AccessPlus Printable Grade Roster

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



Step Two: Click the Instructor Access link.

Students, Faculty	and Advisers:
New Summer 20	010-use the Access tab in my.rochester.edu to view
grades, financial advising.	aid information, holds, course grading and academic
• Stadent ACC	Egg
Instructor AC	CESS

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



Step Four: Select the Instructor Access tab.

Main Courses Instructor Acc	ester ss Tudent Access	🛔 My Places	📸 Home	P Help	🐞 Logout	
Announcements No Institution Announcements have been posted in the last 7 days. more	Courses Online No sections found				•	My Organizations You are not currently participating in any organizations. Organization Catalog Arts, Sciences, Engineering
University of Rochester Links Blackboard Grades Bursar Bus Schedules Campus Maps HRMS						Estman School of Music School of Musics Sinno School of Business University of Rochester Medical Center Warner School

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

My Courses	Delegate Graders	Grading
	FAQ	
Instructor Access allows you to v	Welcome to Access Plus	! legate graders for your courses.

Step Six: Select a term from the dropdown for which grading is open.



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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.

			El 20 Spri	nter G 110 SPRINO ing Semes	Grades	5] 10				
CRN	Course	Course Title	Graduating Grades Due / Sealed	Non-Grad Grades Due / Sealed	Grading Progress	Enrol	CLS Rel	CLS Enrol	Grading Start	Grading End
<u>52536</u>	1HIS201	THE THIRD WORLD	<u>5/6/10</u> <u>No</u>	<u>5/8/10</u> <u>No</u>	4 / 20	20	Р	24	2/1/10	5/31/10 11:59 PM
<u>10037</u>	1AAS202		<u>5/6/10</u> <u>Yes</u>	<u>5/8/10</u> <u>Yes</u>	4 / 4	4	С		2/1/10	5/31/10 11:59 PM
52794	1HIS347W	POLTICAL ECON OF FOOD IN AFR	5/7/10 No	5/11/10 No	0 / 1 Grading Closed	1	Р	3	3/1/10	3/15/10 11:59 PM
10153	1AAS335		5/7/10 No	5/11/10 No	0 / 0 Grading Closed	0	с		5/1/10	5/31/10 11:59 PM
53422	1HIS447	1	<u>5/7/10</u> <u>No</u>	<u>5/11/10</u> <u>No</u>	2/2	2	С		2/1/10	5/31/10 11:59 PM

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

My Courses	Delegate Graders					Grading			
	FAQ								
Back to Course List	Grade F	Ros	ter			Viewe Print	Gradir	ig Schen. s ng Roster	
Pop-up blockers mu	ist be turned off fo	or the	proper c	perati	on of this p	age.			
Term Title	Sch [Dept	Cours	e CF	RN Enrol	Cap Pr	oj G	rades Due	
Fail INTERMEDIATE MICROECONOMICS 1 ECO 207 41869 124 120 120 5/13/11 Display Student Photos									
20111	Display Stud	=CO ent Ph	207 otos	418	369 124	120 12	20	5/13/11	
20111 INTERIMEDIATE MICROECON	Display Stud	ECO ent Ph Coll	207 otos Class	418 Hrs	69 124 Submitted Grade	120 12 Grade	20 WD	5/13/11 Status	
20111 Name e name of each enrolled student will be list.	Display Stud	ECO ent Ph Coll	207 otos Class 11	418 Hrs 4.00	Submitted Grade	Grade	20 WD	5/13/11 Status CURRENT 05/02/10	
20111 Name e name of each enrolled student will be list re: + Eiset	Display Stud Display Stud Student ID Jdent IDs II be splayed he	<u>ent Pr</u> Coll 01	207 otos Class 11 13	418 Hrs 4.00 4.00	Submitted Grade C B	Grade	20 WD	5/13/11 Status CURRENT 05/02/10 CURRENT 04/07/10	
20111 NIERMEDIATE MICROECON Name e name of each enrolled student will be list re: :t, First iail@SchoolName	Display Stud Display Stud Student ID Jdent IDs II be ;played he	ECO ent Pr Coll 01 01	207 otos Class 11 13 14	418 Hrs 4.00 4.00	Submitted Grade C B B B	Grade C B B	20 WD	5/13/11 Status CURRENT 05/02/10 CURRENT 04/07/10 CURRENT 08/28/10	

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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.

CRN	ID	GRADE	NAME	COL	CLASS	MAJOR	DEG	CRHRS	STATUS	EMAIL
31784	27025024	В	BROKMAN, AVIV	01	11	MTH	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27200421		FAN, CHING	01	11	FEC	BA	4.00	DROPPED	Email@WillNotWork.Here
31784	27436400		FEISZLI, ALEXANDER	01	14	ECO	BA	4.00	CURRENT	afeiszli@u.rochester.edu
31784	26959474		FRIEDLAND, SCOTT	01	11	BMG	BS	4.00	CURRENT	Email@WillNotWork.Here
31784	27008126		JOSEPHSON, MITCHELL	01	11	FEC	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27296851		KARLSEN, DEVIN	01	11	APM	BS	4.00	CURRENT	Email@WillNotWork.Here
31784	26625515		LANDSBURG, CAYLEY	01	12	ECO	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	26820569		MILLER, TREVOR	01	T5	BMG	BS	4.00	CURRENT	Email@WillNotWork.Here
31784	27173930		MURPHY, RYAN	01	12	ECO	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27459201		RICE, BRIAN	01	13	ECO	BA	4.00	CURRENT	brice7@u.rochester.edu
31784	27043950		ROACH, JENNIFER	01	11	ECO	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27277126		ROMANOFF, JUSTIN	01	13	MTH	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27187289		SHABER, ALLISON	01	12	CHM	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27299203		TIAN, YE	01	13	APM	BS	4.00	CURRENT	Email@WillNotWork.Here
31784	26995052		TSANG, GREGORY	01	11	BNS	BS	4.00	CURRENT	Email@WillNotWork.Here
31784	27186022		VOLKOV, MATTHEW	01	12	ECO	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27474525		WANG, SIMENG	01	12	BIO	BA	4.00	CURRENT	swang55@u.rochester.edu
31784	27451847		XIANG, HAORAN	01	13	EBS	BA	4.00	CURRENT	hxiang@u.rochester.edu
31784	27437865		YANG, XIAO	01	14	PSC	BA	4.00	CURRENT	xyang14@u.rochester.edu
31784	27426944		YIN, WEIYI	01	14	CHE	BS	4.00	CURRENT	wyin6@u.rochester.edu
31784	27433829		YUAN, XIAOYUE	01	14	ECO	BA	4.00	CURRENT	xyuan2@u.rochester.edu
31784	27455654		ZHANG, KAIQI	01	14	FEC	BA	4.00	CURRENT	kzhang8@u.rochester.edu
31784	27310533		ZHANG, YUANYANG	01	13	APM	BS	4.00	CURRENT	Email@WillNotWork.Here
31784	27275436		ZUCKERMAN, DAVID	01	13	PHY	BA	4.00	CURRENT	Email@WillNotWork.Here

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