

STEP 1: After logging into MyInfo, click on “Grading” from the list of options:

The screenshot shows the Rider University MyInfo interface. At the top left is the logo "Rider University | MyInfo". To the right are navigation links: "LOG OUT", "MAIN MENU", "FACULTY MENU", and "CONTACT US". Below this is a header "FACULTY - MYINFO FOR FACULTY MENU". A message states: "Please be advised we are experiencing problems with the Staff and Faculty email systems. We are working with our email vendor to fix this problem as quickly as possible. If you need to contact us to report a specific email problem please call the help desk at ext. 3000. We thank you for your patience." Below the message is a "Faculty Information" section with a list of links: "Class Roster", "Search for Sections", "My Class Schedule", "Student profile", "Schedule Approval", "Permission Course Approval", "Rider Courses Backup", "Rider My Advisees", "Rider Advising List", "Grading", "Rider E-Advising Resources", and "RiderAlert service". A large green arrow points from the top right towards the "Grading" link, which is also circled in green. At the bottom, there are more navigation links: "LOG OUT", "MAIN MENU", "FACULTY MENU", and "CONTACT US". The footer text reads "Powered By Datatel".

STEP 2: From the Grading screen, select the appropriate term from the drop down box then click submit.

*(Please **DO NOT** enter dates in the Start Date and End Date boxes.)*

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FACULTY

Grading

Select a term or date range to restrict your class list

Term:

Start Date: -

SUBMIT

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STEP 3: On the next grading screen, (1) select “Final” from the Final or Midterm Grading/No Shows drop down list, then (2) click the check box next to the section you want to grade:

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FACULTY

Grading

Final or Midterm Grading/No Shows

Choose One	Class Name and Title	Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="checkbox"/>		09/05/07	12/18/07	MEM	203	03:30PM - 04:30PM	T	001	07/FA

SUBMIT

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STEP 4: (1) Enter the appropriate grade for each student in the column marked “Grade”. When you are finished entering the grades for your section, (2) click on submit.

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FACULTY

Final Grading

Class Name
Title
Location
Term

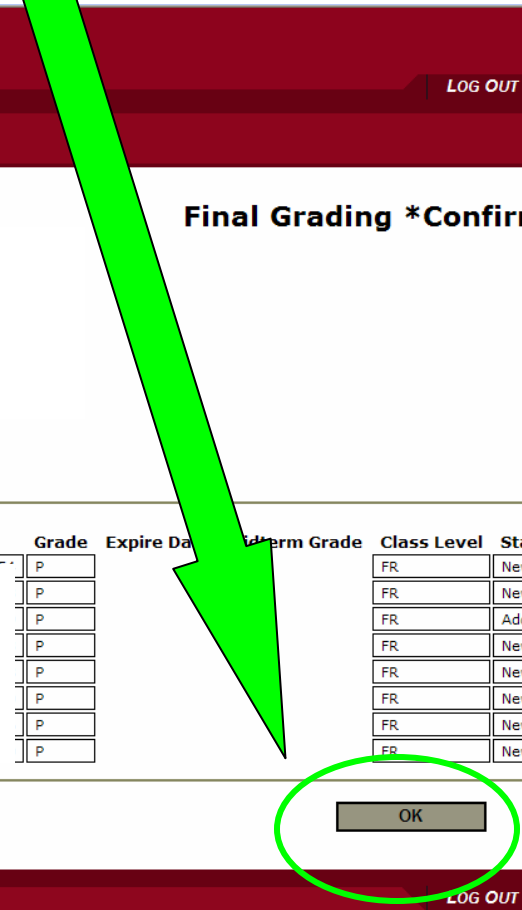
Instructors

Student	ID	Grade	Expire Date	Previous Grade	Class Level	Status	Credits	CEUs
		P			FR	New	0.00	
		P			FR	New	0.00	
		P			FR	Add	0.00	
		P			FR	New	0.00	
		P			FR	New	0.00	
		P			FR	New	0.00	
		P			FR	New	0.00	
		P			FR	New	0.00	

SUBMIT

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STEP 5: You can confirm your entries on the Confirmation screen and print the screen using the print option of your browser. Make sure you click ok when you are done.



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FACULTY

Final Grading *Confirmation*

Class Name
Title
Location
Term

Instructors

Student	ID	Grade	Expire Date	Midterm Grade	Class Level	Status	Credits	CEUs
		P			FR	New	0.00	
		P			FR	New	0.00	
		P			FR	Add	0.00	
		P			FR	New	0.00	
		P			FR	New	0.00	
		P			FR	New	0.00	
		P			FR	New	0.00	
		P			FR	New	0.00	
		P			FR	New	0.00	

OK

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STEP 6: If you have more than one section to grade, you must return to the main faculty menu and begin from step one above for each section.

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FACULTY - MYINFO FOR FACULTY MENU

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Faculty Information

- [Class Roster](#)
- [Search for Sections](#)
- [My Class Schedule](#)
- [Student profile](#)
- [Schedule Approval](#)
- [Permission Control](#)
- [Rider Course Catalog](#)
- [Rider My Advisees](#)
- [Rider Advising List](#)
- [Grading](#)
- [Rider E-Advising Resources](#)
- [RiderAlert service](#)

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