FACULTY/ADVISOR GUIDE TO CHECKMARQ
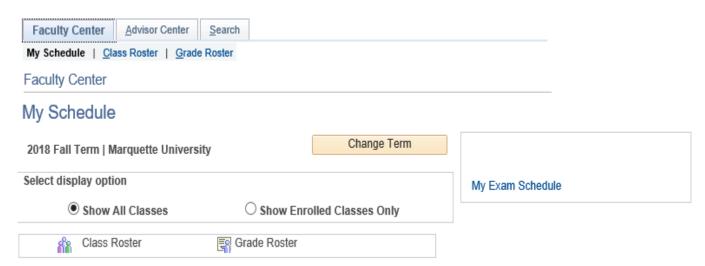
https://checkmarq.mu.edu

CheckMarq is an integrated system designed for advisors, faculty, staff and students. The username and password given to you by Information Technology Services (414/288-7799) provides you with the appropriate access to securely access advisee information, view your class/exam schedule, class rosters and grades rosters. After you log in to CheckMarq, click on **Faculty Center** or **Advisor Center**.

Faculty Center
Record grades, view class schedules, list advisees and more.

Advisor Center
List advisees, search schedule of classes and view catalog.

Faculty Center

The Faculty Center provides a concise view of your teaching schedule, exam schedule, class and grade rosters.

Faculty Center	Advisor Center	Search

My Schedule | Class Roster | Grade Roster

Faculty Center

My Schedule

2018 Fall Term | Marquette University   [Change Term]

My Exam Schedule

Select display option

◉ Show All Classes   ○ Show Enrolled Classes Only

👪 Class Roster   📑 Grade Roster

My Teaching Schedule > 2018 Fall Term > Marquette University

Personalize | View All | 🗗 | 🖩   First ◀ 1-2 of 2 ▶ Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
🏫	CRLS 1001-106 (3276)	Intro to Criminology (Lecture)	48	TuTh 2:00PM - 3:15PM	Lalumiere Language Hall 392	Aug 27, 2018- Dec 8, 2018
🏫	CRLS 3300-101 (2173)	Police and Society (Lecture)	45	TuTh 12:30PM - 1:45PM	Lalumiere Language Hall 392	Aug 27, 2018- Dec 8, 2018

View Weekly Teaching Schedule		Go to top

Note: Meeting dates for Session 1 classes might not include final exam week. Consult the Snapshot of the Schedule of Classes for exam dates for these classes.

My Exam Schedule > 2018 Fall Term > Marquette University

Personalize | 🗗 | 🖩

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
CRLS 1001-106 (3276)	Intro to Criminology (Lecture)	12/10/2018, Monday	10:30AM - 12:30PM	Lalumiere Language Hall 392	48
CRLS 3300-101 (2173)	Police and Society (Lecture)	12/11/2018, Tuesday	10:30AM - 12:30PM	Lalumiere Language Hall 392	45

Note: Exams are listed only for Undergraduate and Graduate classes in Session 1. If the exam date listed above is incorrect, please contact the Office of the Registrar.

Although they are not listed, final exams for all other classes may be given on the last class date.
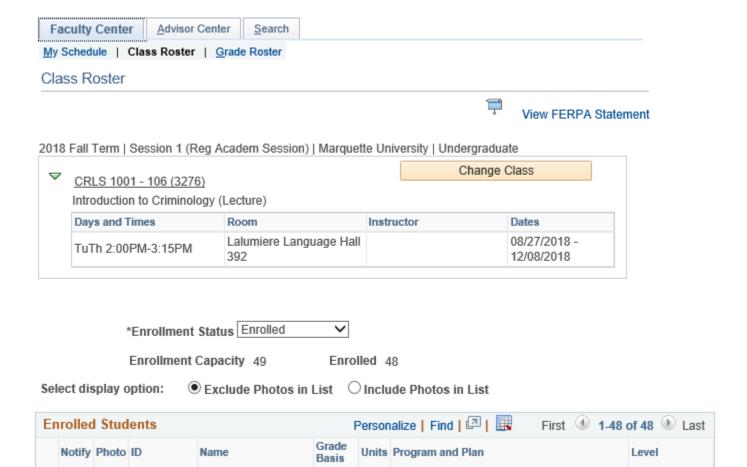
View Weekly Exam Schedule		Go to top

Class Rosters 🏫

To view your class roster, click the class roster icon next to the class on your teaching schedule.

The names of enrolled students appear in alphabetical order, along with their MUID numbers, colleges, intended majors and levels *as of the start of the term*. You may click a student's name to directly e-mail that particular student.   Or, you may check the Notify boxes to the left of the ID numbers on the roster, followed by the Notify Selected Students button at the bottom of the class roster to e-mail selected students. Lastly, you may click the Notify All Students button to e-mail all students in your class.

Grade Rosters

To enter mid-term or final grades, click the grade roster icon next to the class on your teaching schedule. Mid-term and final grade rosters are created at least one week prior to the grading deadline for each session. To enter grades:

- Select the appropriate roster in the **Grade Roster Type** box.
- Select **Not Reviewed** in the **Approval Status** box.
- **Enter** a grade for each student using the drop-down menu.
- Click the **Save** button.
- Select **Approved** in the **Approval Status** box.
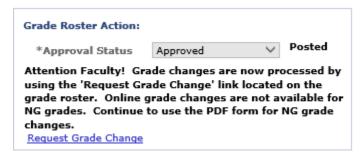- Click the **Save** button again.

Grade Roster

View FERPA Statement

2018 Fall Term | Session 1 (Reg Academ Session) | Marquette University | Undergraduate

| Change Class |

CRLS 2001 - 701 (1021)
Introduction to the Law (Lecture)

Days and Times	Room	Instructor	Dates
Mo 5:30PM-8:00PM	Lalumiere Language Hall 262		08/27/2018 - 12/08/2018

Display Options:

*Grade Roster Type   Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status   Not Reviewed   save

Attention Faculty! Grade changes are now processed by using the 'Request Grade Change' link located on the grade roster. Online grade changes are not available for NG grades. Continue to use the PDF form for NG grade changes.

Student Grade

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐	1	Eagle,Golden			GRD	Undergraduate Arts & Sciences - Criminology and Law Studies	Junior

Note: When you assign a grade of F, I, WF, U, UNC, or NC, you will be prompted to enter a last date of attendance for the student **after** you click the Save button. A blank box for "Last Date of Attendance" will automatically appear on the far right for the respective student(s). Enter the last date the student attended class, turned in an assignment, accessed D2L or was otherwise involved in class; include the final exam date if applicable. After you enter the last date(s) of attendance, click the Save button again, select Approved in the Approval Status box again, and click the Save button a final time. This is important for federal audit and financial aid purposes. F grade is assigned when the student completes the class, but has failed to learn the required content. WF grade is assigned when the student stops attending before the final exam or the last week of classes if no final exam is given.

After you save the grade roster in Approved status, the Office of the Registrar will post the grades. **After the final grades are posted, the Official Grade column will become populated, and students will be able to view their grades via CheckMarq's Student Center.**

If it becomes necessary to change a grade:

- and grades have not been posted (e.g. the Official Grade column is empty), you may return the Approval Status to Not Reviewed, change the grade, click the Save button, select Approved, and click the Save button again.

- and grades other than NG have been posted (e.g. the Official Grade column is populated), you must submit an online grade change using the 'Request Grade Change' link located on the grade roster.
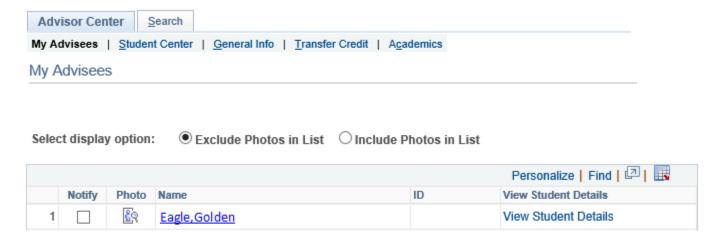
Grade Roster Action:

*Approval Status   [Approved   ∨]   Posted

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Request Grade Change

	ID	Name	Enrollment Status	Grading Basis	Official Grade	Change Grade	Grade Change Status
1		Eagle,Golden	Enrolled	Graded	A	Change Grade	

Return to Grade Roster

- NG grades require a paper form:
  https://sand.marquette.edu/cgi-bin/downloads/form.pl?download=ONLINE

Advisor Center

The Advisor Center provides a concise view of information pertaining to your advisees, including their class schedules, grades, majors/minors and test/transfer credits.

| Advisor Center | Search |

My Advisees | Student Center | General Info | Transfer Credit | Academics

My Advisees

Select display option: ⦿ Exclude Photos in List   ◯ Include Photos in List

Personalize | Find | ⬚ | ⬚

	Notify	Photo	Name	ID	View Student Details
1	☐	🔍	Eagle,Golden		View Student Details

To view a list of your advisees, click My Advisees in the Advisor Center. The advisees will appear in alphabetical order. You may view photos by using the 'Include Photos in List' button.

You may click a student's name to directly e-mail that particular student.   Or, you may check the Notify boxes to the left of the ID numbers on the list, followed by the Notify Selected Advisees button at the bottom of the list to e-mail selected advisees. Lastly, you may click the Notify All Advisees button to e-mail all of your advisees at one time.

If you wish to view many of the same pages your advisees see in their CheckMarq accounts, click View Student Details to the right of an advisee's name. Alternatively, you may click the Student Center tab near the top of the page. Both options offer the following:

- **My Class Schedule** displays a student's current schedule, including primary instructors for each class.
- **Shopping Cart** contains classes students select from the current Schedule of Classes. Advisees may wish to discuss their classes with you, or may be waiting for their appointment time before registering for classes in the Shopping Cart.
- **My Planner** contains courses student select from the Course Catalog. An advisee may select courses for future planning, and may wish to discuss the courses with you. Students may add courses to their planner via CheckMarq any time.
- **Schedule Planner** allows students to create their individual class schedule before registering in CheckMarq.

The "other academic" items listed in the drop-down menu allows you to view:

- Academic Requirements for graduation including the Degree Progress and Graduation Checklist reports (not available for Law, Dental or Graduate Students).
- Final and Mid Term (if applicable) grades.
- Unofficial Transcripts

In addition to the My Advisees and Student Center tabs, several other tabs in the Advisor Center offer useful information.

General Info: includes contact information for your advisees, as well as any holds which may prevent registration, release of official transcripts or student affairs sanctions for your advisees.

Transfer Credit: includes advisee transfer courses and test credit data.

Academics: includes cumulative and term credit hour, grade and grade point average data. Click on the term you wish to review on the left, under Term Summary.