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.
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.
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.

3. Assign a Roster Grade by using the drop down menu for each student on your list.
4. Scroll down and make sure you view all students in your grade roster.

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).
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)
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.
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.
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 the icon to approve grades for a class.

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).
**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

2. Click on the magnifying glass to enter the proxy’s Campus ID. This will populate the Emplid field.
3. 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.

**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

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)

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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.