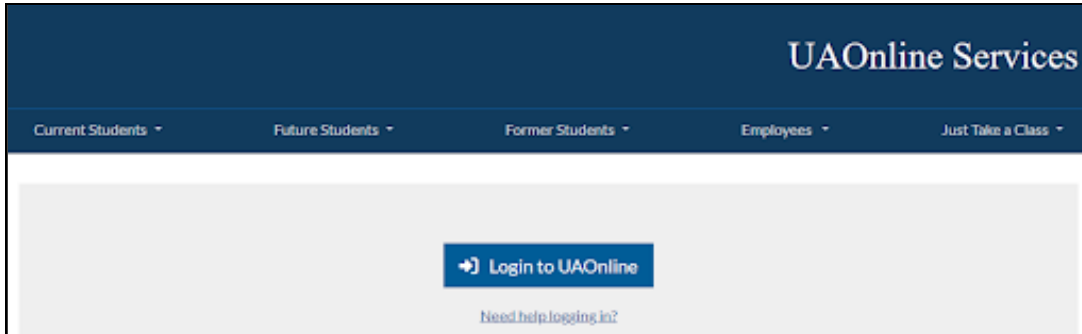


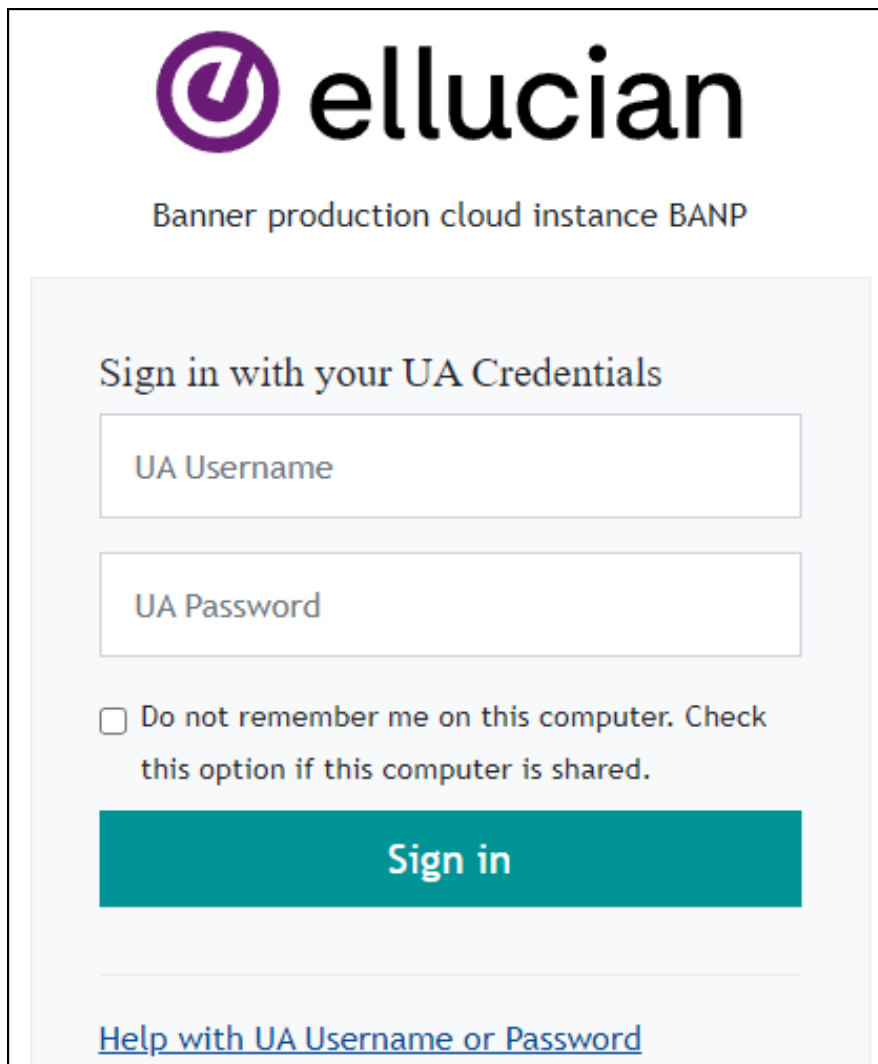


Midterm Grade Entry

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



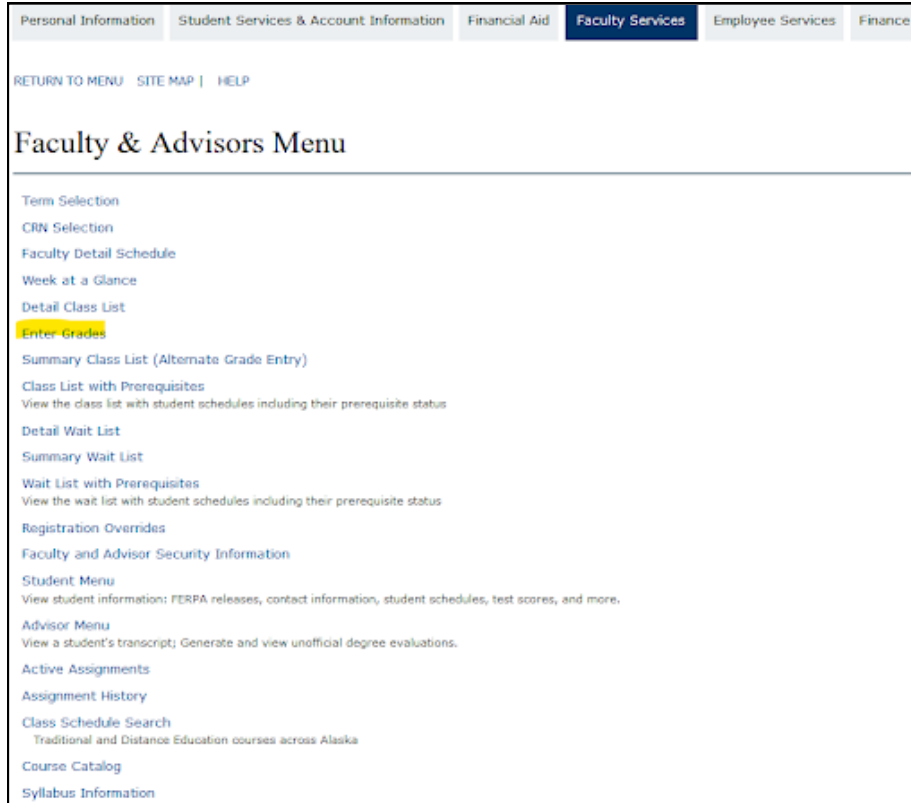
- 2) Log in with your UA Username and Password (SSO)





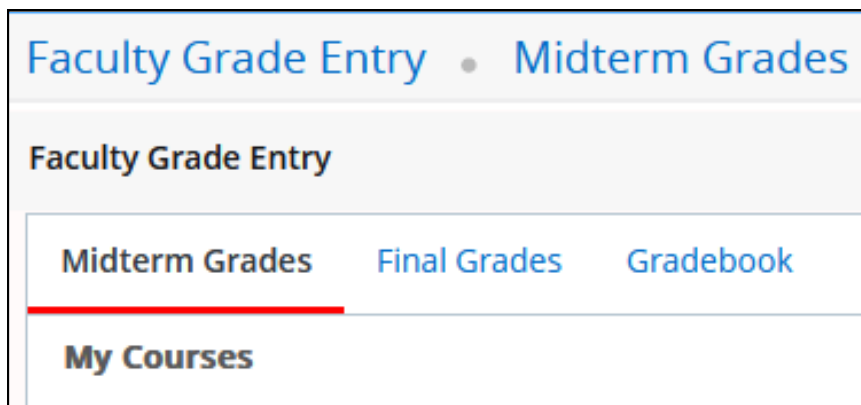
Midterm Grade Entry

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



4) Select **Enter Grades** in the menu selection

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



6) Click on a course to view the roster

7) Enter midterm grades



Midterm Grade Entry

The following midterm grades cannot be entered in UAOnline: **AU, I** and **DF**

For students who never attended your course, we recommend submitting a **Faculty Initiated Drop/Withdrawal** form.

You have two options for entering midterm grades.

Option 1 – Use the Drop-down Menu

- 1) Enter a midterm grade for each student in the **Midterm Grade** -----> column using the drop-down menu provided.
- 2) Click on the **Save** button after you have submitted grades
- 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). 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.

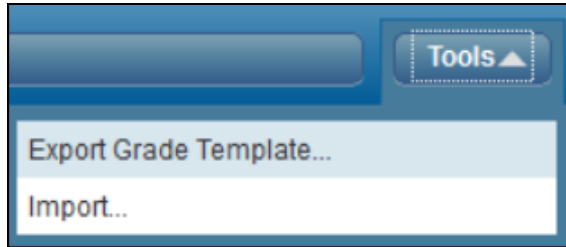


Midterm Grade
<input type="text"/>
A
A+
A-
B+
B
B-
C+
C
C-
D+
D
D-
F
I
NB

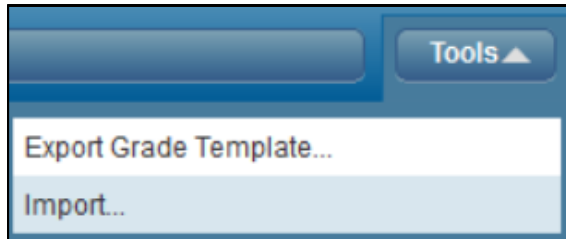
- 5) If you have another course to grade, click on that course in the **Select a Course** section at the top of the page and repeat this grading process.
- 6) When you are finished entering midterm grades for your course(s), click **Sign Out** in the upper right-hand corner.

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 midterm grades and dates of last attendance (for **F** and **NB** grades) in the **Midterm 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**.

Midterm 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 midterm grades for your course(s), click **Sign Out** in the upper right-hand corner.



Additional Grading Guidelines

- If a student has not participated substantially in your course, we encourage you to submit a faculty withdrawal for the student by the semester withdrawal deadline or appropriate short/late start course 60% deadline.
- Forms are available on our Faculty and Staff Forms and Resources [webpage](#) and may be accessed using your UA credentials.
- Only the primary instructor of a course is allowed to access and submit midterm 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.
- 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.
- The Grading System is available in the UAF catalog in Academic Regulations under [Grading Policies](#).
- 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 midterm grades are due.