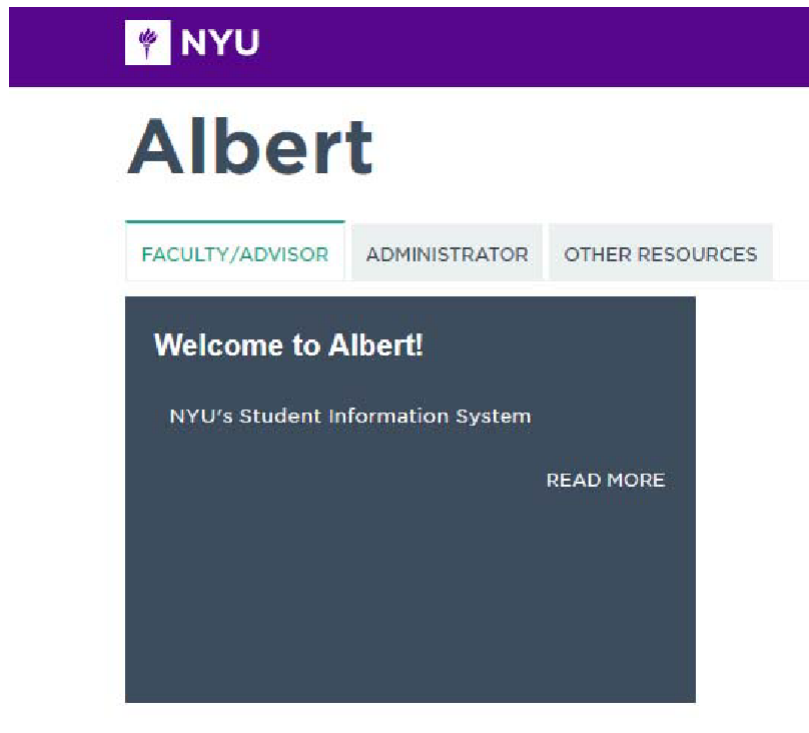


# Albert Online Grading

## NYU School of Law – Faculty Guide



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# Albert Online Grading

## NYU School of Law – Faculty Guide

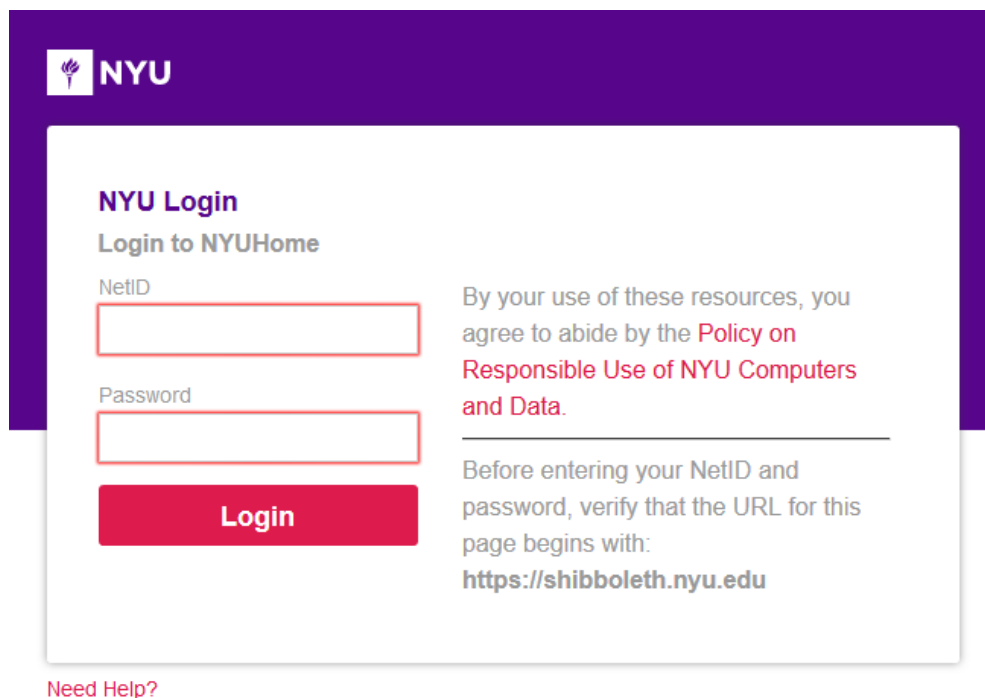
New York University moved to online grading starting with the summer 2011 semester. Scantron grade rosters will no longer be produced; instead online grade rosters will be available. You will be notified by e-mail when you will be able to access your Albert online grade rosters. You should note that 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

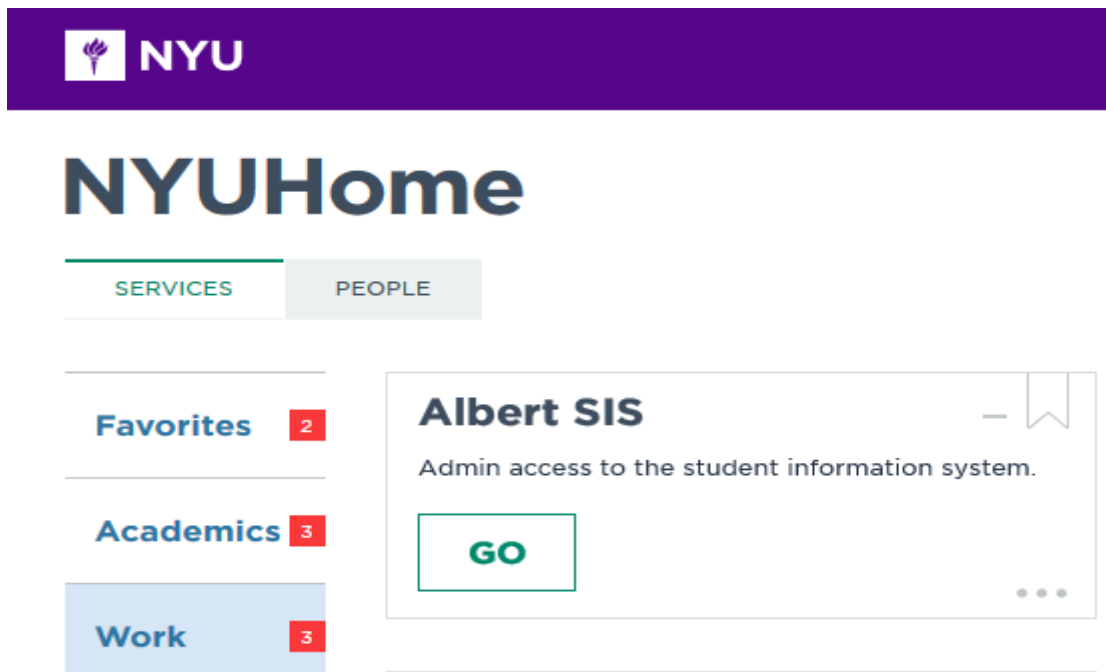
#### Logging in

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).*



The screenshot shows the NYU Login page. At the top left is the NYU logo. Below it, the text "NYU Login" and "Login to NYUHome" is displayed. There are two input fields: "NetID" and "Password". Below the "Password" field is a red "Login" button. To the right of the input fields, there is a paragraph of text: "By your use of these resources, you agree to abide by the Policy on Responsible Use of NYU Computers and Data." Below this paragraph, there is another paragraph: "Before entering your NetID and password, verify that the URL for this page begins with: https://shibboleth.nyu.edu". At the bottom left of the page, there is a link that says "Need Help?".


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 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.**



LOG OUT

# Albert

STUDENT

FACULTY/ADVISOR

ADMINISTRATOR


OTHER RESOURCES

FAVORITES

### Welcome to Albert!
















NYU's Student Information System

[READ MORE](#)























## My Courses

View: Enrolled Only By Subject By School Grading Open Reset

| Spring 2018  | Fall 2017 | Summer 2017 | Spring 2017 | Fall 2016 | Summer 2016 | Spring 2016 |
|--|-----------|-------------|-------------|-----------|-------------|-------------|
| <div><b>Value Added Taxation</b><br/>LAW-LW 10068<br/>1/16/2018 - 5/1/2018<br/>11:00 AM - 12:50 PM Th Location: FURH_214</div> <div> 7</div> <div></div> <div></div> <div></div> <div></div> |           |             |             |           |             |             |
| <div><b>Value Added Taxation</b><br/>LAW-LW 10068 002<br/>1/16/2018 - 5/1/2018<br/>Schedule: TBA Location: TBA</div> <div> 6</div> <div></div> <div></div> <div></div> <div></div>           |           |             |             |           |             |             |
| <div><b>Value Added Taxation</b><br/>LAW-LW 10068 003<br/>1/16/2018 - 5/1/2018<br/>Schedule: TBA Location: TBA</div> <div> 2</div> <div></div> <div></div> <div></div> <div></div>           |           |             |             |           |             |             |

## My Courses

View: Enrolled Only By Subject ▾ By School ▾ Grading Open Reset ✕

| Spring 2018  | Fall 2017  | Summer 2017   | Spring 2017  | Fall 2016  | Summer 2016  | Spring 2016 |
|--|--|---|--|--|--|-------------|
| <b>Value Added Taxation</b><br>LAW-LW 10068<br>1/16/2018 - 5/1/2018<br>11:00 AM - 12:50 PM Th Location: FURH_214 |  7<br>Class Roster  |  NYU Classes |  Book Store |  Grade Roster |  Course Evaluations |             |
| <b>Value Added Taxation</b><br>LAW-LW 10068 002<br>1/16/2018 - 5/1/2018<br>Schedule: TBA Location: TBA           |  6<br>Class Roster  |  NYU Classes |  Book Store |  Grade Roster |  Course Evaluations |             |
| <b>Value Added Taxation</b><br>LAW-LW 10068 003<br>1/16/2018 - 5/1/2018<br>Schedule: TBA Location: TBA           |  2<br>Class Roster  |  NYU Classes |  Book Store |  Grade Roster |  Course Evaluations |             |
| <b>International Tax II</b><br>LAW-LW 10082<br>1/16/2018 - 5/1/2018<br>7:00 PM - 8:50 PM Th Location: FURH_216   |  10<br>Class Roster |  NYU Classes |  Book Store |  Grade Roster |  Course Evaluations |             |
| <b>International Tax II</b><br>LAW-LW 10082 002<br>1/16/2018 - 5/1/2018<br>Schedule: TBA Location: TBA           |  7<br>Class Roster  |  NYU Classes |  Book Store |  Grade Roster |  Course Evaluations |             |

Displaying results 1 to 5 of (17)

1 2 3 4 >

[View Full History](#)



## Faculty Exam Schedule

| Spring 2018 | Fall 2017 | Summer 2017 | Spring 2017 | Fall 2016 | Summer 2016 | Spring 2016 |
|-------------|-----------|-------------|-------------|-----------|-------------|-------------|
|-------------|-----------|-------------|-------------|-----------|-------------|-------------|

You have no final exams for this term scheduled at this time.

**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 appear on a student’s record at this point.

**Save Grade Roster**

**NEW for 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.

#### 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



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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

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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. **NEW for 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 | Catalog Nbr  | Instruction Blended (Online & In-Person) |
| Description    | Class Section 001                                  | Mode                                     |
| Class Nbr      | Preliminary Roster No Preliminary Roster Submitted | Grade Roster Type Final Roster           |

**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

**NEW for Fall 2020:** 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.

#### Students

| Row | Select Student | Campus ID | Blind Grading ID | Name | Email Address | Program and Plan | Academic Level | Graduation Status | Grade | Roster Status |
|-----|----------------|-----------|------------------|------|---------------|------------------|----------------|-------------------|-------|---------------|
| 1   | No ▾           |           | 1427             |      |               |                  |                |                   | B+ ▾  | Grade Saved   |

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.**

| Row | Select Student | Campus ID | Blind Grading ID | Name | Email Address | Program and Plan | Academic Level | Graduation Status | Grade | Roster Status |
|-----|----------------|-----------|------------------|------|---------------|------------------|----------------|-------------------|-------|---------------|
| 1   | No ▾           |           | 1427             |      |               |                  |                |                   | B+ ▾  | Grade Saved   |
| 2   | No ▾           |           | 2418             |      |               |                  |                |                   | B ▾   | Grade Saved   |
| 3   | No ▾           |           | 2633             |      |               |                  |                |                   | B ▾   | Grade Saved   |
| 4   | No ▾           |           | 2457             |      |               |                  |                |                   | B ▾   | Grade Saved   |
| 5   | No ▾           |           | 1994             |      |               |                  |                |                   | B+ ▾  | Grade Saved   |
| 6   | No ▾           |           | 2420             |      |               |                  |                |                   | B ▾   | Grade Saved   |

**IMPORTANT:** Please send the Records Office ([law.registration@nyu.edu](mailto: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.

Save Grade Roster

Hold for Approval

Grade Roster Help

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.**

### Students

| Row | Select Student | Campus ID | Blind Grading ID | Name | Email Address | Program and Plan | Academic Level | Graduation Status | Grade           | Roster Status | Change Grade |
|-----|----------------|-----------|------------------|------|---------------|------------------|----------------|-------------------|-----------------|---------------|--------------|
| 1   | No             |           | 4015             |      |               |                  | First Year     | CR                | Grade Submitted |               | Change Grade |
| 2   | No             |           | 4493             |      |               |                  | First Year     | CR                | Grade Submitted |               | Change Grade |
| 3   | No             |           | 5747             |      |               |                  | First Year     | CR                | Grade Submitted |               | Change Grade |

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

|                            |                                 |
|----------------------------|---------------------------------|
| <b>Term</b>                | 1204                            |
| <b>Term Description</b>    | Spring 2020                     |
| <b>Class Nbr</b>           | 19221                           |
| <b>Subject</b>             | LAW-LW                          |
| <b>Subject Description</b> | Law Courses                     |
| <b>Catalog Nbr</b>         | 10223                           |
| <b>Session</b>             | Regular Academic Session        |
| <b>Section</b>             | 001                             |
| <b>Course Title</b>        | Corporations                    |
| <b>Current Grade</b>       | CR                              |
| <b>Graduated</b>           |                                 |
| <b>Apply for Grad</b>      |                                 |
| <b>Change Grade To</b>     | F ▾                             |
| <b>Grade Change Reason</b> | Error Calculating Final Grade ▾ |
| <b>Notes to Approver</b>   | <input type="text"/>            |
| <b>Admin Comments</b>      | <input type="text"/>            |

Submit

Cancel

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.

Do not use this function for grade changes due to computation or transcription error. Instead, please use a paper grade change form available by contacting [law.registration@nyu.edu](mailto:law.registration@nyu.edu) in FH 400. 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.