AccessPlus Printable Grade Roster

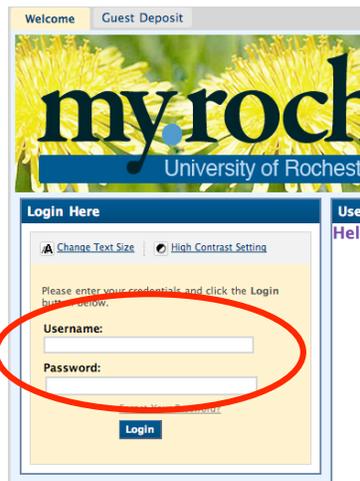Step One: Go to www.rochester.edu/registrar website. Click the UR Access Link on the right hand side of the page.
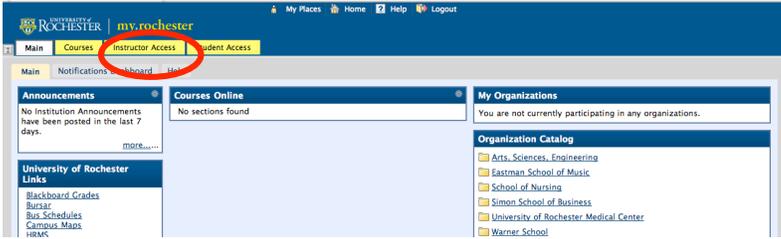

Step Two: Click the Instructor Access link.
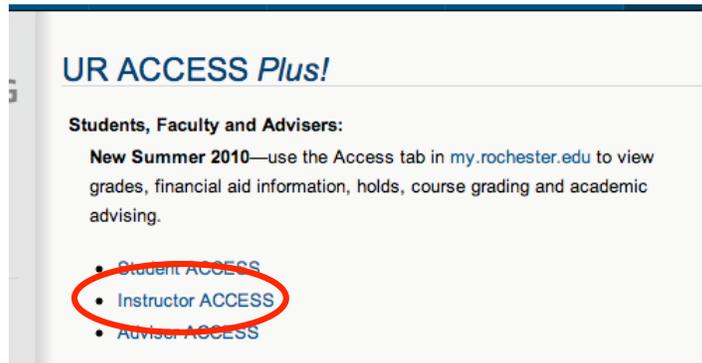
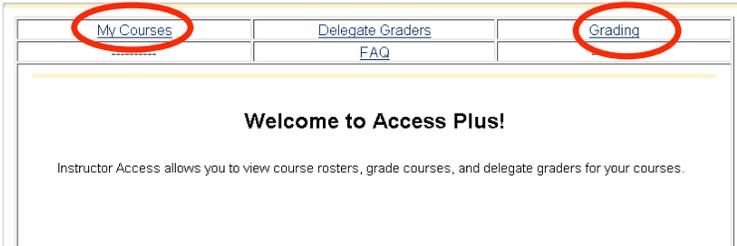Step Three: Sign into Blackboard with your NetID and Pasword (what you use for HRMS).
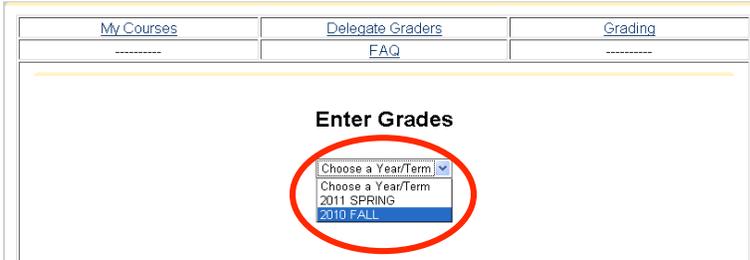
Step Four: Select the Instructor Access tab.

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.

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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.

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

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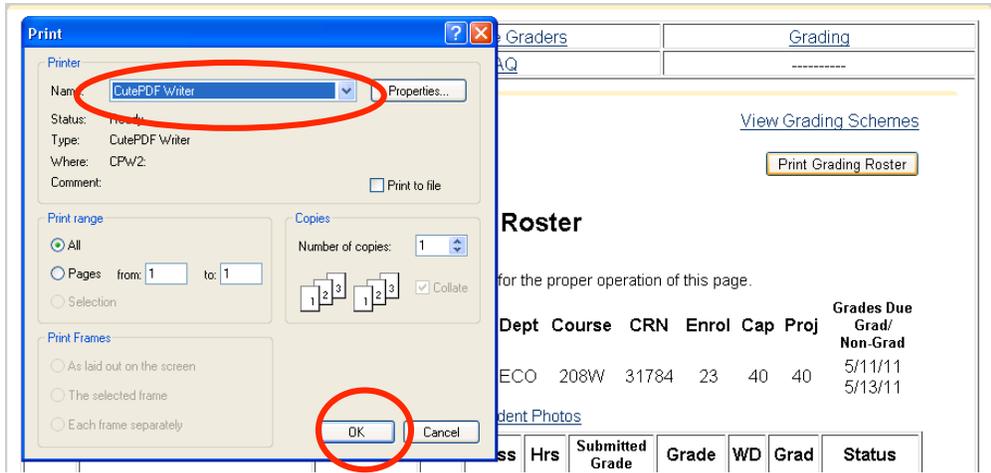
The printed roster will show any already entered and validated grades, or an underline for grades that need to be entered.

CRN	ID	GRADE	NAME	COL	CLASS	MAJOR	DEG	CRHRS	STATUS	EMAIL
31784	27025024	B	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.