Submitting Final Grades

1. Log in to myNKU and select the Student Administration tab.
2. Click "Grade and Attendance Reporting".

Overview
My Class Roster
Schedule of Classes
Registration Cart View
Grade and Attendance Reporting
Missing Grades
Grade Change Request
NKU Navigate (SSC)
Early Referral
Waitlist Report

The current semester's course load is displayed in the "Course List" grid.

Course List

Course	Section Title	Section ID	Subsession
JUS 205-001	Criminal Evidence	74007980	Spring (01/13/2014 - 05/02/2014)
PAD 412-001	Administrative Law	74002961	Spring Second (03/15/2014 - 05/09/2014)
PSC 100-006	American Politics - SB	61006761	Spring (01/13/2014 - 05/02/2014)
PSC 305-001	The Judicial Process	74003165	Spring (01/13/2014 - 05/02/2014)
PSC 307-001	Constitutional Law	74007363	Spring (01/13/2014 - 05/02/2014)

3. Select the course to highlight the row for which you will be entering grades.
4. Select the appropriate Grading Type from the drop down arrow. You may need to scroll down to see the Grading Type drop down.
   - Students enrolled in that course will be displayed below the Course List grid.

Questions?
Contact the IT Help Desk online or call (859) 572-6911.

Updated: 8/22/2022

Course List

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JUS 205-001	Criminal Evidence	74007980	Spring (01/13/2014 - 05/02/2014)
PAD 412-001	Administrative Law	74002961	Spring Second (03/15/2014 - 05/09/201
PSC 100-006	American Politics - SB	61006761	Spring (01/13/2014 - 05/02/2014)
PSC 305-001	The Judicial Process	74003165	Spring (01/13/2014 - 05/02/2014)
PSC 307-001	Constitutional Law	74007363	Spring (01/13/2014 - 05/02/2014)

PSC 307-001: Constitutional Law

Grading Type: Final Grading   Status: ☐   Grading Window: 02/05/2014 12:00am - 05/13/2014 11:

- Attendance/Non-Attendance
- Midterm Grading
- Final Grading

View: [Standa...   Export

Student Number	Student Name	Grade	Scale
100...			UREG
100...			UREG
100...			UREG
100...			UREG
100...			UREG
100...			UREG
100...			UREG
100...			UREG
100...			UREG

Note: An error message will be displayed if a Grading Type was selected that is currently unavailable.

Grading Type: Attendance/Non-Attendance   Status: ☒   Grading Window: 01/30/2014 12:00am - 01/31/2014 11:59pm

⊘ Attendance/Non-Attendance window is not open for this class. Please refer to date and time above.

Grading Type: Midterm Grading   Status: ☒   Grading Window: 02/05/2014 12:00am - 02/05/2014 11:59pm

⊘ Midterm Grading window is not open for this class. Please refer to date and time above.

5. Grades may be chosen from the match code or you may type the letter grade directly into the Grade column.

Grade	Scale
	UREG

- The new grade, "Vanishing F" is now available to assign. If you assign "VF" as the grade, then you must provide "Last Day Attended".

View: [Standard View]	Print Version Export				

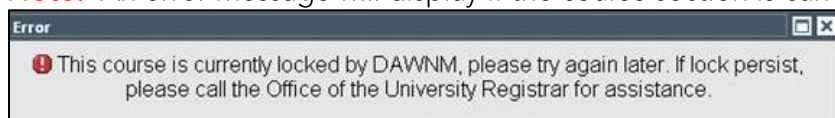| Student Num...	Student Name	Grade	Scale	Booking Date	Last Day Attended
100213326	Billups, Jalen	VF	UREG	07/26/2022	07/27/2022

6. Enter all grades and click "Save".
7. A confirmation message will be displayed, reflecting the student ID number, name and awarded grade.

Questions?
Contact the IT Help Desk online or call (859) 572-6911.

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Note: An error message will display if the course section is currently locked.

- Faculty may return and edit any grade awarded while the Final Grading Window is open. If a grade needs to be edited after the window has closed, please submit a Grade Change Request.

Questions?
Contact the IT Help Desk online or call (859) 572-6911.

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