PARSONS THE NEW SCHOOL FOR DESIGN

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Office of the Dean

DATE: December 6, 2011
TO: All Parsons Faculty
FROM: Kelly Grossi, Assistant Dean for Curricular Affairs, Parsons
RE: Fall 2011 Grading Deadlines & Instructions for Grading in MyNewSchool

Grades are submitted through MyNewSchool, the University's online access point for academic information. **Grades must be posted within one week from the end of your course. You must assign a grade to every student appearing on your roster.** If you are unsure which grade is appropriate for a student, please refer to the attached document which describes grading policies and procedures. Please note the policy for undergraduate grades of Incomplete which was recently amended.

Students will be able to view posted grades in MyNewSchool beginning December 21st. Grades for undergraduate students not posted within one week from the end of your course will be converted to WF.

It is highly advisable, if you can, to submit your grades before December 22nd. The University will be closed from Thursday, December 22nd through Monday, January 2nd; therefore, staff will be unavailable to assist you during this period. If you know you will not be able to submit grades before December 22nd, please access MyNewSchool now to make sure you do not experience any problems. You should log into MyNewSchool to ensure that you remember your login and password. If you receive an authorization error message, please contact the University Help Desk at 212-229-5300 x2828 between 8:30 – 5:30, Monday-Friday or by email at helpdesk@newschool.edu.

Also, within the next few days, check MyNewSchool to make sure that all credit students appear on your grade roster. If the name of a credit student does not appear on your grade roster, that student is not properly registered. Advise the student to contact the director of advising in his or her school immediately. [See the contact information below.]

Please note that for courses with multiple instructors only the primary instructor can post grades.

To assign grades over the web, 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 links located below the login box.

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

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

5) Click on Term Selection. Select a term and click on 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.

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 that you are not required to record attendance on the grade rosters in MyNewSchool. Throughout the semester, you should have been informing your program's advisor about students who miss two consecutive class sessions without explanation or who otherwise miss a significant portion of class time. If you have not forwarded this information to date, please do so now.

10) Grades 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) 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.**

Advising Contact Information

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