

## Grading Instructions for S997

### 1. Log in to my.harvard

In your web browser, navigate to [my.harvard.edu](http://my.harvard.edu). Select the *Student, Teaching + Advising Portal*, and log in using your *HarvardKey*.

Under the *Teaching/Advising* tab, navigate to the *My Courses* section and click the *Grades* button.

The screenshot shows the my.harvard.edu interface. At the top, there is a navigation bar with the following items: Teaching/Advising (highlighted in a red box), Alumni, Course Search, Other Resources (with a dropdown arrow), and Quick Links (with a dropdown arrow). Below this is the 'My Courses' section. It includes a view filter: View: Enrolled Only Pending Petitions By Subject (dropdown) By School (dropdown) Reset (with a close icon). There are three tabs for the semester: 2017 Fall, 2017 Spring (highlighted in a red box), and 2016 Fall. Below the tabs is a row of buttons: Schedule: TBA Th, Class Roster (with a red badge showing '17'), Course Site, Sectioning, Grades (highlighted with a blue box), and Petitions. At the bottom right of this section is a 'Search Courses' button with a magnifying glass icon.

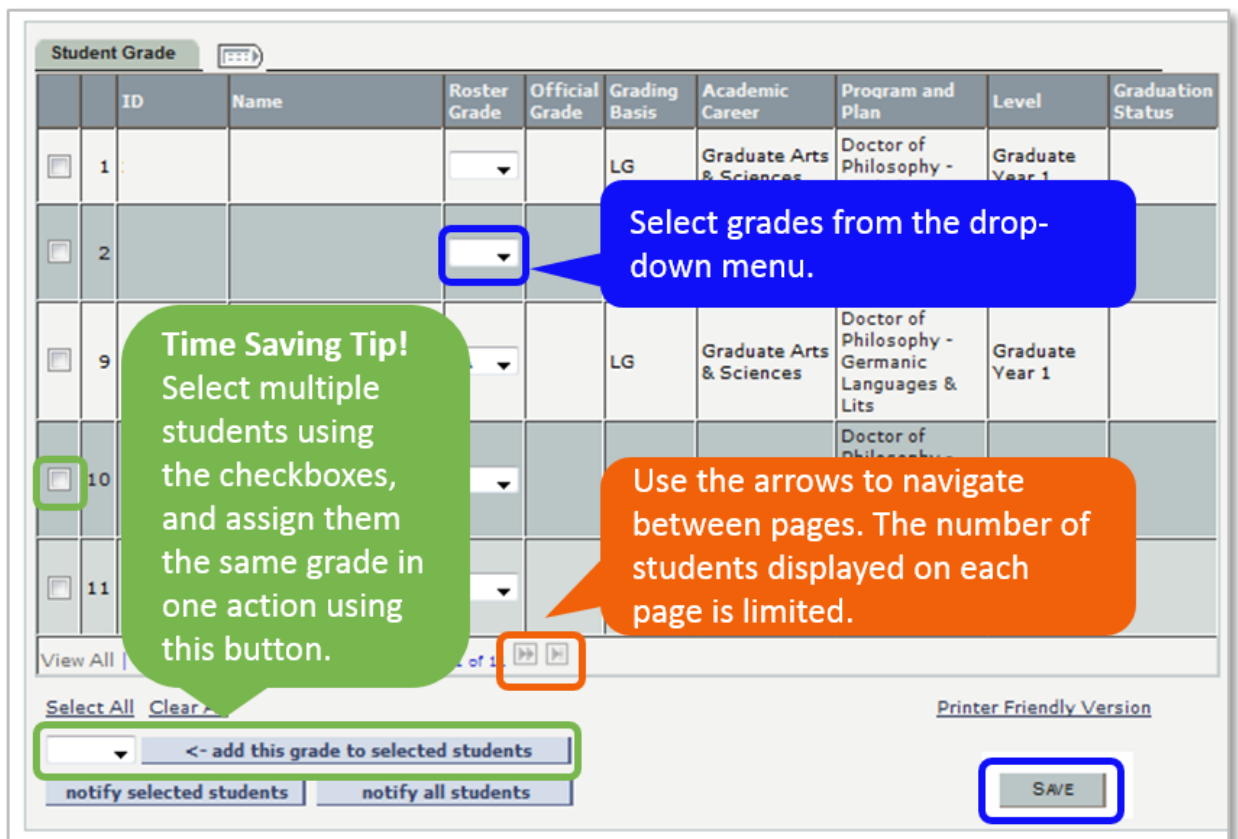
### 2. Assign Grades

Assign grades using the *Roster Grade* drop-down menu for each student, or use the check-boxes to select multiple students and assign grades using the add this grade to selected students button. Be sure to *Save* your work.

The screenshot shows the 'Student Grade' table. The table has columns: ID, Name, Roster Grade, Official Grade, Grading Basis, Academic Career, Program and Plan, Level, and Graduation Status. There are five rows of student data. Callouts provide instructions: a blue callout points to the 'Roster Grade' dropdown menu for student ID 2, stating 'Select grades from the drop-down menu.'; a green callout points to the checkboxes for students 9, 10, and 11, stating 'Time Saving Tip! Select multiple students using the checkboxes, and assign them the same grade in one action using this button.'; and an orange callout points to the navigation arrows at the bottom of the table, stating 'Use the arrows to navigate between pages. The number of students displayed on each page is limited.' Below the table, there are buttons for 'View All', 'Select All', 'Clear', and 'notify selected students'. A dropdown menu is open, showing '<- add this grade to selected students' and 'notify all students'. A 'SAVE' button is highlighted with a blue box. At the bottom right, there is a link for 'Printer Friendly Version'.

Note: Depending on your School's policies you may be required to enter additional information about the grade. If you have entered a grade that requires a note, a pencil icon will appear next to the grade. Click the pencil icon to enter the note.

	ID	Name	Roster Grade		Official Grade
<input type="checkbox"/>	7	1110022	Harvard, John	E	 E



The screenshot shows a 'Student Grade' interface with a table of student records. Callouts provide the following information:

- Blue callout:** Select grades from the drop-down menu.
- Green callout:** Time Saving Tip! Select multiple students using the checkboxes, and assign them the same grade in one action using this button.
- Orange callout:** Use the arrows to navigate between pages. The number of students displayed on each page is limited.

At the bottom of the interface, there are buttons for 'Select All', 'Clear', '<- add this grade to selected students', 'notify selected students', 'notify all students', and a 'SAVE' button.

## Posting Grades

Once you have finished entering grades, change the *Approval Status* to *Approved*, a *POST* button will appear\*.

Grades are not finalized until they are posted.

Note: Some Schools allow **grade changes via my.harvard**.

▼ EH 504 - 1 (10119)  
Principles of Toxicology (Case Study)

Days and Times	Room	Instructor	Dates
MoWe	Kresge 202B (HSPH)		09/04/2018 - 12/21/2018

**Display Options:**  
 \*Grade Roster Type: Final Grade  
 Display Unassigned Roster Grade Only  
 Graduation Status: All Students

**Grade Roster Action:**  
 \*Approval Status: Approved save  
POST

Display Options:

**Upload Grades...** ?

Grade Upload Files...

Last Imported Date Time	Last Updated By	Attached File
11/01/18		

**Student Grade** [icon]

ID	Name	Roster Grade	Official Grade	Grading Basis	Academic Career	Program and Plan	Level	Graduation Status
<input type="checkbox"/> 1		B		LG	Harvard	Master of Public Health - Public Health (45 cr)	Professional Year 1	

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 Display Unassigned Roster Grade Only  
 Graduation Status: All Students

**Grade Roster Action:**  
 \*Approval Status: Approved save  
2 POST

1 ↓

**Confirm *Post*.**



If you have any questions regarding this process, please contact Mary Kiesling at [mary\\_kiesling@gse.harvard.edu](mailto:mary_kiesling@gse.harvard.edu).