

# Faculty Link

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This system provides Faculty direct access to student records. By using this facility, you are agreeing to abide by the Boston University [Information Security Policy](#). When you are finished using the system, please remember to [Logoff](#).

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## ● **University Tools**

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- [University Class Schedule Download](#)
- [University Course Descriptions](#)
- [University Final Exam Schedule](#)
- [University Final Exam Schedule Download](#)
- [Faculty Annual Report \(Charles River Campus\)](#)
- [Faculty Annual Report \(Medical Campus\)](#)
- [What's on the Link](#)
- [Calendars](#)

## ● **Instructor's Tools**

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- [Class Lists](#)
- [Grading](#)
- [Advisee List](#)
- [Final Exam Schedule](#)
- [Link Your Homepage](#)
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- [Courseware Selection](#)
- [Instructor's Past Class Lists](#)
- [Combined Class Lists](#)
- [Instructor's Classes](#)
- [Faculty Annual Report](#)
- [Final Exam Matrix](#)
- [Class List Matrix](#)
- [Class Management](#)
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## ● **Contacts**


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## GRADING - SELECT CLASS

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**Semester:** Spring 2007 [change sem](#)

- Click on a class to select grading options for the class.
- Use [Class Management](#) to assign teaching assistants to help with grade entry.
- Grades are due 72 hours after the last class or final exam. However, if your final is on the last day of the final exam period, you must turn in grades within 24 hours to allow schools time to clear students for graduation.

 Marked classes are ready for submission. To make grades for class available to students, please select class and choose 'Submit' option on subsequent page.

Class	Title /Instructor	Day	Start	Stop	Grades Entered	Enroll Count	Class Submitted?
<a href="#">CAS EN322 A1</a>	British Lit 1 Hofmann	Mon,Wed,Fri	10:00am	11:00am	20 	20	 yes
<a href="#">CAS PS101 B1</a>	Gen Psychology Hofmann	Mon,Wed,Fri	10:00am	11:00am	0 	5	 no
<a href="#">CAS PS101 C1</a>	Gen Psychology Hofmann	Mon,Wed,Fri	11:00am	12:00pm	10 	10	 yes
 <a href="#">MET AD642 BG</a>	Prog&Proj Mgmt Hofmann	Mon,Tue,Wed,Thu <a href="#">Jan 31 - Feb 21</a>	5:00pm	9:00pm	1 	1	 no

**Total Classes** 4

**Total Submitted** 2

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## GRADING - OPTIONS

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**Semester:** Spring 2007 **Class:** CAS PS101 B1

- Choose one of the following options for the class.
- Required options are marked (\*). Submit option is available only after all grades are entered for class.

Option	Description
*  <a href="#">Enter</a>	Enter grades manually for the class through the web.
*  <a href="#">Submit</a>	Submit class for posting of grades. Option may be selected only once, after all grades have been entered. Any changes after submitting grades must be done as paper grade changes. Option is available <i>only</i> to instructor of class.
 <a href="#">Comment</a>	Comment on a student in the class.
 <a href="#">Download</a>	Download class list to your computer, for import into a spreadsheet or text editor. Further instructions are available when option is selected.
 <a href="#">Upload</a>	Upload a file of student's grades for this class. Further instructions are available when option is selected.
 <a href="#">Add</a>	Add student(s) to the class with a grade.
 <a href="#">Chart</a>	Chart grade distribution for class. Various chart styles are available.

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Student Name <i>Comment</i>	Student Id	Class	Col	Credits	Grade
<b>Blue</b> , Nancy, Drew	U67-12-2949	Sophomore	ENG	4.0	
<b>Green</b> , Julia	U48-90-6571	Freshman	SAR	4.0	
<b>Orange</b> , Martin	U91-17-8040	Freshman	SMG	4.0	
<b>Red</b> , Christopher, Robbins	U56-32-0130	Freshman	CAS	4.0	
<b>Violet</b> , Sandra, Day	U93-78-3262	Freshman	SAR	4.0	
<b>Total Students</b>	5				

 If your classes are not listed, please contact your department to have your name and ID attached to the class.

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## GRADING - ENTRY

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**Semester:** Spring 2007 **Class:** CAS PS101 B1

- Enter [valid](#) grades for the class, then press '**save grades**' button at bottom of page.
  - Follow grading [guidelines](#) for students who have not completed all course work.
  - You may enter *some* or *all* grades for a class in a single session.
  - Grades may be entered and modified during the grading period until publication of grades for a class.
- 

Col	Class	Student Name	Student Id	Credits	Grade
ENG	Sophomore	<b>Blue</b> , Nancy, Drew	U67-12-2949	4.0	<input type="text" value="mg"/>
SAR	Freshman	<b>Green</b> , Julia	U48-90-6571	4.0	<input type="text" value="b"/>
SMG	Freshman	<b>Orange</b> , Martin	U91-17-8040	4.0	<input type="text" value="A-"/>
CAS	Freshman	<b>Red</b> , Christopher, Robbins	U56-32-0130	4.0	<input type="text" value="A"/>
SAR	Freshman	<b>Violet</b> , Sandra, Day	U93-78-3262	4.0	<input type="text" value="C"/>
<b>Total Students</b>		<b>5</b>			

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Note: **Grading Guidelines defined:**

If student missed *some* work, assign grade that was earned *including* the missed work.

If student requested an incomplete, assign an 'I'.

If student never showed up or stopped attending early in the semester, assign a 'MG' for missing grade. This is the only circumstance where 'MG' should be used.

## GRADING - INITIAL ENTRY REVIEW

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**Semester:** Spring 2007 **Class:** CAS PS101 B1

- Only new/changed grade entries or errors, if any, are listed.
  - Return to [Grading Options](#) to review and submit all grades entered for the class.
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Student Name	Student Id	Class	Col	Credits	Grade	Note
<b>Blue</b> ,Nancy,Drew	U67-12-2949	Sophomore	ENG	4.0	MG	
<b>Green</b> ,Julia	U48-90-6571	Freshman	SAR	4.0	B	
<b>Orange</b> ,Martin	U91-17-8040	Freshman	SMG	4.0	A-	
<b>Red</b> ,Christopher,Robbins	U56-32-0130	Freshman	CAS	4.0	A	
<b>Violet</b> ,Sandra,Day	U93-78-3262	Freshman	SAR	4.0	C	
<b>Update Count</b>	5					








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## GRADING - OPTIONS

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**Semester:** Spring 2007 **Class:** CAS PS101 B1

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- Required options are marked (\*). Submit option is available only after all grades are entered for class.

Option	Description
*  <a href="#">Enter</a>	Enter grades manually for the class through the web.
*  <a href="#">Submit</a>	Submit class for posting of grades. Option may be selected only once, after all grades have been entered. Any changes after submitting grades must be done as paper grade changes. Option is available <i>only</i> to instructor of class.
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<b>Orange</b> , Martin	U91-17-8040	Freshman	SMG	4.0	A-
<b>Red</b> , Christopher, Robbins	U56-32-0130	Freshman	CAS	4.0	A
<b>Violet</b> , Sandra, Day	U93-78-3262	Freshman	SAR	4.0	C
<b>Total Students</b>	5				



If your classes are not listed, please contact your department to have your name and ID attached to the class.

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## GRADING - COMMENT

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**Semester:** Spring 2007 **Class:** CAS PS101 B1

- Select student from the list to enter a comment.

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<b>Student Name</b> <i>Comment</i>	<b>Student Id</b>	<b>Class</b>	<b>Col</b>	<b>Credits</b>	<b>Grade</b>
<a href="#">Blue,Nancy,Drew</a>	U67-12-2949	Sophomore	ENG	4.0	MG
<a href="#">Green,Julia</a>	U48-90-6571	Freshman	SAR	4.0	B
<a href="#">Orange,Martin</a>	U91-17-8040	Freshman	SMG	4.0	A-
<a href="#">Red,Christopher,Robbins</a>	U56-32-0130	Freshman	CAS	4.0	A
<a href="#">Violet,Sandra,Day</a>	U93-78-3262	Freshman	SAR	4.0	C
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## GRADING - COMMENT ENTRY

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**Semester:** Spring 2007 **Class:** CAS PS101 B1

- Enter comment for student and press *Update* to apply.

**Student ID:** U67-12-2949

**Name:** Blue,Nancy,Drew

**Comment:**

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## GRADING - COMMENT CONFIRMATION

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**Semester:** Spring 2007 **Class:** CAS PS101 B1

- Comment for student has been added.
- You can return to the Grading Comment page to [enter](#) additional comments.

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<b>Student Name</b>	<b>Student Id</b>
<i>Comment</i> Blue,Nancy,Drew	U67-12-2949
<i>Never attended</i>	

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## GRADING - COMMENT

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**Semester:** Spring 2007 **Class:** CAS PS101 B1

- Select student from the list to enter a comment.

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<b>Student Name</b> <i>Comment</i>	<b>Student Id</b>	<b>Class</b>	<b>Col</b>	<b>Credits</b>	<b>Grade</b>
<a href="#">Blue, Nancy, Drew</a> <i>Never attended</i>	U67-12-2949	Sophomore	ENG	4.0	MG
<a href="#">Green, Julia</a>	U48-90-6571	Freshman	SAR	4.0	B
<a href="#">Orange, Martin</a>	U91-17-8040	Freshman	SMG	4.0	A-
<a href="#">Red, Christopher, Robbins</a>	U56-32-0130	Freshman	CAS	4.0	A
<a href="#">Violet, Sandra, Day</a>	U93-78-3262	Freshman	SAR	4.0	C
<b>Total Students</b>	5				

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## GRADING - SUBMIT

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**Semester:** Spring 2007 **Class:** CAS PS101 B1

- Review all grades.
  - Use '**Submit Grades**' button at bottom of page to release grades for viewing by students.
- 

<b>Student Name</b> <i>Comment</i>	<b>Student Id</b>	<b>Class</b>	<b>Col</b>	<b>Credits</b>	<b>Grade</b>
<b>Blue</b> , Nancy, Drew <i>Never attended</i>	U67-12-2949	Sophomore	ENG	4.0	MG
<b>Green</b> , Julia	U48-90-6571	Freshman	SAR	4.0	B
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<b>Total Students</b>	5				

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## GRADING - SUBMIT CONFIRMATION [Grading](#) | [Menu](#) | [Logoff](#)

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**Semester:** Spring 2007 **Class:** CAS PS101 B1

- Grades have now been submitted for this class.
  - You can return to the [Grading](#) page to select another class.
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