

**Eastman School of Music**  
**On-line Course Grading Instructions**  
[www.esm.rochester.edu/registrar](http://www.esm.rochester.edu/registrar)

1. Go to the Eastman Registrar's web page and click on the "Instructor Login" link in the middle of the page. Enter your 8-digit University ID number and 4-digit PIN. (Social Security Numbers are no longer accepted for login). Click the "LOGIN TO ACCESS" button. If you don't have a PIN, contact the Registrar's Office at 274-1220.
2. Click on "Grading" on the left side of the screen for a list of your current courses.
3. Click on the CRN of the course that you want to grade. Grade rosters are divided into groups of 25 students. If more than 25 students are enrolled in the course, click on the group of students you wish to grade. Then click on the button labeled: "Enter grades for selected group".
4. Enter grades in the "GRADE ENTRY" column. Tab to go to the next student. After grades are entered, click on the button labeled: "Submit Grades". A message will appear next to the grade in question if you enter an invalid grade. Grades may be changed until you seal the roster (explained below). Be sure to click on "Submit Grades" again if making changes. Note: Students can see their grades the instant you submit them—even if you change them later.
  - a) Click on the student's name to submit comments about "N" grades (No grade).
  - b) If necessary, click on the link "Grade student not on Grade Roster". This link can be found at the bottom of the "Grade Roster" page, and on the "Grade Selections" page.
  - c) Click on the dash in the WD column if you believe the student's writing was deficient in this course. This option is intended primarily for River Campus students.
5. It is not necessary to enter grades for every student on the roster at one time. However, blank grades will return an error message reminding you that no grade has been entered.
6. Once finished grading a group of students, click on the link labeled "Return to grade selection screen for this course". This will take you back to the group(s) of students to grade.
7. Continue to the next group of students. When finished grading a group, remember to use the "Return to grade selection screen for this course" link each time. **Do not use the back button.**
8. You may leave some grades temporarily blank at this point and select another course-section to grade. You cannot seal a roster with blank grades.
9. Once all groups of students are graded, the roster should be sealed. Sealing the roster lets the registrar know there will be no other changes. Notice that once you seal a roster the status is reflected on the list of your courses in the column "Grades Due / Sealed". If you need to make a change after the roster has been sealed submit the change in writing to the Registrar's Office.

**Undergraduate Grades**

For courses successfully passed, the student receives the number of semester credit hours assigned to the course. For the purposes of determining the student's grade-point average, the following point-values are assigned to each grade:

A	—4.0 points	C	—2.0 points	<i>Not included in GPA calculation:</i>			
A-	—3.7 points	C-	—1.7 points	I	incomplete	P	pass
B+	—3.3 points	D+	—1.3 points	W	withdrawal	F	fail
B	—3.0 points	D	—1.0 point	DE	withdrawal, failing		
B-	—2.7 points	D-	—0.7 point	CR	credit for attendance		
C+	—2.3 points	E	—0.0 points	NC	no credit for attendance		

**Graduate Grades**

Grades for graduate studies are reported using one of the following three systems:

1. "A" excellent; "A-"; "B+"; "B" good; "B-"; "C" poor; "E" failure; or
2. "S" satisfactory; "E" failure. Courses to be graded on the "S/E" basis only are those titled "dissertation" or "dissertation research," or the various "continuous registration" courses.
3. "P" pass or "F" fail. Use of pass/fail needs pre-approval from the graduate research or graduate professional committee.

The minimum passing grade for a graduate course (or research carrying credit) is "C" or "S", except that "C" is considered a failure for a student already on probation.