

IMPORTANT TIPS AND INFORMATION FOR COURSE ROSTERS

Please assign a grade for each and every student.

Record an “F” for any student who did not attend class.

1. COURSE NOT LISTED IN IGRADE

If you taught a course and it is not showing on iGrade, please contact the scheduling contact for your department to ensure you are the faculty member in SIS assigned to the course.

2. YOU DID NOT TEACH THE COURSE

If you did not teach a course that is showing in iGrade, you are listed as being responsible for grading this course. If this is not correct please contact the scheduling contact for the department.

3. WITHDRAWALS

Only students can initiate the awarding of a “W” (withdrawal) on a transcript and they do this by completing a formal paper process. Withdrawals initiated by students are posted automatically in the student information system at the conclusion of the grade cycle. If a student has not initiated a formal withdrawal you must assign an “F” grade at the conclusion of the grade cycle.

4. INCOMPLETES

Per Riverside Division Academic Senate regulation R1.4 “The grade I (incomplete) denotes that a student’s work was of passing quality but incomplete for good cause.” *If a student’s work is not of passing quality and you do not have a prior understanding with him or her regarding the assignment of an “I” grade, the correct grade to assign is an “F.”*

5. NOTES ON ROSTER

Please help us respond to future questions from students regarding grades by entering notes for any individual student with unusual circumstances, such as “did not return after first midterm,” “never showed up,” etc. Use the note section to the right.

6. MISSING GRADES

Please note that if we receive *any* grades for a course, then we must load a grade for every student on the course roster..

7. MISSING STUDENTS

Some students are permitted to add courses very late in the quarter. If a student who has been in attendance in your class is *not* listed on your course roster, please click on “Add Student” at the top of the page. Fill in the student’s information and click “Add Student”. You now have the ability to enter a grade for the student.