



Student Learning Outcomes Input Via MyBenU

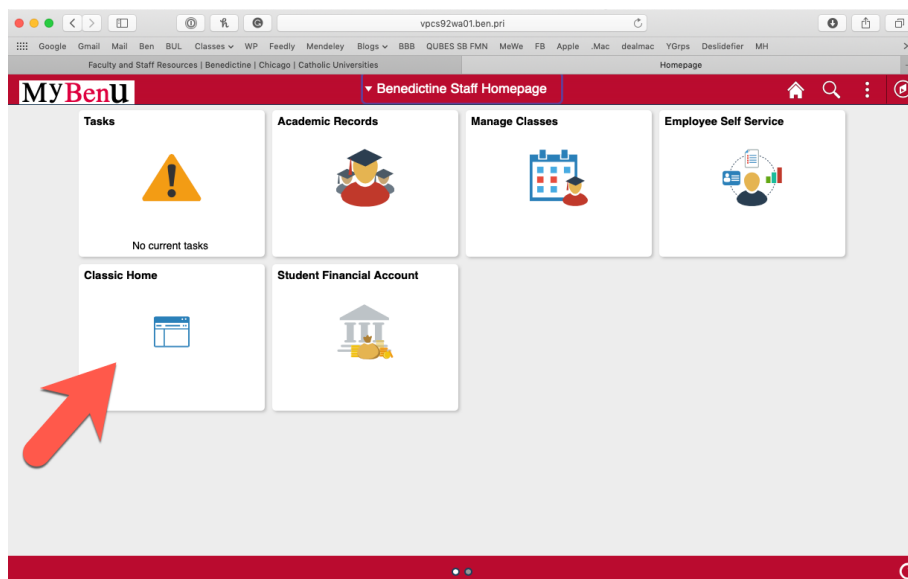
Before you begin, you should find out from your program assessor and/or department chair which SLO code to use. This system uses the nine University Student Learning Outcomes (1-9), with the ability to capture data for up to three Student Learning Outcomes (or Performance Indicators) per University Student Learning Outcome (indicated as A, B, or C).

- The format of these in the roster type is Univ Stud Learn Outcome 1A, 1B, 1C, 2A, 2B, 2C, ... 9C.
- A single class can report data for more than one Student Learning Outcome. You will just create a Student Learning Outcome roster for each outcome for which you are reporting the measures.

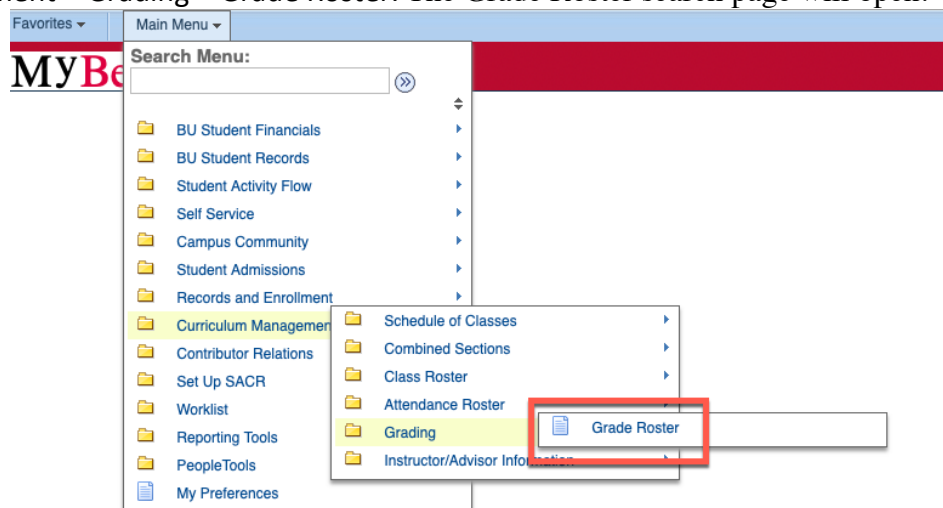
You **MUST** enter your Student Learning Outcome data **BEFORE** you *submit* your final grades. Once you have moved your final grades to "Ready for Review," you will be unable to add a new grade roster of any type to the course.

Let's step through entering Student Learning Outcomes into MyBenU.

- 1) Log into the MyBenU system. You will be on the Homepage. Click on the Classic Home button to get to the Classic view.



- 2) Click on Main Menu in the top bar, and navigate through Self Service > Curriculum Management > Grading > Grade Roster. The Grade Roster search page will open.



- 3) Once on the Grade Roster search page, make sure that the Academic Institution code is BENUV. In addition, enter the code of the appropriate term for your class. If you do not know the term code, click on the magnifying glass. This will open the Look Up Term page. Scroll down the page to find the correct term link and click on it. This will return you to the Grade Roster search page with the term populated.

The screenshot shows the 'Grade Roster' search page. The 'Academic Institution' field is set to 'BENUV' and the 'Term' field is set to '0747'. A magnifying glass icon is highlighted. The 'Look Up Term' modal is open, showing search criteria and a list of search results.

Look Up Term

Term begins with []
Description begins with []
Short Description begins with []

Look Up **Clear** **Cancel** **Basic Lookup**

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Term	Description	Short Description
9999	End Term - Svc Indicator Use	End Term
0789	2023 Fall	2023 Fall
0787	2023 Summer	2023 Summe
0785	2023 Spring	2023 Sprin
0783	2023 Winter	2023 Winte
0779	2022 Fall	2022 Fall
0777	2022 Summer	2022 Summe
0775	2022 Spring	2022 Sprin
0773	2022 Winter	2022 Winte
0769	2021 Fall	2021 Fall
0768	2021 Late Summer Interim	2021 Late
0767	2021 Summer	2021 Summe
0765	2021 Spring	2021 Sprin
0763	2021 Winter	2021 Winte
0759	2020 Fall	2020 Fall
0757	2020 Summer	2020 Summe
0755	2020 Spring	2020 Sprin

- 4) Click on the “Search” button. All of the classes for which you are listed as the instructor on in that term will appear. NOTE: If you are teaching only one class in that term, the Grade Roster Type page for that class will open [skip step 5].

Grade Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution BENUV

Term 0717

Subject Area

Catalog Nbr

Campus

Session

Course Offering Nbr

Class Section

Description

Class Nbr

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

- 5) Click on the link for the class which grades are to be submitted from those listed. The Grade Roster Type page for that class will open.

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Grading](#) > [Grade Roster](#)

Grade Roster Type | [Grade Roster](#)

Course ID 002264 Genetics Offer Nbr 1 Benedictine University
BIOL Catalog 2250 Class Section A 2020 Summe
☐ Use Blind Grading Class Nbr 7114 Regular Semester

	*Grade Roster Type	*Description	
1	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="+"/> <input type="button" value="-"/>

[View the Help documentation](#) [Change of Grade Request Form](#)

[Grade Roster Type](#) | [Grade Roster](#)

- 6) On the Grade Roster Type page, you'll need to select the appropriate roster to create. Note that you cannot change this once created, but you can create another roster if you do make a mistake.

Select the row of the appropriate University Student Learning Outcome (check with your program assessor or department chair if you do not know which one to select).

Favorites > Main Menu > Curriculum Management > Grading > Grade Roster

Grade Roster Type | Grade Roster

Course ID 002264 Genetics Offer Nbr 1 Benedictine University
BIOL Catalog 2250 Class Section A 2020 Summe
☐ Use Blind Grading Class Nbr 7114 Regular Semester

*Grade Roster Type *Description

1 ✓ Final Grade [] [+] [-]

Mid-Term Grade

Univ Student Learn Outcome 1A
Univ Student Learn Outcome 1B
Univ Student Learn Outcome 1C
Univ Student Learn Outcome 2A
Univ Student Learn Outcome 2B
Univ Student Learn Outcome 2C
Univ Student Learn Outcome 3A
Univ Student Learn Outcome 3B
Univ Student Learn Outcome 3C
Univ Student Learn Outcome 4A
Univ Student Learn Outcome 4B
Univ Student Learn Outcome 4C
Univ Student Learn Outcome 5A
Univ Student Learn Outcome 5B
Univ Student Learn Outcome 5C
Univ Student Learn Outcome 6A
Univ Student Learn Outcome 6B
Univ Student Learn Outcome 6C
Univ Student Learn Outcome 7A
Univ Student Learn Outcome 7B
Univ Student Learn Outcome 7C
Univ Student Learn Outcome 8A
Univ Student Learn Outcome 8B
Univ Student Learn Outcome 8C
Univ Student Learn Outcome 9A
Univ Student Learn Outcome 9B
Univ Student Learn Outcome 9C

Change of Grade Request Form

Previous in List Next in List Notify Refresh

- 7) After you select the correct Univ Student Learn Outcome, an orange Create button will appear to the right (see below). Click on it to Create the roster.

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Grading ▾ > Grade Roster

Grade Roster Type | **Grade Roster**

Course ID 002264 Genetics Offer Nbr 1 Benedictine University
 BIOL Catalog 2250 Class Section A 2020 Summe
☐ Use Blind Grading Class Nbr 7114 Regular Semester

*Grade Roster Type	*Description	Override	
1 Univ Student Learn Outcom	Univ Student Learn Outcome	<input type="checkbox"/>	Create + -

[View the Help documentation](#) [Change of Grade Request Form](#)

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Refresh**

[Grade Roster Type](#) | [Grade Roster](#)

- 8) You will then be taken to the Grade Roster page. Note the two tabs at the top: Grade Roster Type and Grade Roster. You started on the Grade Roster Type page (and clicking that tab will return you to it).

Also note that this is Page 3 of 3. In this particular course, there are now three Grade Rosters. The arrow is pointing to where you can see which roster this is: This is the roster for University Student Learning Outcome 3A.

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Grading ▾ > Grade Roster

Grade Roster Type | **Grade Roster**

New Window | Help | Personalize Page

Grade Roster Find **First** 3 of 3 **Last**

STRM 2020 Summe Class Nbr 7112 Science at the Movies Section OL
 Session DDS BIOL Catalog 1144 Seq Nbr 3

Roster Type

Univ Student Learn Outcome 3A Univ Student Learn Outcome 3A ☐ Display Unassigned Roster Grade Only
 Approval Status Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis		Detail	Note
1				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
2				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
3				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
4				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
5				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
6				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
7				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
8				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
9				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
10				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
11				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
12				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
13				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note
14				Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail Note

- 9) You can click on the magnifying glass to the right of the Roster Grade column to bring up a list of the available options. In a Student Learning Outcome Roster, you should only be using the first four:

- 1SL Does not meet expectations on SLO
- 2SL Partially meets expectations on SLO
- 3SL Meets expectations on SLO
- 4SL Exceeds expectations on SLO

You can select the grades from this Lookup Table, or you can directly enter them into the Roster Grade column.

For any students for whom assessment scores are missing, enter an F as a placeholder.
(Rosters with blanks cannot be processed.)

Look Up Roster Grade

SetID: BENVU
Grading Scheme: UNV
Grading Basis: GRD
Grade Input: begins with
Description: begins with

Look Up **Clear** **Cancel** [Basic Lookup](#)

Search Results

View 100 First 1-15 of 15 Last

Grade Input	Description
1SL	Does Not Meet Expect on SLO
2SL	Partially Meets Expect on SLO
3SL	Meets Expectations on SLO
4SL	Exceeds Expectations on SLO
A	Excellent
B	Good
C	Satisfactory
D	Passing
F	Failure
I	Incomplete
IE	Incomplete Extended
IP	In Progress
P	Pass
W	Withdrawal
X	Deferred

10) Once you have entered all of the SLO scores, click on the yellow Save button just below the list.

16		3SL	Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail	Note
17		2SL	Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail	Note
18		1SL	Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail	Note
19		2SL	Ugrad Sem	Graded	Yes	Life-Scientific MOI	Detail	Note

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Refresh](#)

[Grade Roster Type](#) | [Grade Roster](#)

11) You can return to the Grade Roster Type page by clicking on the blue text just below the Save button or by clicking on the tab at the top that says Grade Roster Type.

12) Change the status of the Learning Outcome being scored to “Ready for Review”. Please Save again to save this change. (Note that if you do not do this, your scores will be copied into any additional rosters you create.)

[Grade Roster Type](#) | [Grade Roster](#)

Course ID 002118 Classical Thermodynamics Offer Nbr 2 Benedictine University
 CHEM Catalog 4313 Class Section A 2020 Fall
☐ Use Blind Grading Class Nbr 1784 Regular Semester

*Grade Roster Type	*Description	*Approval Status
1 Univ Student Learn Outcome 1A	Univ Student Learn Outcome 1A	Ready for Review

[View the Help documentation](#) [Change of Grade Request Form](#)

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)

[Grade Roster Type](#) | [Grade Roster](#)

13) To add another Grade Roster—this could be another University Student Learning Outcome roster or your Final Grade roster, click on the + on the far right of any row of the table of types.

Course ID 002264 Genetics Offer Nbr 1 Benedictine University
 BIOL Catalog 2250 Class Section A 2020 Summe
☐ Use Blind Grading Class Nbr 7114 Regular Semester

*Grade Roster Type	*Description	Override
1 Univ Student Learn Outcom	Univ Student Learn Outcome	<input type="checkbox"/> Create + -

[View the Help documentation](#) [Change of Grade Request Form](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

[Grade Roster Type](#) | [Grade Roster](#)

14) You will now get a new row in the table and can select the next Grade Roster Type.

Course ID 002264 Genetics Offer Nbr 1 Benedictine University
 BIOL Catalog 2250 Class Section A 2020 Summe
☐ Use Blind Grading Class Nbr 7114 Regular Semester

*Grade Roster Type	*Description	*Approval Status	Approval Date	Final Roster Grading Status	Override	Partial Post	Posting Date
1 Univ Student Learn Outcom	Univ Student Learn Outcome	Not Reviewed			<input type="checkbox"/>		Create + -
2		Not Reviewed		Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create Post + -

[View the Help documentation](#) [Change of Grade Request Form](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

[Grade Roster Type](#) | [Grade Roster](#)

Some notes:

Be sure to change the Approval Status of your Student Learning Outcome rosters to “Ready for Review” as you complete them. Also be sure to change the Approval Status of your Final Grade roster to “Ready for Review” in order for the grades to be posted.

You MUST complete your Student Learning Outcome rosters BEFORE you submit your Final Grade roster. There is *no* way to add another roster of any type once the final grades have been moved to Ready for Review.

PLEASE double check that you put SL scores into Student Learning Outcome rosters and letter grades into your Final Grade roster. The system will not prevent you from making this mistake, but your grades cannot be posted if you have not entered them appropriately.