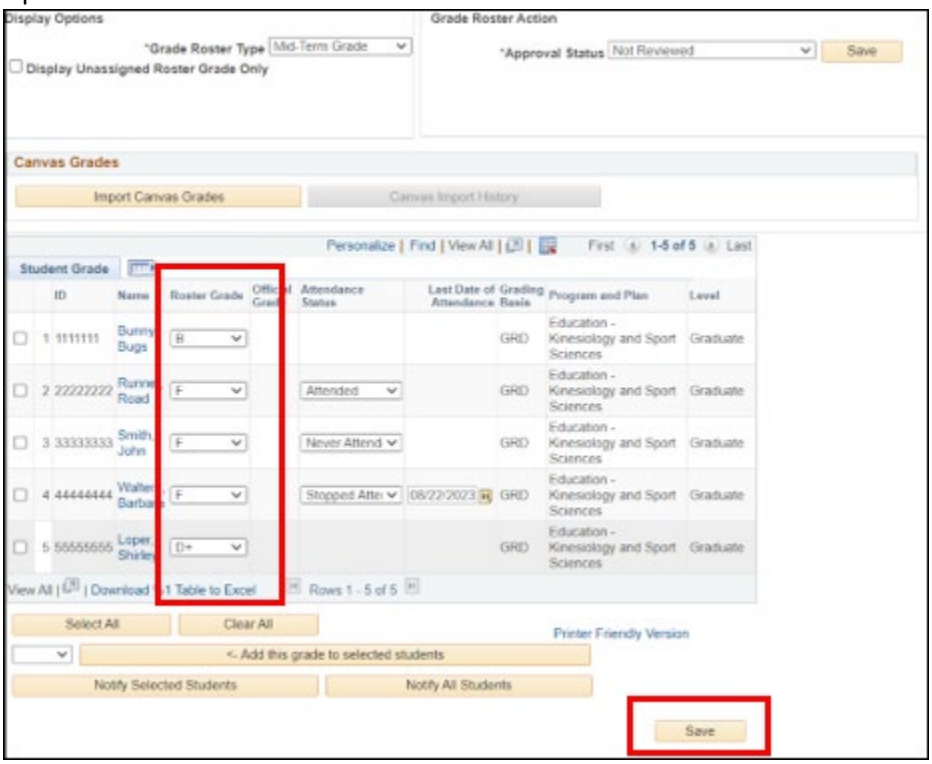
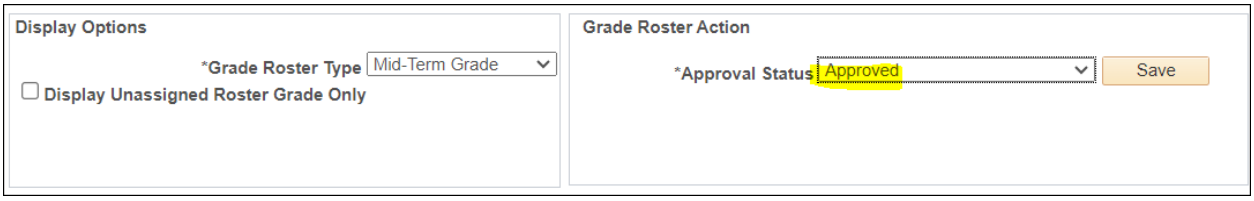
Early term grades can only be changed while early term grading is open. Once grading is closed no changes can be made.



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



Update the “Roster Grade.” Then select “Save.”



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