

How to Access Course Rosters and Grade Entry in J1 Web

Using your KCU credentials, log in to J1 Web. my.kcu.edu/j1web

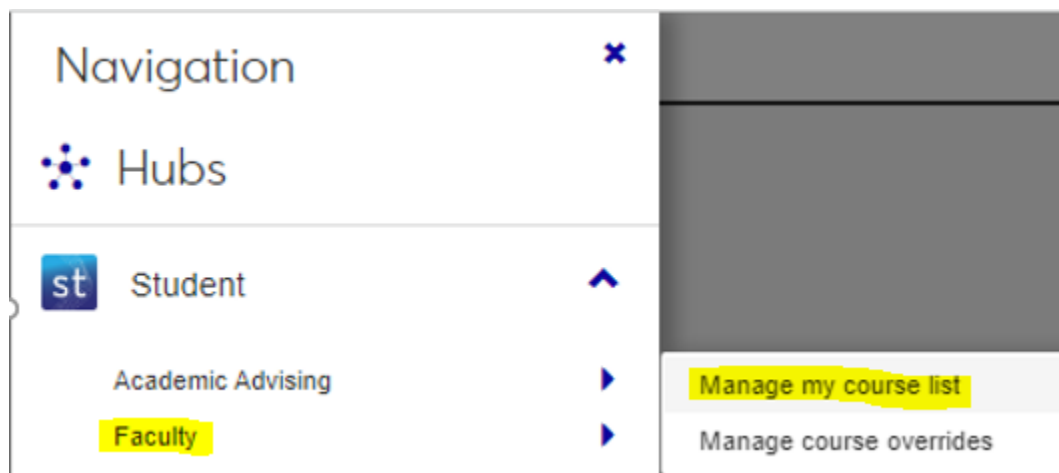
Username: The first part of your KCU email address without the @kcu.edu

Typical Password: 8 Digit Birthday MMDDYYYY

Once you have logged in, click on the black Rubik's cube in the upper-left-hand corner of the screen:



Next, you will see a list of “Hubs” on the left-hand-side of the screen. First you will click *Student* and the options you have permission to see will drop down. Hover over *Faculty* and then click *Manage My Course List*



This will bring you to a list of your courses. The courses you can see are based on settings determined by the J1Web Administrator.

My Course List
[Filtered down to 11 of 20 courses](#)

Academic ▾

Course ⇅	Term ⇅	Division ⇅	Course State ⇅	Lead Instructor ⇅	Status ⇅	Actions
+ FND-110-01 Introduction to Online Learning	2022-2023 Academic Year - Fall Full Semester- 16 Weeks	Undergraduate	Published	Geyer, Kristen E.	Open	Select action ▾

You can change the filter using the options on the screen below to view specific courses. You also have the option to save filters depending on what type of information you are looking to see.

My Course List
[Filtered down to 11 of 20 courses](#)

Course Filter ✕

Saved Filters
[Active Courses](#) ▾

[Edit](#)

[Reset filters](#) [Clear all](#)

Keyword

Course State

Department

Division

Enrollment Status

Faculty

Location

Time Frame

Active Courses

Date Range

Term

i Active Courses

The Registration module manager determines how many days before the course begins and after it ends that it's considered active.

Date Range
Select a range for the course begin dates.

Terms
Select terms or subterms. You can make multiple selections, and you can type a year to jump to that year in the list. For example, you could type '2018' or just '18'.

[Save as](#) [Apply](#)

Once you have found the course you wish to work with, you can click on the *Select Action* drop down on the far-right side of the course to pick *View Roster* or *Manage Grades*.

Course	Term	Division	Course State	Lead Instructor	Status	Actions
+ FND-110-01 Introduction to Online Learning	2022-2023 Academic Year - Fall Full Semester- 16 Weeks	Undergraduate	Published	Geyer, Kristen E.	Open	Select action View roster Manage grades

View Roster will allow you to view the roster of students in the course. In this case only my test student, Tonya, is enrolled in the class.

Student						
Viewing 1 to 1 of 1						
<input checked="" type="checkbox"/> All	Student	ID	Status	Classification	Major	Actions
<input type="checkbox"/>	+ Tester, Tonya T.	3	Registered	Freshman	Nursing	Contact

You can use the filter on the left-hand side of the screen to filter the roster to see different demographics about the students on your roster.

Grade Entry:

To enter grades from this screen look for the *Section Options* button under the Rubik's cube and click on *Manage Grades*.



FND-110-01

Introduction to Online Learning

Term: 2022-2023 Academic Year - Fall

Full Semester- 16 Weeks

Dates: 8/9/2022 - 11/22/2022

Faculty: [Kristen E Geyer](#)

Section options ▼

Manage grades

View roster

You will only be able to enter grades when the grading window is open. If the window is open you will be able to enter a letter grade in the letter column. If you enter a failing grade the Last Date of Attendance Column must also be populated. Once the grades have been entered you will click the save button to submit the grades. Once you hit submit the students will be able to view their grades on their student portal.

Grade Entry for

	Student	ID	Letter	Grading Type	Credits	Last Date of Attendance	Athletics	Graduation Stage
1	Tester, Tonya T.	3		Grade Scale / College Level Co	0.00			

Please contact the Registrar's Office with any questions.

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