Albert Online Grading

NYU School of Law – Faculty Guide

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New York University moved to online grading starting with the summer 2011 semester. Scantron grade rosters will no longer be produced; instead online grade rosters will be available. You will be notified by e-mail when you will be able to access your Albert online grade rosters. You should note that while the mechanism for submitting grades has changed, all of the grading rules (i.e. grade curve, class participation up grades, etc.) still apply.

Please follow the instructions below to submit your Law School grades online:

Accessing Albert

Logging in

To access your Law School grade roster login to NYUHome (https://home.nyu.edu/) and enter your NetID and password. The NetID can be found on the back of your NYU ID card (i.e. it should be your initials and a few numbers). *It is important not to confuse your NetID with your University ID# (e.g. N12345678).*

Once successfully logged into NYUHome, select Work on the Services tab and Go under Albert SIS. (Note: the order of your NYUHome services is customizable, so you may not see Albert SIS at the top of the page. Scroll down or click Load More until Albert SIS appears as an option.)

My Courses

On the Albert page click on the Faculty/Advisor tab. Your courses are displayed with several icons for various course functions available in Albert. For grading, click on Grade Roster.

Law School faculty may enter grades and submit them for approval to the Office of Records and Registration. Faculty can also grant to their assistants course administrator rights to enter grades and submit them by clicking on **"HOLD FOR APPROVAL"** to the Office of Records and Registration. Once the grades are submitted, the Office of Records and Registration will review them for grading curve compliance, where applicable, and post the grades to the student's transcript. **Only the Office of Records and Registration has the authority to post grades to a student's transcript.**

Note that the Faculty Exam Schedule selection is not applicable to the Law School. Law exam information is listed in our internal CMS system and not the University's Albert system. All Law School exams have been scheduled.

Granting Faculty Assistants Access to Enter Grades

Each semester, faculty assistants are automatically given course administrator access to the classes their faculty are teaching. This access gives them the ability to enter, save, but not to post grades to the student records. Occasionally, we find that some assistants were not given access because they were not assigned at the time of the upload to classes, or for some other reason. If your assistant does not have access, please refer to the following link on how to designate your faculty assistant as your Grading Proxy: https://www.nyu.edu/students/student- information-and-resources/registration-records-and-graduation/albert- help/training/faculty/grading/proxy-designation.html

How to Enter Grades Online

1. **Find Your Class:** Find your class in the My Courses list on the Albert Faculty/Advisor, as shown on the page above. Then select the "Grade Roster" icon next to the class for which you would like to enter grades.

2. **Students Listed by (Name or Blind Grading Number)**: For courses with exams, students are identified on the roster by their blind grading exam ID number. For other courses and non-classroom activity students will appear on the grade roster by name.

Students

Row	Select Student	Blind Grading ID	Grade	Roster Status
1	No ⌄	1002	⌄	Grade Needed
2	No ⌄	1020	⌄	Grade Needed

3. **Assign Grades:** Select the appropriate grade from the drop-down menu for each student listed.

Students

Row	Select Student	Blind Grading ID	Grade	Roster Status
1	No ⌄	1002	⌄	Grade Needed
2	No ⌄	1020	⌄	Grade Needed

You should then click the **"Save Grade Roster"** button. You will be able to review the grades entered and make changes if needed. No grades will be submitted to the Office of Records and Registration nor will it appear on a student's record at this point.

Save Grade Roster

As of Spring 2019: Grade Curve in Albert: The grade curve now appears in the Albert grade rosters. As you enter grades the grade curve chart will be populated. You will be able to see if you are off the curve in a grade tier or for a specific letter grade. <u>Please note as of fall 2020, there is no mandatory percentage of B minus grades for first-year classes and the range is adjusted in Albert</u>.

Maximum for A tier/ Maximum grades above B and C/D/F Grades

The below suggested upper level course grading guidelines were adopted by the faculty effective fall 2008. Please note, however, that the A+ grade are mandatory and not suggested. Where credit/fail grades are permitted, the percentages are calculated only using students taking the course for a letter grade. If there are fewer than 28 students taking the course for a letter grade, these guidelines do not apply.

Distribution Stats	# Grades	Current Grade %	Max Grade %	# Enrolled	# No Grade	Req Met
Max A-tier	10	36.00	31.00	28	0	NO - 5%
Max > B	11	40.00	57.00	28	0	YES
C/D/F			5.00	28	0	YES

Suggested Distribution for Each Grade

Grade	Range	Target	Number of Grades	Percentage	Range Met?
A+	0 - 2%	1%	2	7%	NO - 5%
A	7 - 13%	10%	3	11%	YES
A-	16 - 24%	20%	5	18%	YES
B+	22 - 30%	26%	1	4%	NO - 18%
B	0 - 100%	0%	17	61%	YES
B-	4 - 11%	7 - 8%		0%	NO - 4%

4. Here are some sample messages you will receive if a grade tier or letter grade distribution is exceeded. Simply click on the "Yes" button to continue entering grades. These messages will pop-up after 99% of grades are entered.

Distribution Stats - Max A-tier

Grades   - 10
Current %   - 36
Max %   - 31
Enrolled   - 28
No Grades   - 0

Your submission is subject to review. You may be contacted by the Vice Dean.
Click Yes to bypass the limit, or No to go back and change your grades.

Yes   No

The Range for A+ is 0% to 2%, and this is too high at 7.00%.
Your submission is subject to review. You may be contacted by the Vice Dean.
Click Yes to bypass the limit, or No to go back and change your grades.

Yes   No

The Range for B+ is 22% to 30%, and this is too low at 4.00%.
Your submission is subject to review. You may be contacted by the Vice Dean.
Click Yes to bypass the limit, or No to go back and change your grades.

Yes   No

The Range for B- is 4% to 11%, and this is too low at 0%.
Your submission is subject to review. You may be contacted by the Vice Dean.
Click Yes to bypass the limit, or No to go back and change your grades.

Yes   No

5. **As of Spring 2019: Submit Preliminary Grades: Automatic Release of Student Names**:
Once you have entered your preliminary grades and are satisfied with the same, click on the
"Submit Preliminary Roster" button.

Term 1208	Subject Area LAW-LW	Title ▮
Term Fall 2020 Description	Catalog Nbr ▮	Instruction Mode Blended (Online & In-Person)
Class Nbr ▮	Class Section 001	Grade Roster Type Final Roster ▾
	Preliminary Roster No Preliminary Roster Submitted	

Grade Entry Instructions

Step 1: Scroll past instructions to get to student list and enter grades
Step 2: Click the "Save Grade Roster" button if you are still making edits

Save Grade Roster	Submit Preliminary Roster	Hold for Approval	Grade Roster Help

NOTE: Preliminary Grades will NOT be accepted nor will student names be released if you have missing grades or an IP on the roster (see error message below). You must go back and correct this in order to submit preliminary grades. Once you resolve any missing grade(s) you may select "**Submit Preliminary Roster**" again.

You have not graded all students in the class, or have an IP grade that must be resolved before posting preliminary grades

OK

Once you submit the preliminary roster you will NOT be able to change the preliminary grade.
You will be asked to acknowledge that you have entered all grades.

Do you acknowledge that you have entered all grades

Yes   No

REMEMBER: Once you click on" Yes", you will need to refresh the grade roster page in your web browser, and the names of the students will appear. The method for refreshing the page will vary by web browser.

6. **Adjusting the Grades (Up Grading/ Down Grading):** Please note the original grade you gave the student. Then click on the arrow next to the grade that you want to adjust. You should only adjust the grade by one step up or down – **in no event should a D grade be reduced to F.**

IMPORTANT: Please send the Records Office (law.registration@nyu.edu) a list of students for whom grades are changed and note what the change was (i.e. from grade x to grade y). We need to ensure that the grade changes you wanted to make are actually the changes that were made in Albert.

7. Once you have completed your grade adjustments you will need to click the **"Hold for Approval"** button. This submits the grade roster to the Law School's Office of Records and Registration. You will no longer be able to change the grades without further interaction with the Office of Records and Registration. If you should inadvertently click the "Hold for Approval" button before you are finished grading, please contact the Office of Records and Registration immediately because we will assume they are final and, if they conform to the guidelines, post

them to the student records.

8. **Grade Curve Calculation:** The Law School Office of Records and Registration will check grades to make sure that they conform to any applicable grading curve guidelines. Conforming grades will be posted to student records. Faculty will be contacted about non-conforming grades. Non-conforming grade rosters will be re-set to allow grades to be changed and re-submitted.

Submitting Grade Changes

Grade Changes: Once grades have been posted to a student's transcript, you have the ability to request changes to a student's grade. This function is used for changing IP (in progress) and NR (no response) grades to final grades in seminars and for directed research**. On the grade roster page, select the Change Grade button on the row belonging to the student for whom you wish to change a grade. Only students who have grades will appear.**

Grade changes due to computation or transcription error:
Grade changes of this type need to be accompanied by a memo addressed to the student, with Records copied, explaining the reason for the change. Please send the memo to law.registration@nyu.edu or via interoffice mail to FH 400.

Update the **Change Grade To** value and specify a reason for the change from the dropdown menu, then click the "Submit" button.

Term	1204
Term Description	Spring 2020
Class Nbr	19221
Subject	LAW-LW
Subject Description	Law Courses
Catalog Nbr	10223
Session	Regular Academic Session
Section	001
Course Title	Corporations
Current Grade	CR
Graduated	
Apply for Grad	
Change Grade To	F ⌄
Grade Change Reason	Error Calculating Final Grade ⌄
Notes to Approver	
Admin Comments	

Submit   **Canc**

Once a grade change is submitted, it is subject to the approval of the Office of Records and Registration and the Vice Dean. Once approved, the grade will be reflected on the student's transcript.