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Final Grading Instructions

Step 1

Login to UAOnline at alaska.edu/uaonline/. Please login using your username and password. This is the username and password associated with your university email account and Blackboard.

Step 2

Click on Faculty Services tab

Step 3

Select Enter Grades

Step 4

You will be routed to the Faculty Grade Entry page. You will see courses for which you are the primary instructor listed at the top. Click anywhere on the first course you wish to grade. The class roster will open below.

If you have a small monitor or are using an iPad, vertical and horizontal scroll bars enable you to view all row and column information. You can adjust the number of courses per page or students per page using the available dropdown menus.

Step 5

Students who withdrew from or audited your course will already have the appropriate grade entered. You will skip over those students.

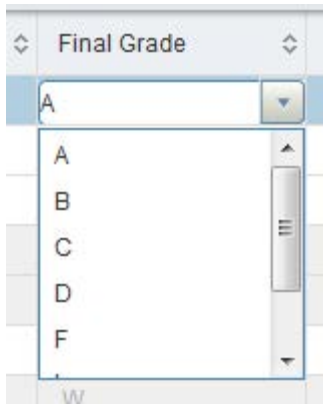
Final Grade	Rolled
AU	✓
W	✓

Step 6

You have two options for entering final grades.

Option 1 – Use Dropdown Boxes

1. Enter a grade for each student in the Final Grade column using the drop down menu that appears when you click in the cell.



- Due to compliance requirements for institutions receiving federal money, any grades of F or NB require a date of last attendance in the following format: MM/DD/YYYY. You can hand type the date (including forward slashes) or use the calendar tool that pops up when you click in the Last Attend Date cell. A best guess is fine. Some ways to determine last date of attendance: last test taken, assignment submitted, participation in class (in person or online), etc. **Logging in to Blackboard is insufficient evidence of attendance.**

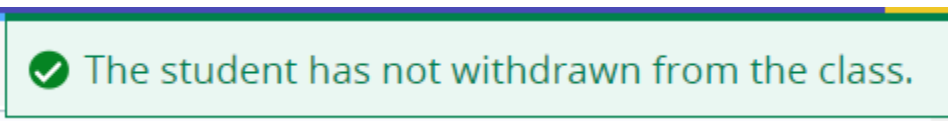
Last Attend Date	Hours Attended
<input type="text" value="10/06/2020"/>	<input type="text"/>
<input type="text" value="09/01/2020"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

December 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

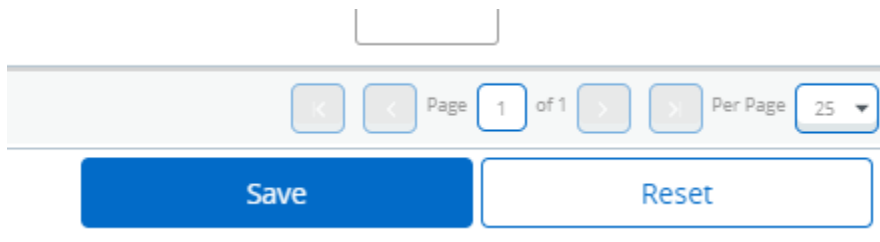
Please note: Instructors teaching in centrally scheduled classrooms may not be able to enter a date of last attendance beyond the Friday before finals. However, you may enter 100 in the Hours Attended column to indicate the student took the final, if appropriate.

When you enter a date of last attendance for a student who has a grade of F or NB, you will see a green warning message pop up:

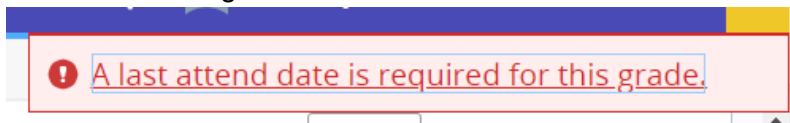


You may disregard this message and continue as normal.

3. There is an additional requirement for students who never attended your course, regardless of whether you assign a F or NB.
 - Enter the first day of the semester (or the first day of the course for late starting classes) in the Last Attend Date column **and** enter a zero in the Hours Attended column.
4. You do not enter anything in the Midterm Grade or Rolled columns.
5. Be sure to click the save button in the lower right hand corner. Clicking save submits grades for the class you are viewing. We encourage you to save periodically. **If you do not click save, your grades will not be submitted.**

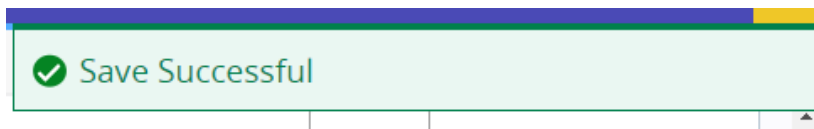


6. If there is an issue with any information you entered, you will be notified immediately after clicking save with a pop up message in the upper right hand corner. It will identify the error(s) and look something like this:

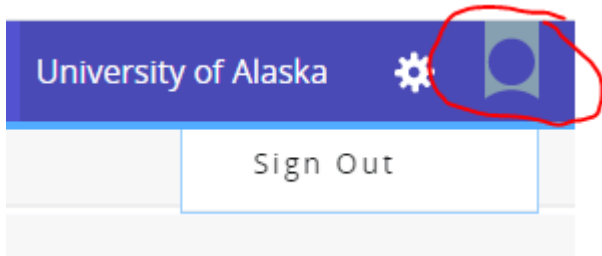


Look for fields with red boxes around them to identify the specific grading errors that need correcting.

7. Correct the error(s) and click save again until you receive *only* the green Save Successful notification.

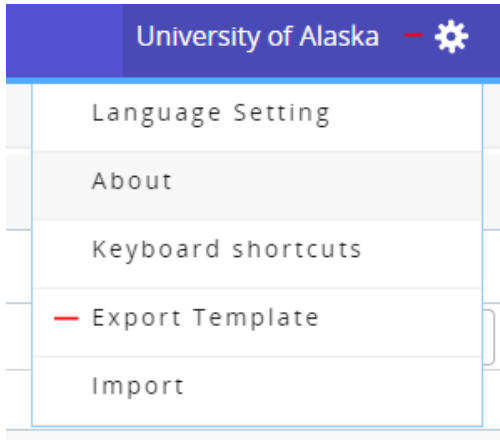


8. If you have another course to grade, click on that course near the top of the page and repeat this process.
9. When finished, click Sign Out in the upper right hand corner and close your browser.

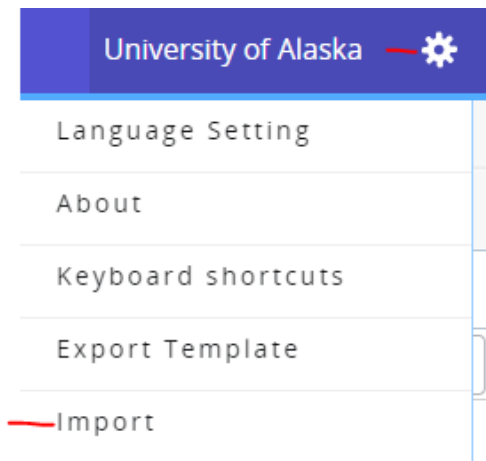


Option 2 – Import Grades Using Excel

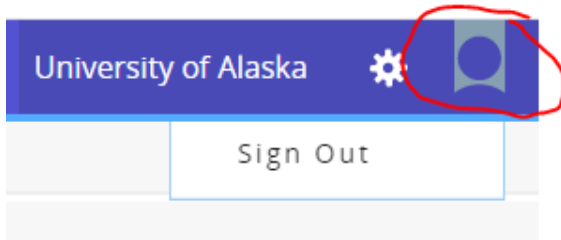
1. Click the gear icon in the upper right hand corner and then Export Template.



2. Choose to export the roster as an .xls or .xlsx file. If you are running Microsoft Excel 2007 or later, select .xlsx. Then click Export.
3. Enter final grades and dates of last attendance (for NB and F grades) in their respective columns in the Excel spreadsheet. Remember to use the correct format for the last date of attendance (MM/DD/YYYY) and to enter a 0 (zero) in the Hours Attended column for those students who never attended your course. Save the Excel file to a secure location. **Note:** The Incomplete Final Grade, Extension Date and Extension Date Constraints fields are null. Please ignore them.
4. Back in UAOnline, select Import from the Tools menu.



5. Browse to your Excel spreadsheet, upload the file, and click Continue.
6. Next you have an opportunity to preview the file. Click Continue.
7. You can pass over the Map Columns step because the data in your Excel spreadsheet will already be mapped to the appropriate columns in UAOnline. Click Continue.
8. The next screen will summarize the anticipated results of this import. If there are errors, download the validation report so you can easily identify your errors and correct them later manually or using the import process again. After you have downloaded your validation report (if applicable), click continue so all remaining records can be imported. The validation report won't be available later.
9. Click Finish.
10. If you have another course to grade, click on that course near the top of the page and repeat this process.
11. When finished, click Sign Out in the upper right hand corner and close your browser.



Additional information:

- ✓ The reset button next to the save button only resets columns that have not been previously saved.
- ✓ Rolled grades (green checkmark in the Rolled column) cannot be changed online. They have already rolled to the student's permanent academic record. Grades roll to students' records every night.

Please contact uaa.records@alaska.edu or call 907-786-1480 (option 5) with grading questions.

Web Grading FAQs

When are final grades due? Final grades are due three business days after the class ends, regardless of the class start date.

I have forgotten my password to login to UAOnline. What do I do? Go to <https://me.uaa.alaska.edu> and click option 2 to reset your password.

I do not get a drop down menu for one or more of my students. These students may be registered in the wrong grade mode. Email uaa.records@alaska.edu for assistance. Registrar's Office staff can correct the grade mode so you can grade your students.

How soon after I submit my grades are they available to students? How long can I continue to make grade changes? Grades become permanent and are available to the students after midnight on the day they are entered. Until that time, you are able to make any changes you would like. After they have rolled to history, any grade changes will need to be done with a Change of Grade form.

Can I confirm that my grades have gone through? Your administrative assistant can look at the banner screen SFASLST. After you hit the save button, the grades appear there instantly.

A student is missing from my roster. First, make sure you do not have additional pages (this will be noted on the bottom of the screen; rosters are often split into multiple pages). If you have viewed your entire class roster and the student is not listed, s/he has not registered for the course. Please direct the student to uaa.registration@alaska.edu.

A student is on my roster who never attended my class. This student may or may not be attending another section of the same course. The appropriate grade should be assigned. This will be the most effective prompt to that student to contact us to fix the problem. We can then get them registered into the correct section (if that is the issue) so the proper instructor of record can grade them. Do not assign a grade on behalf of another instructor, even if you know the student is registered in another section of the same course.

I cannot access online grading. Only the primary instructor of record may enter grades. If you are team teaching or an instructor change was made mid-way through the semester, your academic scheduler must update the instructor assignments in CLSS before you can grade.

I don't know my username and/or ID. Go to <https://me.uaa.alaska.edu/> and click Option 3 to find your username and ID. You will be asked a series of personally identifying questions before your information is released to you. Then you will set a password and may need to wait 15 minutes for UAOnline to recognize it.

How long on the last day to submit grades do I have to submit my grades? You have until 11:59pm to submit your grades.

Can I do half of my grading now and do the rest later? Yes, the saved grades will roll to history sometime after midnight the day they are submitted. The other students will continue to have drop down boxes for you to submit grades.

I receive a message stating the site is not secure when I log on. To avoid this message, access UAOnline directly from the university home page or take the www out of the URL (alaska.edu/uaonline/). If you do get a message, your computer simply wants you to confirm that the site is secure. You may confirm that it is.

Use of DF. Only certain courses may be assigned a DF (deferred grade) as an appropriate grade. These are typically theses, projects or internships that typically span more than one semester. Standard courses do not qualify for this grade, and students should be assigned the appropriate letter grade or an incomplete. Read more about the [deferred grade](#) policy in the university catalog.

Use of incomplete: Incomplete grades may be submitted in accordance with the [incomplete grade](#) policy found in the university catalog. The Incomplete Grade Contract with signatures and all required attachments will still need to be submitted through your normal department/college process. The Incomplete Grade Contract is maintained by the academic department. The Office of the Registrar does not need a copy.

Grade changes: To make a grade change, submit a completed Change of Grade form to uaa.records@alaska.edu. The form is available online on the [intranet](#).

Helpful hint: Make sure to check your class roster in UAOnline at the beginning of the semester and immediately after the add/drop deadline to see if students are missing or if students are listed whom you have never seen before. A detailed class list is available on the Faculty Services tab. The roster updates the second a student's registration status changes. If you are unsure about a student, please contact uaa.records@alaska.edu.