AccessPlus Printable Grade Roster

Step One: Go to www.rochester.edu/registrar website. Click the UR Access Link on the right hand side of the page.

Step Two: Click the Instructor Access link.

Step Three: Sign into Blackboard with your NetID and Pasword (what you use for HRMS).
AccessPlus Printable Grade Roster

Step Four: Select the Instructor Access tab.

Step Five: Click either the “Grading” link OR the My Courses Link:

Step Six: Select a term from the dropdown for which grading is open.
Step Seven: In the Grading area, click the CRN number of the “Graduating” OR “Non-Grad” column links to the grade roster. In My Courses area, click the course CRN number.

Step Eight: Choose the Print Grade Roster button in the top right hand corner.
**AccessPlus Printable Grade Roster**

Step Nine: The browser will automatically open the Print dialog. Choose your local printer and click OK. The roster prints best in Landscape Orientation.

The printed roster will show any already entered and validated grades, or an underline for grades that need to be entered.

Step Ten: Fill in grades for each student. Sign the bottom of the Roster and submit to 312 Lattimore Hall.