

How to Access Your Grade Roster and Process Grades

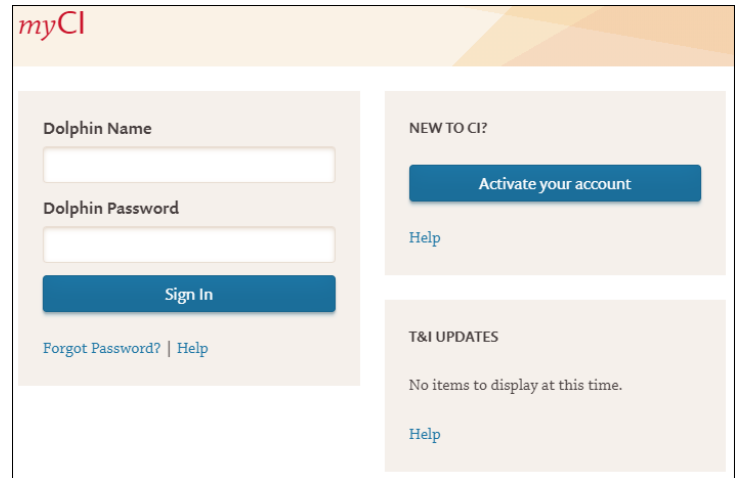
CI Records includes access to faculty class rosters, class permission numbers and the grade roster.

1. Open your browser and go to <https://myci.csuci.edu> or connect through www.csuci.edu and click on the myCI icon.

2. On the sign-in page:
 - a. Enter your Dolphin Name* (ex. first.last)
 - b. Enter your Dolphin Password*
 - c. Click on "Sign in" to log in.

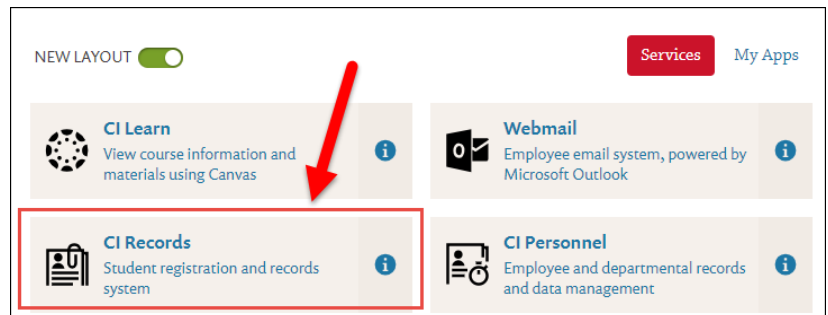
*Both are case sensitive.

Note: New staff must click on the "Activate Your Account" link and follow the instructions from there.



The myCI sign-in page features a login form with fields for 'Dolphin Name' and 'Dolphin Password', a 'Sign In' button, and links for 'Forgot Password?' and 'Help'. To the right, there is a 'NEW TO CI?' section with an 'Activate your account' button and another 'Help' link. A 'T&I UPDATES' section at the bottom indicates 'No items to display at this time.' with a 'Help' link.

3. Once you are logged into myCI, click on CI Records.

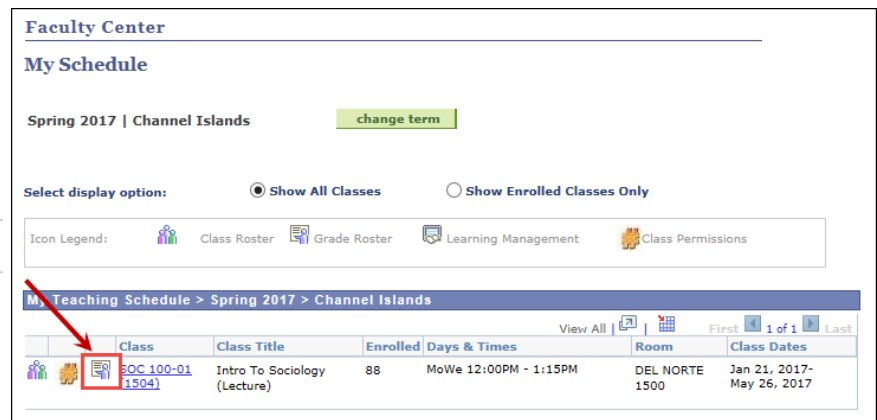


The myCI dashboard shows a 'NEW LAYOUT' toggle and links for 'Services' and 'My Apps'. It features four main service tiles: 'CI Learn' (View course information and materials using Canvas), 'Webmail' (Employee email system, powered by Microsoft Outlook), 'CI Records' (Student registration and records system), and 'CI Personnel' (Employee and departmental records and data management). A red arrow points to the 'CI Records' tile.

4. Once you are in the Faculty Center, in the My Schedule section, click on the Grade Roster icon (review legend) to view your grade roster list.



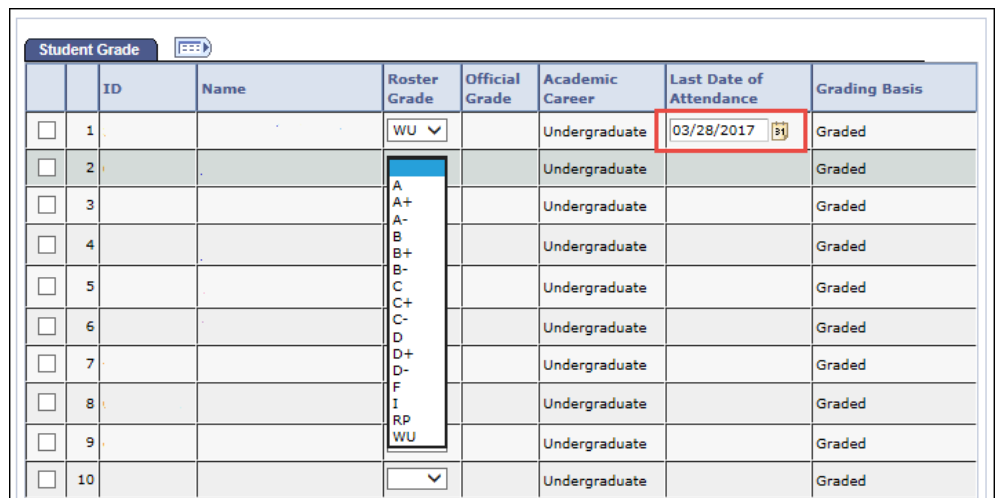
The Icon Legend shows three icons: a group of people for 'Class Roster', a document with a checkmark for 'Grade Roster', and a document with a checkmark for 'Grade Roster'.



The Faculty Center My Schedule page displays the 'Spring 2017 | Channel Islands' term. It includes a 'change term' button and a 'Select display option:' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this is an 'Icon Legend' with icons for 'Class Roster', 'Grade Roster', 'Learning Management', and 'Class Permissions'. The main section shows a table of teaching schedules for 'Spring 2017 > Channel Islands'. A red arrow points to the 'Grade Roster' icon in the legend.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BOC 100-01 1504	Intro To Sociology (Lecture)	88	MoWe 12:00PM - 1:15PM	DEL NORTE 1500	Jan 21, 2017-May 26, 2017

5. Once in the Grade Roster, use the drop down in the Roster Grade section next to each student to select the appropriate grade.
 - If assigning a WU, F or NC grade, a field will appear for the last date of attendance. A default date will appear for WU grades; if you know the date the student last attended, please edit this date. A blank field will appear for F and NC grades; it is optional to enter a last date of attendance for these grades.



The Student Grade table shows a list of students with columns for ID, Name, Roster Grade, Official Grade, Academic Career, Last Date of Attendance, and Grading Basis. A dropdown menu is open for the 'Roster Grade' column, showing options from A+ to WU. A red box highlights the 'Last Date of Attendance' column for the first student, showing the date 03/28/2017.

ID	Name	Roster Grade	Official Grade	Academic Career	Last Date of Attendance	Grading Basis
1		WU		Undergraduate	03/28/2017	Graded
2				Undergraduate		Graded
3				Undergraduate		Graded
4				Undergraduate		Graded
5				Undergraduate		Graded
6				Undergraduate		Graded
7				Undergraduate		Graded
8				Undergraduate		Graded
9				Undergraduate		Graded
10				Undergraduate		Graded

6. After you have entered the grades for each student on the grade roster, go to the Grade Roster Action section and change the "Approval Status" to **Approved** using the drop down.

PSY 100 - 01 (1243) [change class](#)

INTRODUCTION TO PSYCHOLOGY (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-10:50AM	Broome Library 2330		08/27/2011 - 12/17/2011

Display Options:

*Grade Roster Type: Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed Approved Not Reviewed [save](#)

Student Grade [Find](#) [View All](#) [Print](#) [Export](#)

7. Click on SAVE.

8. Once you have successfully saved your grades, you will receive a verification notice. Click OK.

Message

You have successfully completed Grading for this class! (30500,1)

The grades for this class have been officially submitted and will be posted to the students' records by the date indicated in the email from the registrar. Any changes to grades after this point must be submitted to the Registrar's Office on a Change of Grade form.

[OK](#)

Notes:

i. To Change between one semester and another, click on the "Change Term": button.

Faculty Center

My Schedule

Spring 2012 | Channel Islands [change term](#) [My Exam Schedule](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

For assistance with understanding your Faculty Center,
please contact your Academic Program Analyst .