To: Instructors of fall 2013 courses

Final Grade Rosters for fall 2013 classes are now available in your HUB Faculty Center. All grades are due 7 days after the last day of classes (including exams). The due date for grading of all fall classes is **Monday, December 23th at 11:59 pm.**

To access the Grade Roster:
- Go to the HUB Faculty Center, which is a link located in the top section of your MyUB page.
- The HUB Faculty Center opens on the "My Schedule" page.
  - Note: If you don't see the classes that you are teaching this semester, be sure to click the green "select term" button.
- Click on the Grade Roster icon (a person standing in front of a board) for each specific class.
  - Note: Clicking on the Grade Roster tab at the top of the page will bring you to the last roster you accessed.

There are 3 ways to input your grades:
- Individually for each student using the drop down menu;
- Assigning the same grade to a group of selected students and then changing individuals;
- Uploading your grades from a spreadsheet.

***Be sure to use the "Final Grade" Grade Roster Type, which is the default, and not the "Mid-Term Grade" option. ***

Important Notes:
- **Once grades are entered, in order for them to appear on students' records, you need to select the Grade Roster Action of "Approved" and then "Save"; and then click "Post" at the bottom right hand corner of the page.** Please don't forget to "Post" your grades!
- You will not receive a pop-up or email confirming that your grades have been posted. The copying of the grades from the "Roster Grade" column to the "Official Grade" column lets you know that your grades have been submitted successfully.
- For information on inputting and posting your grades, please see the HUB tutorial.

Grade Changes: HUB grading will remain open until 11:59 pm on December 24th to allow faculty to change grades that have been submitted. Any grade changes identified after that time should be handled via grade change forms (available from your department administrator).

Hours of operation: HUB grading is available on or off campus every day from 7:00 a.m. to 2:00 a.m.

For Help:
- See http://www.buffalo.edu/hub/faculty/index.php for tutorials and FAQs for faculty,

- Email our faculty help listserv at HUB-FAC-HELP-LIST@LISTSERV.BUFFALO.EDU, or
- Contact the Office of the Registrar:
    - The Grading staff at aps-grading@buffalo.edu OR
    - Michelle Manuella, Assistant Registrar for Transfer Credit and Grading, 645-6515 or mmmanuel@buffalo.edu.

Thank you!