

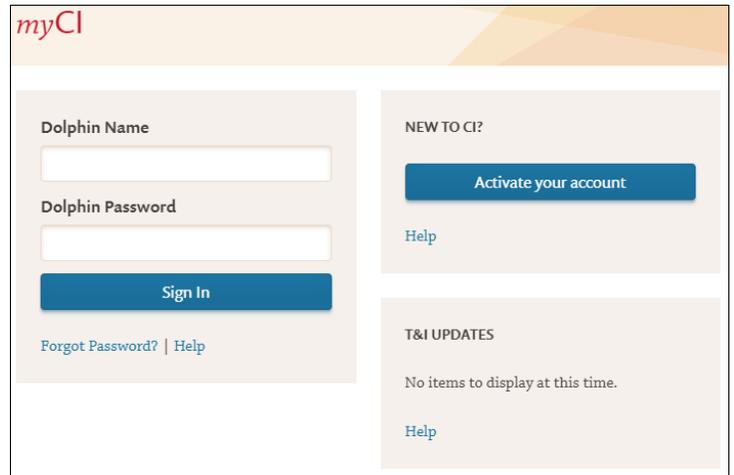
How to Access Your Grade Roster and Process Grades

CI Records includes access to faculty class rosters, class permission numbers and the grade roster.

1. Open your browser and go to <https://myci.csuci.edu> or connect through www.csuci.edu and click on the myCI icon.
2. On the sign-in page:
 - a. Enter your Dolphin Name* (ex. first.last)
 - b. Enter your Dolphin Password*
 - c. Click on "Sign in" to log in.

*Both are case sensitive.

Note: New staff must click on the "Activate Your Account" link and follow the instructions from there.



The image shows the myCI sign-in page. It features a 'Dolphin Name' field, a 'Dolphin Password' field, and a 'Sign In' button. To the right, there is a 'NEW TO CI?' section with an 'Activate your account' button and a 'Help' link. Below that is a 'T&I UPDATES' section with the text 'No items to display at this time.' and another 'Help' link.

3. Once you are logged into myCI, click on CI Records.

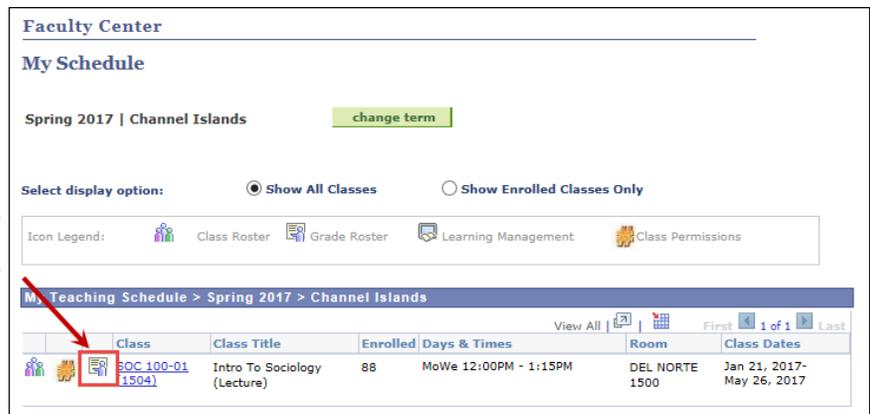


The image shows the myCI dashboard. At the top right, there are links for 'Services' and 'My Apps'. Below this, there are four main service tiles: 'CI Learn' (View course information and materials using Canvas), 'Webmail' (Employee email system, powered by Microsoft Outlook), 'CI Records' (Student registration and records system), and 'CI Personnel' (Employee and departmental records and data management). A red arrow points to the 'CI Records' tile, which is also highlighted with a red border.

4. Once you are in the Faculty Center, in the My Schedule section, click on the Grade Roster icon (review legend) to view your grade roster list.



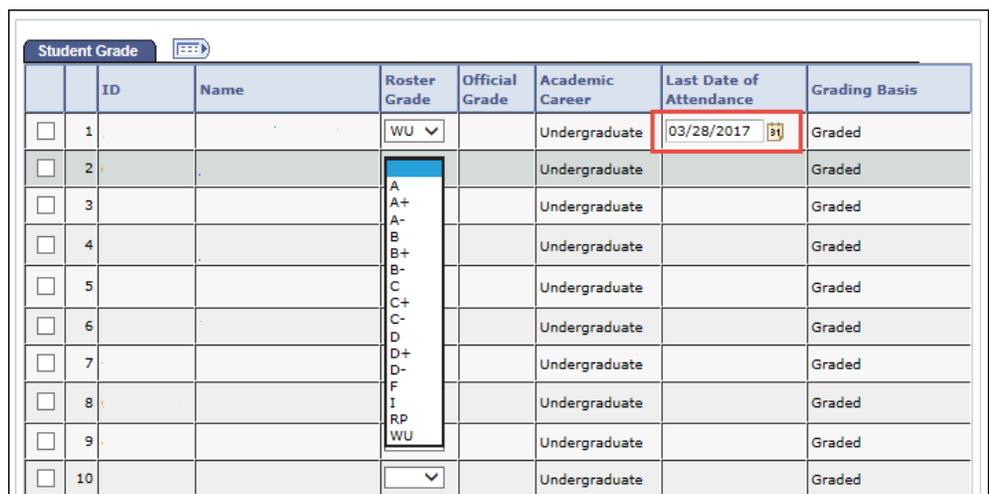
The image shows a navigation bar with the text 'Icon Legend:' followed by several icons: a group of people, a calendar, a document with a checkmark, and a document with a lock. Below the icons are the labels 'Class Roster' and 'Grade Roster'.



The image shows the 'Faculty Center My Schedule' page. It displays 'Spring 2017 | Channel Islands' and a 'change term' button. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A navigation bar includes 'Icon Legend:', 'Class Roster', 'Grade Roster', 'Learning Management', and 'Class Permissions'. The main content area shows a 'My Teaching Schedule > Spring 2017 > Channel Islands' section with a table of classes. A red arrow points to the 'Grade Roster' icon in the table's first column.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BOC 100-01 1504	Intro To Sociology (Lecture)	88	MoWe 12:00PM - 1:15PM	DEL NORTE 1500	Jan 21, 2017- May 26, 2017

5. Once in the Grade Roster, use the drop down in the Roster Grade section next to each student to select the appropriate grade.
 - If assigning a WU, F or NC grade, a field will appear for the last date of attendance. A default date will appear for WU grades; if you know the date the student last attended, please edit this date. A blank field will appear for F and NC grades; it is optional to enter a last date of attendance for these grades.



The image shows a 'Student Grade' table with columns for ID, Name, Roster Grade, Official Grade, Academic Career, Last Date of Attendance, and Grading Basis. A dropdown menu is open for the 'Roster Grade' column of the first student, showing options from A to WU. The 'Last Date of Attendance' for the first student is highlighted with a red box.

ID	Name	Roster Grade	Official Grade	Academic Career	Last Date of Attendance	Grading Basis
1		WU		Undergraduate	03/28/2017	Graded
2				Undergraduate		Graded
3				Undergraduate		Graded
4				Undergraduate		Graded
5				Undergraduate		Graded
6				Undergraduate		Graded
7				Undergraduate		Graded
8				Undergraduate		Graded
9				Undergraduate		Graded
10				Undergraduate		Graded

6. After you have entered the grades for each student on the grade roster, go to the Grade Roster Action section and change the "Approval Status" to **Approved** using the drop down.

▼ PSY 100 - 01 (1243) [change class](#)

INTRODUCTION TO PSYCHOLOGY (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-10:50AM	Broome Library 2330		08/27/2011 - 12/17/2011

Display Options:
*Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status: Not Reviewed Approved Not Reviewed [save](#)

Student Grade

7. Click on SAVE.

8. Once you have successfully saved your grades, you will receive a verification notice. Click OK.

Message

You have successfully completed Grading for this class! (30500,1)

The grades for this class have been officially submitted and will be posted to the students' records by the date indicated in the email from the registrar. Any changes to grades after this point must be submitted to the Registrar's Office on a Change of Grade form.

[OK](#)

Notes:

i. To Change between one semester and another, click on the "Change Term": button.

Faculty Center

My Schedule

Spring 2012 | Channel Islands [change term](#) [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

For assistance with understanding your Faculty Center,
please contact your Academic Program Analyst .

Frequently Asked Questions

Q:	<i>I can't log into the system / my password is not working, who do I contact?</i>
A:	You can re-set your password at the myCI login page. If you need to retrieve your Dolphin Name or Dolphin ID, please contact Faculty Affairs.
Q:	<i>Why I don't see any / all of my classes listed in the Faculty Center?</i>
A:	Did you select the correct term for entering grades? Review the notes section on <i>Term Selection</i> (p.2) and try again.
A:	Contact your Academic Program Support Staff to verify that you have been assigned the proper access to grade the section (s) you are teaching.
Q:	<i>There are students on my grade roster who never attended / stopped attending class. What grade do I give them?</i>
A:	Students are responsible for withdrawing from class. Students who stop attending class, or never attended, should be assigned the grade "WU" (withdrawal unauthorized). Although this WU is equivalent to F, it is important to be able to distinguish between an earned F and non-attendance, particularly with regard to the treatment of Financial Aid.
Q:	<i>A student who has been attending my class all semester, but is not on my grade roster. How do I assign him/her a grade?</i>
A:	Please contact us at registrar@csuci.edu. It is the student's responsibility to enroll by the published deadlines. However, the Registrar's Office will research the student's situation to determine if it would be appropriate to add the student and assign the grade.
Q:	<i>When must I have my grades entered?</i>
A:	All grades must be entered by 11:59pm on the Grades Due date as indicated on the Academic Calendar.
Q:	<i>What happens if I don't get my grades entered by the deadline?</i>
A:	Students suffer when there is a delay as many processes, including academic standing and graduation, depend on the timely receipt of grades. The administrative grade "RD" (Report Delayed) will be posted to your sections. You will need to submit final grades on a Grade Change form, one for each student, to the Registrar's Office. If you have extenuating circumstances that may prevent posting your grades on time, please contact your supervisor or your dean.
Q:	<i>When will students be able to see their grades in myCI?</i>
A:	Grades will be available for students to view in myCI within several hours after the Grades Due deadline published in the Academic Calendar.
Q:	<i>I just realized I made a mistake and need to change a grade. How do I do this?</i>
A:	If the Grades Due deadline has not yet passed, you can access the grade roster, set the Approval Status to "Not Reviewed," make the correction, then re-approve the roster and save.
A:	If the Grades Due deadline has passed, changes must be submitted to the Registrar's Office on a Change of Grade form. Forms are available on the web: https://www.csuci.edu/registrar/faculty-resources.htm .
Q:	<i>Who do I contact for questions about the grade submission process?</i>
A:	Contact your Academic Program Support Staff or the Registrar's Office at registrar@csuci.edu.