

FACULTY CENTER IN ALBERT: ONLINE GRADING

The Faculty Center is a “one-stop shop” for all your self-service needs for academic information. The Faculty Center home page is grouped into sections that will guide you through various services. This guide will provide instructions relating to submitting grades online starting with Summer 2011.

Logging in

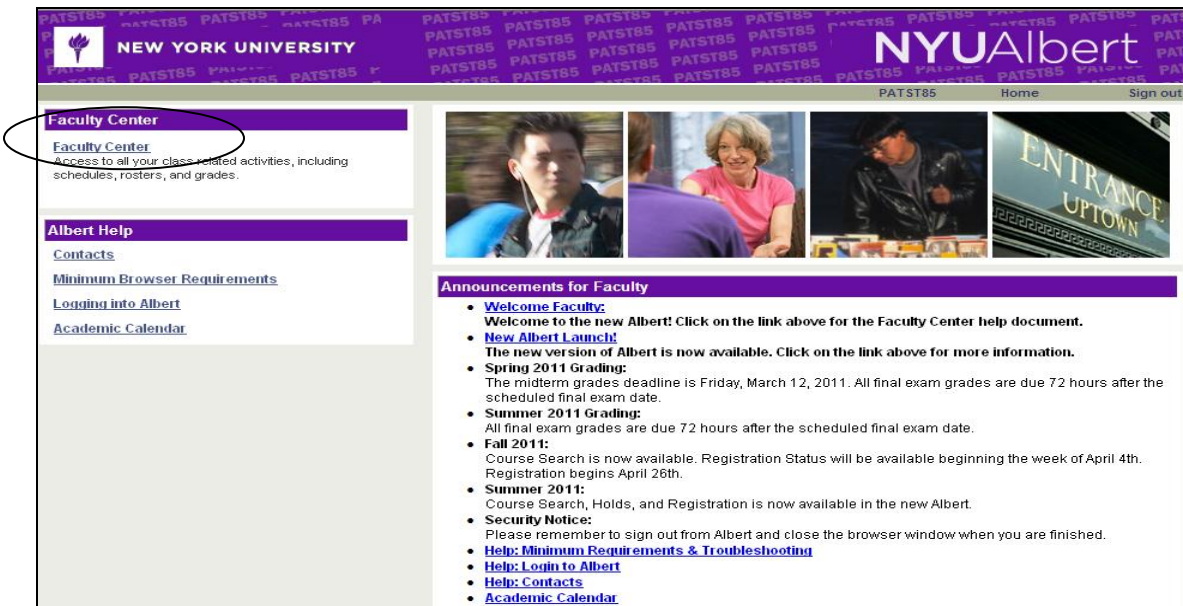
To access the Faculty Center pages, login to NYUHome (home.nyu.edu) and enter your netid and password. The netid can be found in the back of your NYU ID card. It is important not to confuse your netid with your University ID# (N12345678).



Once successfully logged on the NYUHome, click on the Academics tab. Find the Albert login button and click to access the NYU Albert portal.



This is the NYU Albert portal. Click on Faculty Center link to access the Faculty Center home page.



FACULTY CENTER ONLINE GRADING

Grading access for instructors is determined by the department that is offering the course. Please verify your grading access before assigning grades to the grade roster.


- I. **For persons with APPROVE access:** online grading in the New Albert is a 2-step process.
 1. **Assign/Approve** grades: The instructor assigns the grades then electronically submits the grades to the Registrar's Office.
 2. **Post** Grades: The Registrar's Office then posts the grades that will appear on the student's transcript. *Note: Grades will normally appear 30 minutes after they have been submitted to the Registrar's Office.*

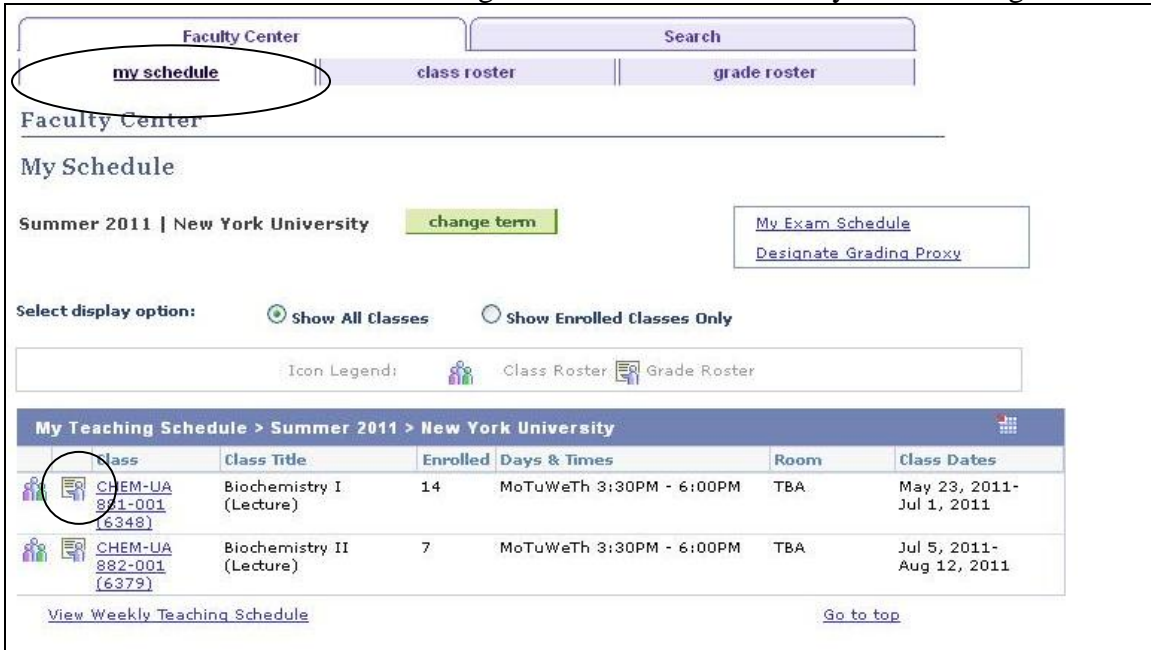
- II. **For persons with GRADE access:** online grading in the New Albert is a 3-step process.
 1. **Assign** Grades: The grader selects the grades from a drop-down menu for each student in a course then **holds for approval**.
 2. **Approve** Grades: An approver reviews the assigned grades then **submits the grades to the Registrar**. *Note: once grades are approved, the grades will not reflect on the student's transcript until posted by the Registrar's Office.*
 3. **Post** Grades: The Registrar's Office **posts** the grades that will appear on the student transcript. *Note: Grades will normally appear 30 minutes after they have been submitted to the Registrar's Office.*

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I. **For persons with APPROVE access: Assign/Approve Grades:** This is for persons who do not require an approver to submit grades to the Registrar's Office. The person assigns the grades then electronically submits the grades to the Registrar's Office.

1. Navigate to Faculty Center>My Schedule

2. Click on  to select the grade roster for a class that you intend to grade.



Faculty Center | Search



my schedule | class roster | grade roster

Faculty Center



My Schedule

Summer 2011 | New York University [change term](#) [My Exam Schedule](#)
[Designate Grading Proxy](#)

Select display option: Show All Classes Show Enrolled Classes Only

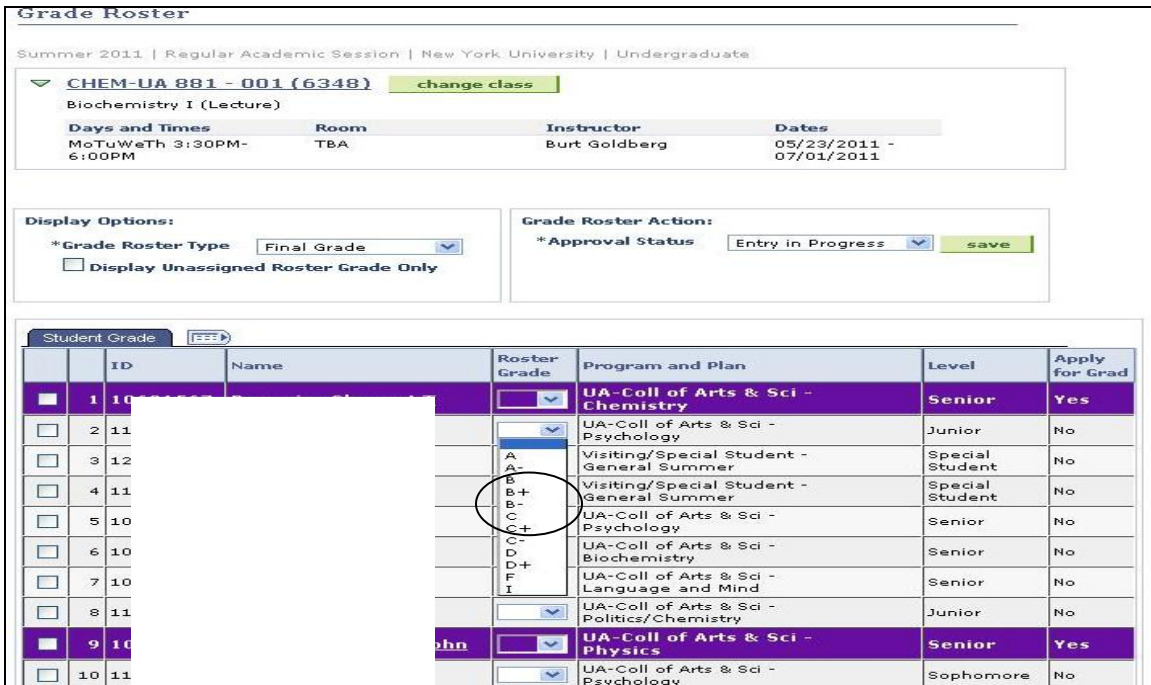
Icon Legend:  Class Roster  Grade Roster

My Teaching Schedule > Summer 2011 > New York University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 CHEM-UA 881-001 (6348)	Biochemistry I (Lecture)	14	MoTuWeTh 3:30PM - 6:00PM	TBA	May 23, 2011 - Jul 1, 2011
 CHEM-UA 882-001 (6379)	Biochemistry II (Lecture)	7	MoTuWeTh 3:30PM - 6:00PM	TBA	Jul 5, 2011 - Aug 12, 2011

[View Weekly Teaching Schedule](#) [Go to top](#)

3. Assign a Roster Grade by using the drop down menu for each student on your list.



Grade Roster

Summer 2011 | Regular Academic Session | New York University | Undergraduate

CHEM-UA 881 - 001 (6348) [change class](#)

Biochemistry I (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeTh 3:30PM - 6:00PM	TBA	Burt Goldberg	05/23/2011 - 07/01/2011

Display Options: *Grade Roster Type: Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: [save](#)

Student Grade	ID	Name	Roster Grade	Program and Plan	Level	Apply for Grad
<input checked="" type="checkbox"/>	1 10		<input type="text" value="A-"/>	UA-Coll of Arts & Sci - Chemistry	Senior	Yes
<input type="checkbox"/>	2 11		<input type="text" value="A-"/>	UA-Coll of Arts & Sci - Psychology	Junior	No
<input type="checkbox"/>	3 12		<input type="text" value="A-"/>	Visiting/Special Student - General Summer	Special Student	No
<input type="checkbox"/>	4 11		<input type="text" value="A-"/>	Visiting/Special Student - General Summer	Special Student	No
<input type="checkbox"/>	5 10		<input type="text" value="A-"/>	UA-Coll of Arts & Sci - Psychology	Senior	No
<input type="checkbox"/>	6 10		<input type="text" value="A-"/>	UA-Coll of Arts & Sci - Biochemistry	Senior	No
<input type="checkbox"/>	7 10		<input type="text" value="A-"/>	UA-Coll of Arts & Sci - Language and Mind	Senior	No
<input type="checkbox"/>	8 11		<input type="text" value="A-"/>	UA-Coll of Arts & Sci - Politics/Chemistry	Junior	No
<input checked="" type="checkbox"/>	9 10	John	<input type="text" value="B+"/>	UA-Coll of Arts & Sci - Physics	Senior	Yes
<input type="checkbox"/>	10 11		<input type="text" value="A-"/>	UA-Coll of Arts & Sci - Psychology	Sophomore	No

4. Scroll down and make sure you view all students in your grade roster.

<input type="checkbox"/>	10	11:			UA-Coll of Arts & Sci - Psychology	Sophomore	No
<input type="checkbox"/>	11	10:			UA-Coll of Arts & Sci - Chemistry/American Sign Language	Sophomore	No
<input type="checkbox"/>	12	10:			UA-Coll of Arts & Sci - Psychology	Junior	No
<input type="checkbox"/>	13	10:			UA-Coll of Arts & Sci-Cert - Pre-Health Studies	Certificate	No
<input type="checkbox"/>	14	11:			UA-Coll of Arts & Sci - Biology/East Asian Studies/Economics	Senior	No

View All | Download | Rows 1 - 14 of 14

5. After the roster grades have been assigned, go to Grade Roster Action and select the *Approval Status “Submit Grades to Registrar”, then click Save.
Note: It is not necessary to assign grades for all students. Instructors can return to the Faculty Center at a later time and assign grades to the remaining students (see Partial Post in the Additional Information section).

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Submit Grades to Registrar save

Hold for Approval
Save but not Submit
Submit Grades to Registrar

ID	Name	Roster Grade	Program and Plan	Level	Apply for Grad
1	10	A	UA-Coll of Arts & Sci - Chemistry	Senior	Yes
2	11	B	UA-Coll of Arts & Sci - Psychology	Junior	No
3	12	A-	Visiting/Special Student - General Summer	Special Student	No
4	11	B+	Visiting/Special Student - General Summer	Special Student	No
5	10	B-	UA-Coll of Arts & Sci - Psychology	Senior	No
6	10	B-	UA-Coll of Arts & Sci - Biochemistry	Senior	No
7	10	B-	UA-Coll of Arts & Sci - Language and Mind	Senior	No
8	11	A-	UA-Coll of Arts & Sci - Politics/Chemistry	Junior	No
9	10	A	UA-Coll of Arts & Sci - Physics	Senior	Yes
10	11	A-	UA-Coll of Arts & Sci - Psychology	Sophomore	No
11	10	B	UA-Coll of Arts & Sci - Chemistry/American Sign Language	Sophomore	No
12	10	B-	UA-Coll of Arts & Sci - Psychology	Junior	No
13	10	C+	UA-Coll of Arts & Sci-Cert - Pre-Health Studies	Certificate	No

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6. When the Registrar’s Office posts the grades, the grade roster will indicate **Graded** and the grades will appear on the student’s transcript. *Note: If necessary, an instructor can change a student’s grade (see Grade Changes in the Additional Information section)*

▼ **POL-UA 336 - 001 (3762)** change class

Gender in Law (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 10:00AM-1:00PM	TBA	Abee Doodle, Andy Instructor	05/23/2011 - 07/01/2011

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:


*Approval Status Submit to Registra save

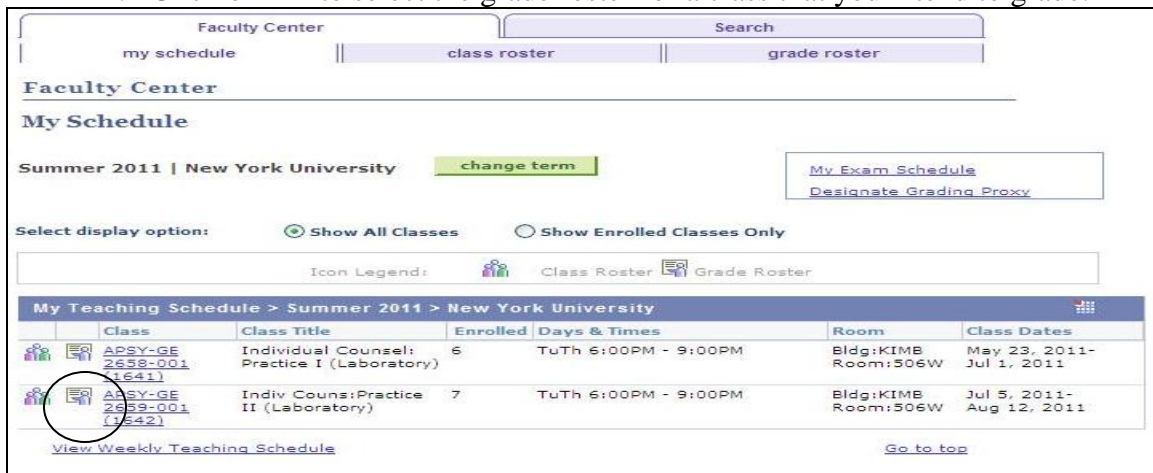
[Request Grade Change](#)

Student Grade		Requirement Designation			Roster Grade	Program and Plan	Level	Status
<input type="checkbox"/>	1				A-	UE-Steinhardt Sch Cul Ed &Hu - Media, Culture, and Communicat	Freshman	Graded
<input type="checkbox"/>	2				A-	UA-Coll of Arts & Sci - Art History/History/Law and Society	Senior	Graded
<input type="checkbox"/>	3				A	UA-Coll of Arts & Sci - Politics	Freshman	Graded
<input type="checkbox"/>	4				A	UA-Coll of Arts & Sci - Undecided	Sophomore	Graded
<input type="checkbox"/>	5					UG-Gallatin Sch of Ind Study - Individualized Major	Freshman	Pending
<input type="checkbox"/>	6					UA-Coll of Arts & Sci - Undecided	Junior	Pending
<input checked="" type="checkbox"/>	7					UA-Coll of Arts & Sci - Politics	Senior	Pending
<input type="checkbox"/>	8					UA-Coll of Arts & Sci - Undecided	Junior	Pending

View All | | Download | Rows 1 - 8 of 8

II. For persons with GRADE access: This is for faculty, staff, TA’s, or proxies who assign grades but need an approver to review the grades before it is submitted to the Registrar’s Office. The grader selects the grades from a drop-down menu for each student in a course then **holds for approval**. An approver reviews the assigned grades then **submits the grades to the Registrar**. The Registrar’s Office **posts** the grades that will appear on the student transcript.

1. Navigate to Faculty Center>My Schedule
2. Click on  to select the grade roster for a class that you intend to grade.



The screenshot shows the Faculty Center interface. At the top, there are navigation tabs for 'my schedule', 'class roster', and 'grade roster'. Below this, the 'My Schedule' section is visible, including a 'change term' button and a 'My Exam Schedule' link. A 'Select display option' section has radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' shows a person icon for 'Class Roster' and a document icon for 'Grade Roster'. The main content is a table titled 'My Teaching Schedule > Summer 2011 > New York University'. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. Two rows are visible: 'Individual Counsel: Practice I (Laboratory)' and 'Indiv Couns:Practice II (Laboratory)'. The 'Grade Roster' icon in the first row is circled in red.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
APSY-GE 2698-001 (1641)	Individual Counsel: Practice I (Laboratory)	6	TuTh 6:00PM - 9:00PM	Bldg:KIMB Room:506W	May 23, 2011- Jul 1, 2011
APSY-GE 2699-001 (1642)	Indiv Couns:Practice II (Laboratory)	7	TuTh 6:00PM - 9:00PM	Bldg:KIMB Room:506W	Jul 5, 2011- Aug 12, 2011

3. Select a Roster Grade by using the drop down menu for each student on your list
4. After roster grades have been assigned, go to Grade Roster Action and select an Approval Status “Hold for Approval”, then click Save. *Note: It is not necessary to assign grades for all students. Graders can return to the Faculty Center at a later time and assign grades to the remaining students (see Partial Post in the Additional Information section). Graders will need to inform approvers when grades are ready to be submitted to the Registrar.*

Faculty Center | Search

my schedule | class roster | grade roster

Grade Roster

Summer 2011 | Six Week - Second | New York University | Graduate

AP5Y-GE 2659 - 001 (1642) [change class](#)

Indiv Couns:Practice II (Laboratory)

Days and Times	Room	Instructor	Dates
TuTh 6:00PM-9:00PM	Bldg:KIMB Room:506W	Max L Belkin	07/05/2011 - 06/22/2011

Display Options:
 *Grade Roster Type:
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: [save](#)

ID	Name	Roster Grade	Program and Plan	Level	Apply for Grad
1		P	GE-Steinhardt SchI Grad - Counseling for Mental Hlth &We	Master's	No
2		P	GE-Steinhardt SchI Grad - Counseling for Mental Hlth &We	Master's	No
3		P	GE-Steinhardt SchI Grad - Counseling for Mental Hlth &We	Master's	No
4		P	GE-Steinhardt SchI Grad - Counseling for Mental Hlth &We	Master's	No
5		P	GE-Steinhardt SchI Grad - Counseling for Mental Hlth &We	Master's	No
6			GE-Steinhardt SchI Grad - Counseling for Mental Hlth &We	Master's	No

III. **Approving Grades:** This is for faculty or department administrators who review and approve the assigned grades, and then electronically submit the grades to the Registrar's Office. **At this stage, these approvers can also change a student's grade before it is submitted to the Registrar's Office.**

1. Click on  to approve grades for a class.

Faculty Center | Search

my schedule | class roster | grade roster

Faculty Center

My Schedule

Summer 2011 | New York University [change term](#)

[My Exam Schedule](#)
[Designate Grading Proxy](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
AP5Y-GE 2658-001 (1641)	Individual Counsel: Practice I (Laboratory)	6	TuTh 6:00PM - 9:00PM	Bldg:KIMB Room:506W	May 23, 2011- Jul 1, 2011
AP5Y-GE 2659-001 (1642)	Indiv Couns:Practice II (Laboratory)	7	TuTh 6:00PM - 9:00PM	Bldg:KIMB Room:506W	Jul 5, 2011- Aug 12, 2011

[View Weekly Teaching Schedule](#) [Go to top](#)

2. As an approver, you can review the grades assigned, then choose the Approval Status "Submit Grades to Registrar", and click Save.
3. If you want to change an assigned grade at this point, go the Grade Roster Action and re-select *Approval Status "Save but not Submit", change the roster grade, then re-select Submit to Registrar. *Note: When the Registrar's Office posts the grades, the grade roster will indicate **Posted** and the grades will appear on the student's transcript. An automated process to post the grades will run approximately every 30 minutes. If necessary, an instructor can change a student's grade after being posted (see Grade Changes in the Additional Information section).*

▼ **APSY-GE 2659 - 001 (1642)** [change class](#)

Indiv Couns:Practice II (Laboratory)

Days and Times	Room	Instructor	Dates
TuTh 6:00PM-9:00PM	Bldg:KIMB Room:506W	Max L Belkin	07/05/2011 - 08/12/2011

Display Options:
 *Grade Roster Type:
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: [Submit Grades to Registrar](#) [save](#)

Student Grade [REF](#)

ID	Name	Roster Grade	Program and Plan	Level	Apply for Grad
1 10		P	GE-Steinhardt Schl Grad - Counseling for Mental Hlth &We	Master's	No
2 10		P	GE-Steinhardt Schl Grad - Counseling for Mental Hlth &We	Master's	No
3 10		P	GE-Steinhardt Schl Grad - Counseling for Mental Hlth &We	Master's	No
4 11		P	GE-Steinhardt Schl Grad - Counseling for Mental Hlth &We	Master's	No
5 10		P	GE-Steinhardt Schl Grad - Counseling for Mental Hlth &We	Master's	No
6 10		P	GE-Steinhardt Schl Grad - Counseling for Mental Hlth &We	Master's	No
7 11		P	GE-Steinhardt Schl Grad - Counseling for Mental Hlth &We	Master's	No

ADDITIONAL INFORMATION

Proxy Designation: Primary instructors can designate a proxy grader for a course.

Navigate to **Self-Service>Faculty Center>My Schedule**

1. Click Designate Grading Proxy

Faculty Center [Search](#)

[my schedule](#) [class roster](#) [grade roster](#)

Faculty Center

My Schedule

Summer 2011 | New York University [change term](#)

[My Exam Schedule](#)
[Designate Grading Proxy](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > Summer 2011 > New York University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CHEM-UA 881-001 (6348)	Biochemistry I (Lecture)	14	MoTuWeTh 3:30PM - 6:00PM	TBA	May 23, 2011- Jul 1, 2011
CHEM-UA 882-001 (6379)	Biochemistry II (Lecture)	7	MoTuWeTh 3:30PM - 6:00PM	TBA	Jul 5, 2011- Aug 12, 2011

[View Weekly Teaching Schedule](#) [Go to top](#)

2. Click on the magnifying glass to enter the proxy's Campus ID. This will populate the Emplid field.

Designate Grading Proxy

Green, Norman S

You may choose to designate a proxy to enter grades on your behalf. University policy requires that a grade proxy must have a NetID and must not be a student enrolled in the class to be graded. Individual schools may have additional policies regarding grade proxies. Check with your Dean's Office if you have questions about your school's policies

[Return to Select Term](#)

Enter the proxy's University ID number or click on the magnifying glass to search for the proxy. Choose an authority level, then check the box next to each class for which the proxy will enter grades. Click Apply and Save when finished.

[Apply and Save](#)

Subject / Catalog #:	Section:	Title:	Class #:
SPAN-UA 1	001	Spanish for Beginners- Level I	7756
<input type="text" value="1"/>	<input type="text" value="C"/>	<input type="text" value="in"/>	<input type="text" value="Enter / (but not submit Grade)"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subject / Catalog #:	Section:	Title:	Class #:
SPAN-UA 1	002	Spanish for Beginners- Level I	7757
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Look Up Emplid

EmplID: begins with
 Campus ID: begins with
 User ID: begins with
 Last Name: begins with
 First Name: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

- Choose an authority level and check the box next to each class for which the proxy will enter the grades. Click Apply and Save when finished.

Designate Grading Proxy

Green, Norman S

You may choose to designate a proxy to enter grades on your behalf. University policy requires that a grade proxy must have a NetID and must not be a student enrolled in the class to be graded. Individual schools may have additional policies regarding grade proxies. Check with your Dean's Office if you have questions about your school's policies


[Return to Select Term](#)

Enter the proxy's University ID number or click on the magnifying glass to search for the proxy. Choose an authority level, then check the box next to each class for which the proxy will enter grades. Click Apply and Save when finished.

[Apply and Save](#)

Subject / Catalog #:	Section:	Title:	Class #:
SPAN-UA 1	001	Spanish for Beginners- Level I	7756
<input type="text" value="10"/>	<input type="text" value="C"/>	<input type="text" value=""/>	<input type="text" value="Enter / (but not submit Grade)"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subject / Catalog #:	Section:	Title:	Class #:
SPAN-UA 1	002	Spanish for Beginners- Level I	7757
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Partial Posting: Graders and Approvers have the ability to enter grades for some students in a course without delaying the submission of grades that have already been determined.

1. Click on  to partially post grades for a class.
2. Make sure to go to Grade Roster Action and re-select Save but not Submit to reactivate the grade options for the remaining students.
3. Follow the same steps as selecting grades using the drop-down menu on the Roster Grade column.
4. Click Save.

Grade Changes: Once grades have been posted by the Registrar, Graders have the ability to change a student's grade.

Faculty Center>Grade Roster

1. Select the course for the grade change.
2. Select [Request Grade Change](#).

 **CHEM-UA 881 - 001 (6348)**
change class

Biochemistry I (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeTh 3:30PM-6:00PM	TBA	Burt Goldberg, Paul Angeles	05/23/2011 - 07/01/2011

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Submit Grades to Registrar ▼ Posted

[Request Grade Change](#)

3. Only students who have grades posted will appear. Update the **Roster Grade** and specify a reason, then click Submit. Note: Once a grade change is submitted, it is subject to the approval of your department and/or dean. Once approved, the grade will be reflected on the student transcript.

Grade Change Request

Summer 2011 | Regular Academic Session | New York University | Graduate

▼ **URPL-GP 4617 - 001 (6074)**

Environmental Law (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWe 9:30AM-2:00PM	TBA	Philip Weinberg	05/23/2011 - 05/25/2011

ID	Name	Enrollment Status	Grading Basis	Roster Grade	Grade Change Reason
1		Enrolled	Grad Wagner Graded	A	
2		Enrolled	Grad Wagner Graded	A-	
3		Enrolled	Grad Wagner Graded	B	
4		Enrolled	Grad Wagner Graded	A	Change Incomplete to Reg Grade Error Calculating Final Grade Other - Please Explain Overlooked Assignments
5		Enrolled	Grad Wagner Graded	B	
6		Enrolled	Grad Wagner Graded	A-	
7		Enrolled	Grad Wagner Graded	A	
8		Enrolled	Grad Wagner Graded	B+	

[Return to Grade Roster](#)

SUBMIT

FREQUENTLY ASKED QUESTIONS

1. What do I do if a student is on my grade roster but has not attended all semester?
 - When a student appears on your grade roster but has not attended all semester, partially post the grades for the class except for the student(s) who have not attended, then contact your academic department. Your department will determine whether the grade should be assigned or whether the student will be withdrawn.
2. What do I do if there is a student in my class who is not listed on my grade roster?
 - Enter the grades for the class and direct the student to his or her dean's office to determine if the course can be added to the grade roster.
3. What is the submission deadline for online grading?
 - New York University policy states, Final Grades are due 72 hours after the scheduled final exam date.
4. Why are some names highlighted in violet?
 - Student names highlighted in violet indicate graduation candidates. When applicable, enter grades for these students first, then submit those grades to the Registrar (see partial posting in the Additional Information section of this guide).
5. Can someone complete my grade roster on my behalf?
 - Yes. Primary Instructors can designate a proxy to grade a class (see proxy designation in the Additional Information section of this guide).
6. What do I do if I have to change a grade after the submission deadline?
 - See grade change procedures in the Additional Information section of this guide.