To assign grades over the web in My.NewSchool, follow these steps:

1) Go to http://my.newschool.edu.

2) To log in, enter your NetID and Password. If you need help accessing MyNewSchool, click on the help link located below the login box.

3) Click on the Faculty tab at the top of the screen.

4) Go to the Self Service box, located on the upper left corner of the screen and click on Faculty Services.

5) Click on Term Selection. Select the appropriate term and click Submit Term.

6) Click on CRN (Course) Selection. Use the drop down box to select the course you would like to grade. Click on Submit CRN. **Please note:** Cross Listed Courses are set up as individual sections and each section must be graded separately**. Important:** You will only be able to grade the rosters where you are assigned as the Primary Instructor.

7) Click on Final Grades. Scroll down to view the students registered for the course. Use the dropdown box in the Grade column to select valid grades for each student's level. **Important:** While entering grades click on Submit Grades at the bottom of the form frequently to prevent being timed out of MyNewSchool after 15 minutes. When you have entered all grades, be sure to click Submit Grades a final time.

8) Each time you click Submit Grades, MyNewSchool returns you to the top of your grade roster. If you scroll down you will see confirmation in large red letters that your grades are entered. You may then proof and make any corrections.

9) **Please note:** you do **not** record attendance on the grade rosters in MyNewSchool.

10) All Grades, with the exception of grades of Incomplete, will be rolled to Academic History every evening. Once a grade has been rolled, you may not change it in MyNewSchool; you must submit a Change of Grade form to the Registrar's Office. You can tell if a grade has rolled if 'Y' appears in the Rolled column next to the grade. Once an initial grade is rolled, any grade changes submitted to the Registrar's Office will not be reflected on the grade roster in MyNewSchool. Only the initial rolled grade will appear online. However, a student will be able to see the final grade in MyNewSchool.

11) Grades of Incomplete can be changed online through self-service until grades are converted to WF/N. For **undergraduate students** changes can be made until the end of the 7th week of the following Fall semester for Spring and Summer courses and the end of the 7th week of the following Spring semester for Fall courses. For **graduate students** changes can be made until one year after the end of the class.

12) To print your grade roster after submitting, remain on the grade roster page and click on the Print Icon in your browser window or click on File on the top bar of your browser window. Then choose Print from the drop-down list and choose the appropriate printer.

    Please note if you are using Netscape you must have version 6.0 or higher to print from MyNewSchool.