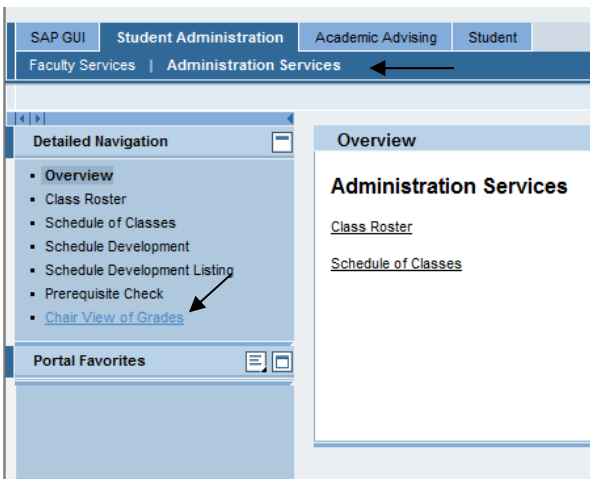


## Chair View of Grades

Department Chairs should use the following instructions to view each faculty member's grade and attendance submission statuses.

1. Log in to <http://myнку.nku.edu>
2. Go to the **Student Administration** tab
3. If necessary, go to **the Administration Services** tab
4. Click **Chair View of Grades**



5. You will see the search options below (defaults to your Department/College)

**Chair View of Grades**

**Grade Report**

Department/College:

Academic Session:

Grading Type:

Appraisal Status:

**Selection Options**

Faculty Personnel ID:

Faculty NKU Username:

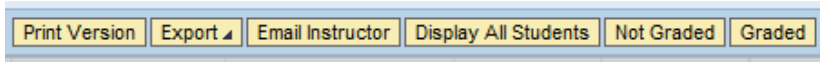
Course:

Display results for your entire org unit.

6. Choose the Academic Year and Session
  7. Choose (1) Final Grade, (2) Mid-Term Grade, or (3) Attendance/Non-Attendance
  8. Choose (1) All (2) Missing or (3) Completed
  9. Choose how you would like the information displayed – by faculty ID, by faculty Username, or by course or click Get Results by Org Unit to display grades for your entire unit. Click on the square search button to search by ID, username, or course.
- You will see the results below.

View	Default View	<input type="button" value="Print Version"/>	<input type="button" value="Export"/>	<input type="button" value="Email Instructor"/>	<input type="button" value="Display All Students"/>	<input type="button" value="Not Graded"/>	<input type="button" value="Graded"/>	Filter Settings		
Grading Type	Not Completed	Instructor Name	Course	Section	Section Title	Semester	Telephone No.	E-Mail	Academic Org.	
Attendance/Non-Attendance	X		BIS 300	Section 001	Mgt Information Systems	Spring			Business Informatics	
Attendance/Non-Attendance	X		MBI 625	Section 003	Info Systems In Organizations	Spring			Business Informatics	

You may use the following options by clicking the buttons above the results grid.




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### Print Version

Displays the results in .pdf format.

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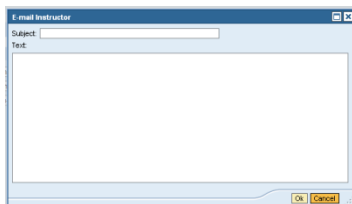
### Export

Exports the results to Microsoft Excel.

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### Email Instructor

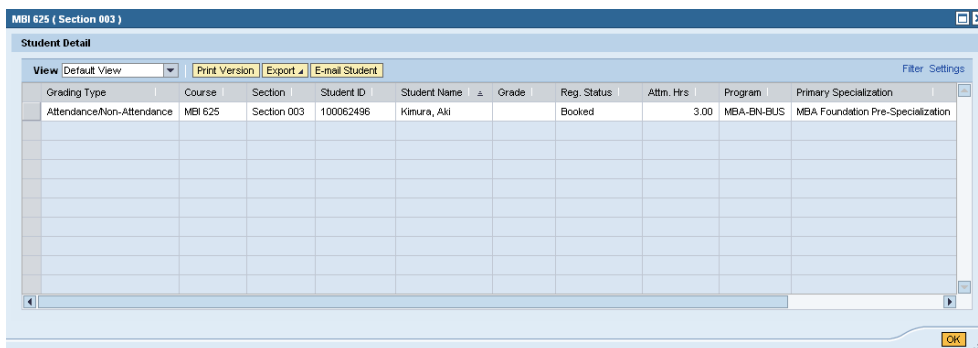
Opens a dialog box which will send an e-mail to the instructor of that course. No attachments can be added.



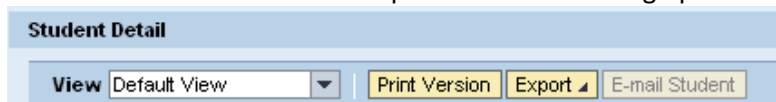

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### Display All Students

Displays a grid of all students in selected class (opens a new Student Detail window)



The Student Detail window also provides the following options:



Print Version: displays results in .pdf format

Export: Exports the results to Microsoft Excel

E-mail Students: Email selected student. This feature is not available for final grades.

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### Not Graded

Displays only students that were not graded in selected class

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### Graded

Displays only students that were graded in selected class