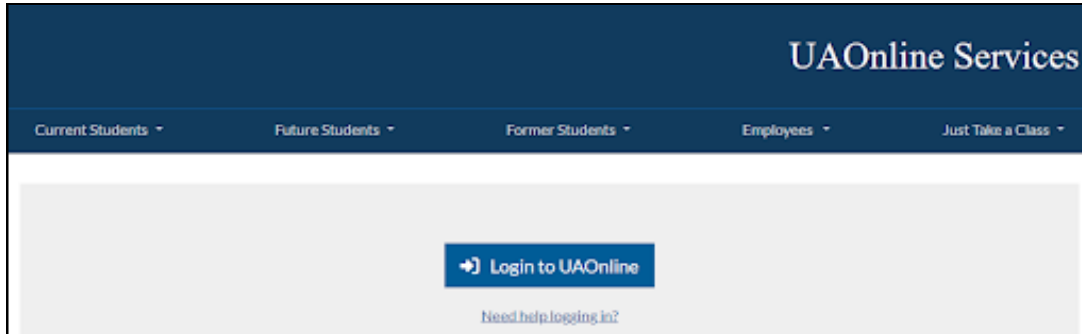


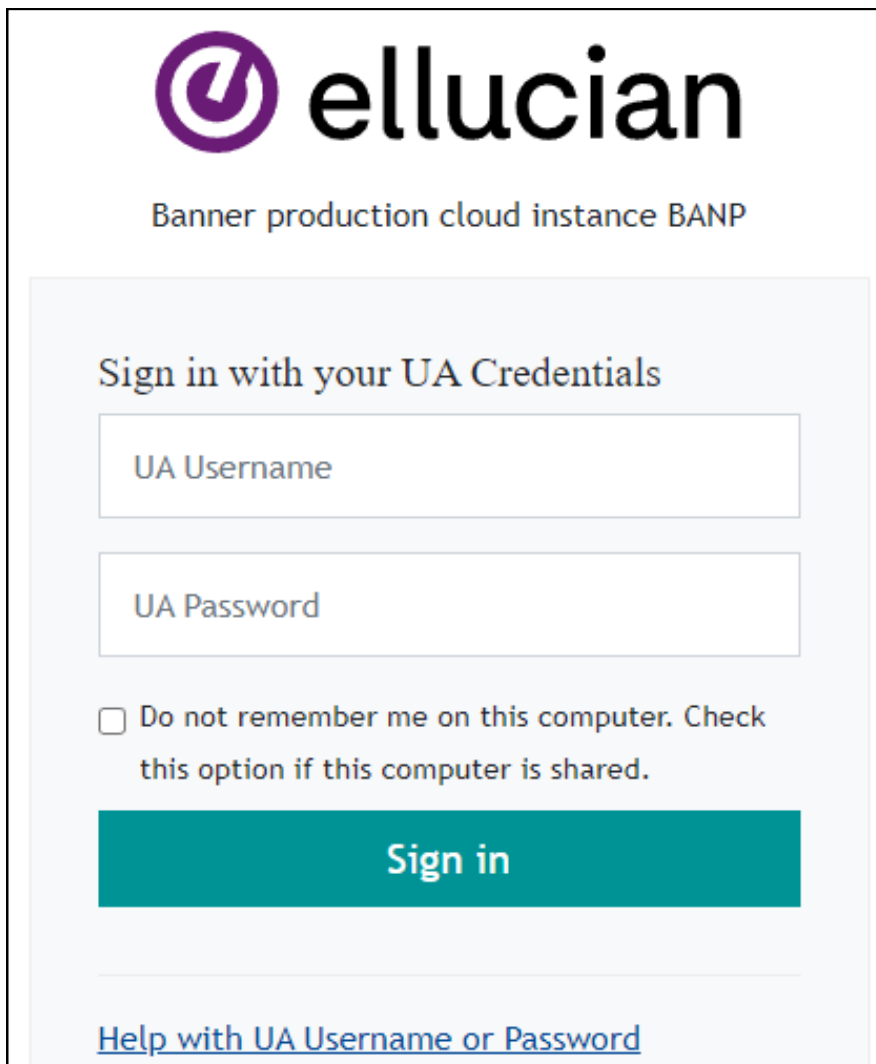


Final Grade Entry

- 1) Go to **UAOnline** at <https://uaonline.alaska.edu/> and select **Login to UAOnline**



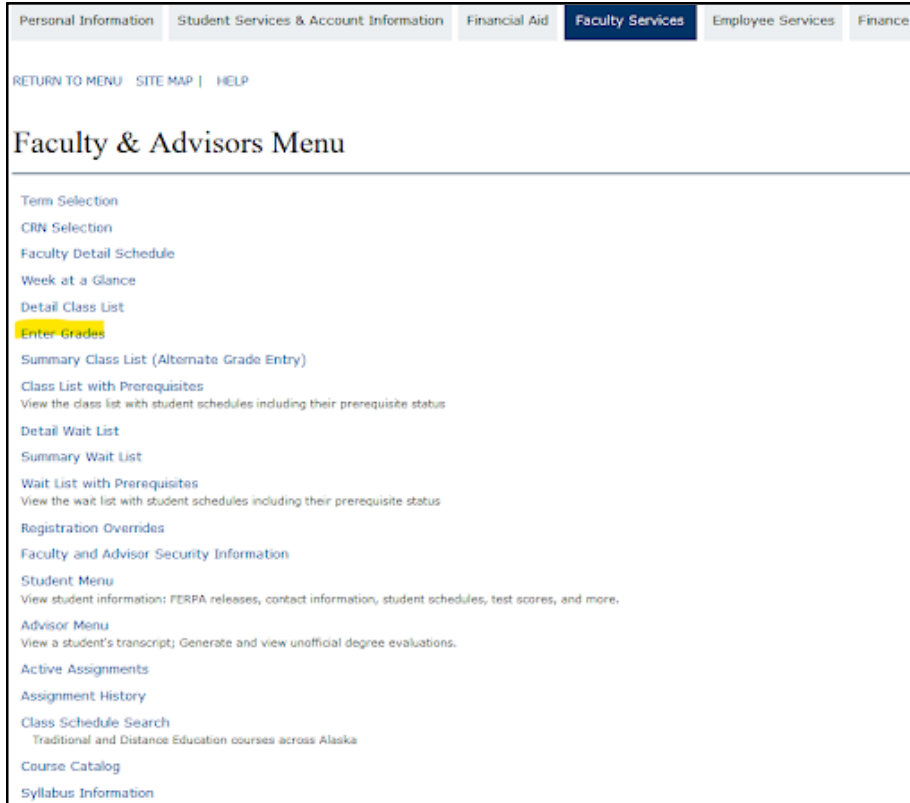
- 2) Log in with your UA Username and Password (SSO)





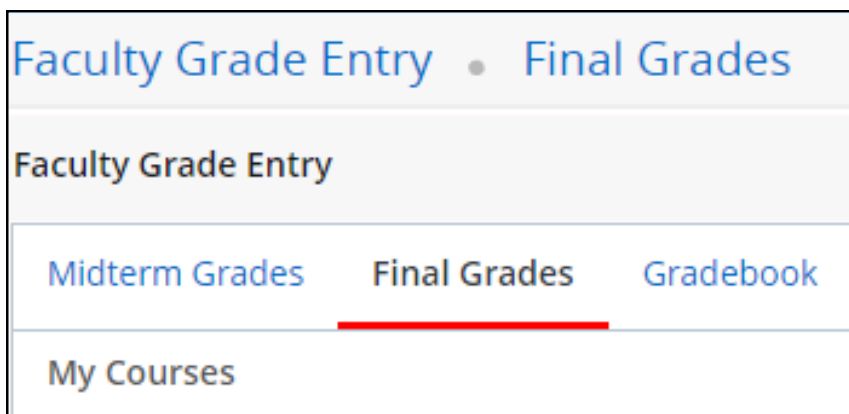
Final Grade Entry

3) Click on the **Faculty Services** tab



4) Select **Enter Grades** in the menu selection
- Alternatively select Summary Class List (Alternate Grade Entry)

5) Select **Final Grades** to view your courses



6) Click on a course to view the roster

7) Enter final grades



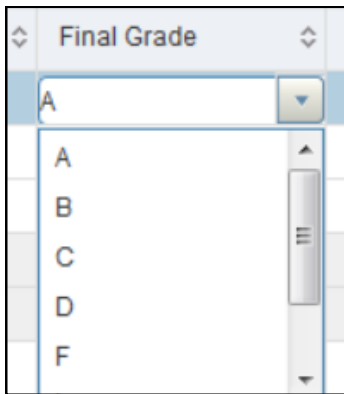
Final Grade Entry

Students who withdrew or audited the course will have the appropriate **W** or **AU** grade entered in the Final Grade column. You do not need to enter grades for these students.

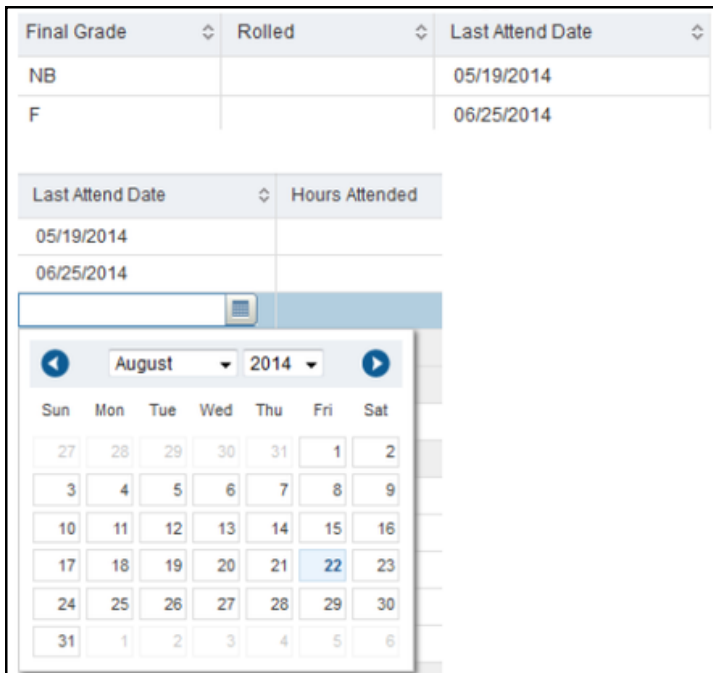
You have two options for entering final grades.

Option 1 - Use the Drop-down Menu

- 1) Enter a final grade for each student in the **Final Grade** column using the drop-down menu provided.



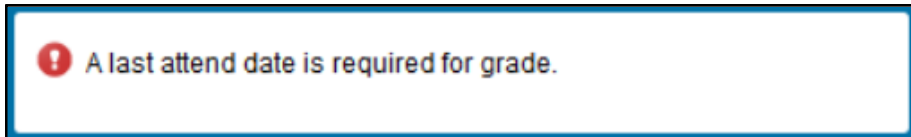
- If you are entering a grade of **F** or **NB** due to federal funding compliance requirements, a last date of attendance in the following format - **MM/DD/YYYY** - is required. You may manually enter the date or use the calendar tool when you click in the **Last Attend Date** cell. If a student never attended, use the first day of the course as the last date of attendance.





Final Grade Entry

- If you are assigning an **F**, **NB**, or the student never attended your course, enter the first day of the semester (or the first day of the course for late start courses) in the **Last Attend Date** column and enter a zero (0) in the **Attend Hours** column. For students who attended the entire duration of the class, enter the last day of class.
 - You do not enter anything in the **Midterm Grade** or **Rolled** columns.
- 2) Click on the **Save** button after you have submitted grades and entered a last date of attendance, when appropriate. It is good practice to save periodically when entering grades to avoid any loss of grade entries due to network connectivity issues.
 - 3) If there are issues with any information you entered, you will be notified with a pop-up message that will identify the error(s). An example is provided below:



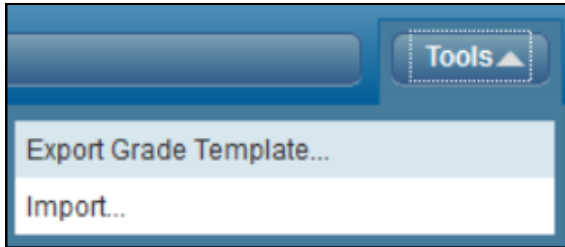
- A red exclamation point will appear to the left of each student to help you identify where corrections are required.
- 4) Correct the error(s) and then click **Save** again until you receive a green **Save Successful** pop-up message.



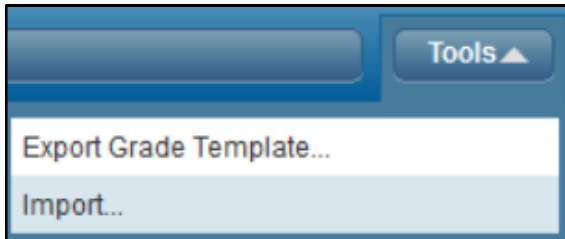
- 5) If you have another course to grade, click on that course in the **Select a Course** section at the top of the page and repeat this grading process.
- 6) When you are finished entering final grades for your course(s), click **Sign Out** in the upper right-hand corner.

Option 2 – Import Grades Using Excel

- 1) Click **Tools** in the upper right-hand corner and then **Export Grade Template**



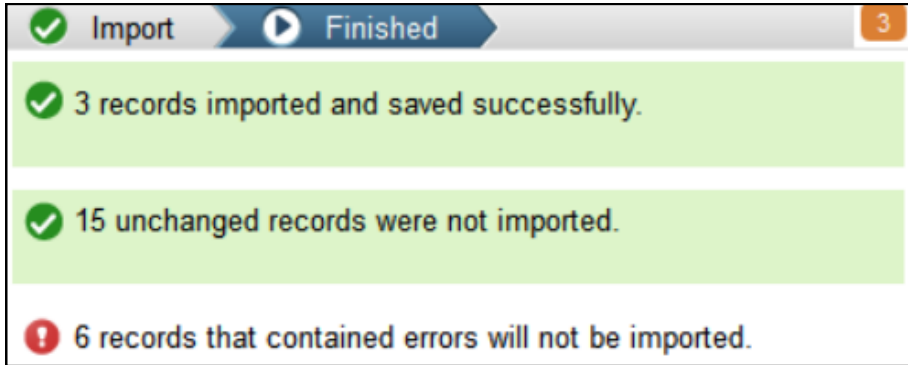
- 2) Choose to export the roster as an **.xls** or **.xlsx** file. If you are running Microsoft Excel 2007 or later, select **.xlsx** and click **Export**.
- 3) Enter the final grades and dates of last attendance (for **F** and **NB** grades) in the **Final Grades** column of the Excel spreadsheet. Remember to use the correct format for the last date of attendance (**MM/DD/YYYY**) and to enter a zero in the **Attend Hours** column for those students who never attended your course. Save the Excel file to a secure location.
- 4) In UAOnline, select **Import** from the Tools menu.



- 5) Browse to the location in which you saved the file, select it and click **Next**.
- 6) Next you have an opportunity to preview the file. Click **Next**.
- 7) You do not need to address the **Map Columns** step because the data in your Excel spreadsheet will already be mapped to the appropriate columns in UAOnline. Click **Next**.
- 8) The next screen will summarize the anticipated results of this import. Click **Import**.

Final Grade Entry

9) The final screen will summarize the results of the import. An example is below.



10) If any records contain errors and were not imported, click on the orange notification icon to minimize the summary. Click the validation report link before finishing.



11) The validation report will open in Excel. An **Error** column will identify the errors. Use this information to correct the errors in your saved spreadsheet (the one you imported). Once you have corrected any errors, close the validation report and click **Finished** in the **Import Grades** dialog box. Import your spreadsheet again until all records import and save successfully.

12) If you have another course to grade, click on that course in the **Select a Course** section at the top of the page and repeat this grading process.

13) When you are finished entering final grades for your course(s), click **Sign Out** in the upper right-hand corner.



Additional Grading Guidelines

- Only the primary instructor of a course is allowed to access and submit final grades in UAOnline. If the CRN for the course is not listed or has **Read Only**, you are either not listed as the instructor in the Banner system or not marked as the primary instructor for courses that have multiple instructors.
- The Reset 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 student records nightly until a few days before the grading deadline. At that point, they are rolled multiple times a day. Once rolled, the grade can be changed using a **Change of Grade Form**.
- Check for multiple pages to ensure you are grading all students on your roster.
- If you tried to enter an invalid grade, for example entering an A for a Pass/Fail graded course, you will receive an error message. Contact your department scheduler if there is a discrepancy with a course grade mode.
- For students temporarily assigned an **I** or **Incomplete** grade, submit a **Notice of Incomplete Grade** form.
- If you have questions about evaluating a final grade, please refer to your syllabus or contact your department chair or dean.
- The Grading System is available in the UAF catalog in Academic Regulations under [Grading Policies](#).
- Forms are available on our Faculty and Staff Forms and Resources [webpage](#) and may be accessed using your UA credentials.
- If you have questions regarding student registration status or the online grading process, please contact the Registrar's Office at [907-474-6300](tel:907-474-6300) or email us at uaf-registrar@alaska.edu before the semester final grades are due.