

# HOW TO SEE YOUR ROSTERS AND SUBMIT FINAL GRADES!

- Beginning Summer Term, 2008, your access to roster information and final grade submission is available 24/7 via the MyYSU portal. This new and improved system will display real-time class roster information and enable the submission of final grades online during the designated timeframes of the term. **Once grade reports and academic history have been processed (usually the Tuesday following finals week), all grade changes must be submitted via the paper grade change form and sent to the Records Office.**

For instructions on accessing the portal, go to <http://my.yosu.edu> and click [First time here? Click here for instructions](#) link. Information sessions for accessing the new class roster information and submitting final grades have been scheduled. Register at the Banner Training website <http://bannertraining.yosu.edu> to participate in a brief demonstration on how to access this information via the MyYSU portal or use the instructions below.

Direct your web browser to <http://my.yosu.edu>

**1. Enter your directory account ID, i.e. username, and password (Same as your e-mail)**

**2. Click Login**

## Data Security--IMPORTANT!!

To prevent unauthorized access to data, do not share your password and be sure to **exit the browser** after reviewing the data **and Logout** of the MyYSU portal.

**Use your Banner ID on University Documents**

**3. Click Banner Self-Service**

- It is very important to select the appropriate term before completing any other processes. The term selected will be used for all term-related pages you select to view unless you select another term.

**5. Click Term Selection**

**4. Click Faculty Services tab**

**6. Select the desired term; click Submit**

Personal Information Alumni and Friends Student and Financial Aid Faculty Services Employee WebTailor Administration Finance

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Faculty and Advisors

7. Display assigned course(s); click CRN Selection

FACULTY/ADVISOR MENU OPTIONS:  
 Student Information Menu  
 Registration Overrides  
 Advisor Menu  
 Request a Degree Audit (DARS)  
 Look Up Classes for Enrollment

FACULTY MENU OPTIONS:  
 CRN Selection  
 Active Assignments  
 Faculty Detail Schedule  
 Week at a Glance  
 Summary Class List (Roster)  
 Detail Class List (Detailed Roster)  
 Final Grades

8. Select course (CRN); click Submit

Select a CRN

CRN: Elementary Accounting - 41542  
 Elementary Accounting - 41542  
 Advanced Accounting - 41570

Submit

Y00401721 Donna J. Wainio  
 Fall 2007  
 Oct 25, 2007 09:25 am

[ Enter CRN Directly ]

- The **CRN List** displays the course(s) that the faculty member has been assigned to teach.
- The main menu redisplay after the course has been selected. The main menu redisplay after each selected term, course, etc.

9a. To view a **class roster**, click either Summary Class List (Roster) or Detail Class List (Detailed Roster).

Personal Information Alumni and Friends Student and Financial Aid Faculty Services Employee WebTailor Administration Finance

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Faculty and Advisors

Term Selection  
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FACULTY/ADVISOR MENU OPTIONS:  
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 Request a Degree Audit (DARS)  
 Look Up Classes for Enrollment

FACULTY MENU OPTIONS:  
 CRN Selection  
 Active Assignments  
 Faculty Detail Schedule  
 Week at a Glance  
 Summary Class List (Roster)  
 Detail Class List (Detailed Roster)  
 Final Grades  
 Class Schedule  
 Course Catalog  
 Assignment History

- The **Summary Class List** displays course and enrollment information as well as basic information about the students enrolled—including the e-mail link for each student and the entire class. This link works with your desktop e-mail client (i.e., Outlook, Netscape, etc.)

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Summary Class List

Y00401721 Donna J. Wainio  
 Summer 2007  
 Oct 19, 2007 12:30 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information  
**Prof Practice Accounting - ACCT 4851 1**  
 CRN: 30472  
 Duration: May 21, 2007 - Jul 01, 2007  
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	200	3	197
Cross List:	0	0	0

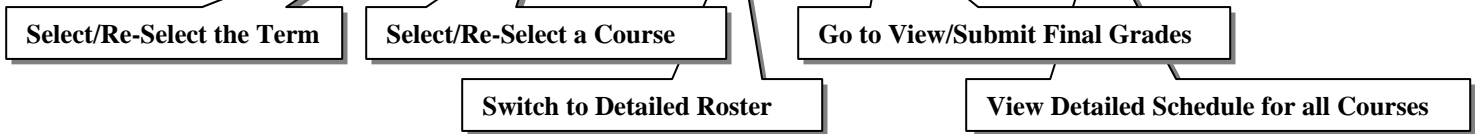
Summary Class List

Record Number	Student Name	ID	Reg. Status	Level	Credits	Final	Grade Detail
1	Boughton, Amy B.	Y00648025	**Web Registered**	Undergraduate Semester	1.000	Enter	
2	Kapcewich, Phillip E.	Y00648052	**Web Registered**	Undergraduate Semester	1.000	Enter	
3	Patel, Hardik N.	Y00635611	**Web Registered**	Undergraduate Semester	1.000	Enter	

Email class

Return to Previous

[ Term Selection | CRN Selection | Detail Class List | Final Grades | Faculty Detail Schedule ]



**9b. The Detailed Class List, or Detailed Roster, can be viewed and accessed through the Faculty services menu or the Detail Class List link under the Summary Class List display, as shown.**

Personal Information | Alumni and Friends | Student and Financial Aid | **Faculty Services** | Employment

Search  Go

### Faculty and Advisors

Term Selection  
It is very important to select the appropriate term before completing any other processes. The term selected will be used for all term processes.

**FACULTY/ADVISOR MENU OPTIONS:**

- Student Information Menu
- Registration Overrides
- Advisor Menu
- Request a Degree Audit (DARS)
- Look Up Classes for Enrollment

**FACULTY MENU OPTIONS:**

- CRN Selection
- Active Assignments
- Faculty Detail Schedule
- Week at a Glance
- Summary Class List (Roster)
- Detail Class List (Detailed Roster)**
- Final Grades
- Class Schedule
- Course Catalog
- Assignment History



## Detail Class List

Y00401721 Donna J. Wainio  
Summer 2007  
Oct 18, 2007 01:34 pm

**i** An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

### Course Information

#### Prof Practice Accounting - ACCT 4851 1

**CRN:** 30472  
**Duration:** May 21, 2007 - Jul 01, 2007  
**Status:** Active

### Enrollment Counts

	Maximum	Actual	Remaining
<b>Enrollment:</b>	200	3	197
<b>Cross List:</b>	0	0	0

### Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1	Boughton, Amy B.	Y00648025	**Web Registered**	11

### Current Program

Bach of Science in Education  
**Level:** Undergraduate Semester  
**Program:** BSE in Middle Childhood Educ  
**Admit Term:** Summer 2007  
**Admit Type:** Transfer  
**Catalog Term:** Summer 2007  
**College:** Education  
**Campus:** Main  
**Major and Department:** Middle Childhood Education, Dept of Teacher Education

**The Detailed Roster provides a general overview of each student's academic record**

**Class:** Freshman  
**Credits:** 1.000

**10a.** To submit final grades, click Final Grades from the main menu or the **Detailed Class List**, or **Detailed Roster**.

The screenshot shows the 'Faculty and Advisors' page. On the left, a menu lists various options. A blue callout box labeled '10a.' points to the 'Final Grades' link in the 'FACULTY MENU OPTIONS' section. On the right, a 'Final Grades' table is shown with columns for Record Number, Student Name, ID, Credits, Registration Status, Grade, and Rolled. A red callout box labeled '10b.' points to the 'Grade' column, which has a drop-down menu open showing options: None, A, B, C, D, F, I, and NG. Below the table are 'Submit' and 'Reset' buttons, with a red circle around the 'Submit' button. A warning icon and text at the bottom state: 'Please submit the grades often. There is a 180 minute time limit starting at 02:24 p'.

Beginning the Spring 2009 Semester, all faculty are required to provide the date a student “unofficially withdrew” or stopped attending class when submitting final grades. This requirement is a federal regulation that all universities who grant financial aid must adhere to and that the Youngstown State University Academic Senate passed at its meeting on November 12, 2008.

Since Youngstown State University does not require instructors to take attendance, Federal regulations permit such universities to use “THE LAST DATE OF AN ACADEMICALLY RELATED ACTIVITY THAT THE STUDENT PARTICIPATED IN AS THE STUDENT’S UNOFFICIAL WITHDRAWAL DATE.” Examples of criteria that qualify as an unofficial withdrawal include: first missed test, assignment, or other graded material.

On the final grade roster, there will be an additional grade option indicating a nonattendance F (NAF). There is also a column that provides for documenting the last attended date. Any student that remains enrolled in your class, but has stopped attending, should receive the nonattendance F grade. Instructors should select the NAF grade and complete the Last Attend Date field. The date used is the date of the last piece of graded material received from the student. It is not necessary to fill in dates for students that receive any grade other than the nonattendance F. For transcript purposes, the grade will be converted to a letter grade of F or NC (no credit) for those courses that have a grading standard of no credit rather than an F.

The screenshot shows the 'Final Grades' submission page. The 'Faculty Services' menu item is circled in red. A red 'NEW!' callout box is present. A message states: 'Beginning Spring, 2009 Please submit a grade for each student on the roster. For students that have failed to attend, and have not officially withdrawn, please select the grade of NAF and complete the Last Attended Date field. (The Last Attended Date field is only completed when a grade of NAF is assigned.) The date used is the date of the last piece of graded material received from the student. It is not necessary to enter attended hours.' Below this, a red note says: 'The Submit button on this screen functions as a Save feature.' Course information for 'Accounting Field Experience - ACCT 2600 01' is shown. A warning icon and text state: 'Please submit the grades often. There is a 180 minute time limit starting at 12:30 pm on Jan 21, 2009 for this page.' The 'Final Grades' table has columns: Record Number, Student Name, ID, Credits, Registration Status, Grade, Rolled, Last Attend Date (MM/DD/YYYY), Attend Hours (0-999.99), and Registration Number. The first row shows student 'Lipp, Lindsay L.' with a grade of 'NAF' and a last attend date of '01/14/2009'. The 'Submit' and 'Reset' buttons are circled in red. Another warning icon and text are at the bottom: 'Please submit the grades often. There is a 180 minute time limit starting at 12:30 pm on Jan 21, 2009 for this page.'

➤ You can continue to submit/resubmit grades throughout the designated timeframe for processing grades each term. Once grade reports and academic history have been rolled, all grade changes must be submitted via the paper grade change form and sent to the Records Office.

➤ The grade of **NG** is used for lab courses.