

UConn EARLY COLLEGE EXPERIENCE

INSTRUCTIONS FOR ONLINE GRADING

AT THE END OF EACH COURSE, YOU MUST ENTER FINAL GRADES FOR EACH OF YOUR STUDENTS.

FINAL GRADE INFORMATION:

DEADLINES

Fall semester grades are due **by February 15th**. Spring and full year course grades are due by **July 1st**.

Grades turned in after this point profoundly affect a student's ability to receive their official transcript in a timely manner and have courses transferred to other universities.

SPECIAL GRADES

University students are graded A – F. UConn ECE students cannot receive an A+ grade.

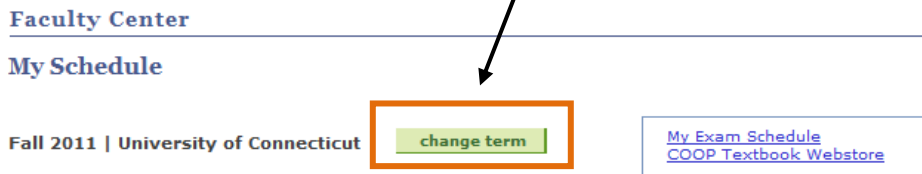
TO ENTER FINAL GRADES:

- Access the **Student Administration System** by using a web browser and navigating to: studentadmin.uconn.edu/
- Log in by selecting the “NetID” button and use your NetID and password to successfully log in.
- Navigate to the **Grade Roster** by clicking:
 - ▶ **Self Service** in the Menu, then click **Faculty Center**



If necessary, change term.

- ▶ From the **Faculty Center**, click the green **Change Term** button located in the center of the page, select **Fall or Spring** of the appropriate year and click the **Continue** button.



- ▶ Click the **Grade Roster** icon to the left of the class for which you wish to enter final grades. The grade roster for the selected class displays.

Faculty Center

My Schedule

Fall 2011 | University of Connecticut change term [My Exam Schedule](#)
[COOP Textbook Webstore](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Permissions Nbrs Class Roster Grade Roster

My Teaching Schedule > Fall 2011 > University of Connecticut

	Class	Class Title	Enrolled	Wait Tot	Days & Times	Room	Class Dates
	ENGL 1010-	Seminar in Academic Writing (Seminar)	3	0	TBA	TBA	Aug 29, 2011- Dec 9, 2011
	MATH 1125Q-	Calculus Ia (Lecture)	3	0	TBA	TBA	Aug 29, 2011- Dec 9, 2011

**PLEASE NOTE
THIS IS NOT THE
GRADE ROSTER LINK
DO NOT CLICK**

Please Note: The default grade roster view displays the first 20 students in a course. To view all students enrolled in the class, click the **View All** option located at the bottom of the roster grid or use the row navigation icons to view the students in groups of 20.

The screenshot shows the top of the grade roster interface. A red box highlights the 'View All' button and the 'Download' button. Another red box highlights the row navigation icons (Home, Previous, Rows 1 - 20 of 27, Next, End) and the 'Rows 1 - 20 of 27' text. Below these are buttons for 'Select All', 'Clear All', and 'Printer Friendly Version'. At the bottom, there are buttons for 'notify selected students', 'notify all students', and 'UPLOAD GRADES'.

► Access the Roster Grade drop-down list for each student and select the final grade.

The screenshot shows the 'Display Options' and 'Grade Roster Action' sections. In 'Display Options', '*Grade Roster Type' is set to 'Final Grade' and 'Display Unassigned Roster Grade Only' is checked. In 'Grade Roster Action', '*Approval Status' is set to 'Not Reviewed' and a 'save' button is present. Below this is a table with columns: ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The 'Roster Grade' column has a drop-down menu open, showing options from A to F. An orange box highlights this drop-down menu. Below the table are buttons for 'View All', 'Download', 'Rows 1 - 3 of 3', 'Select All', 'Clear All', 'Printer Friendly Version', 'UPLOAD GRADES', and a 'SAVE' button highlighted with an orange box.

► When you have entered all grades, click **Save**.

NOTE: If you change the Approval Status prior to clicking **Save**, all grades will be lost!

► Once the grades are saved, reviewed for accuracy, and ready for approval, access the **Approval Status** drop-down list to change the approval status.

CHEMISTRY, MATHEMATICS, ECONOMICS, AND STATISTICS INSTRUCTORS change the grade roster approval status from **Not Reviewed** to **Ready for Review**.

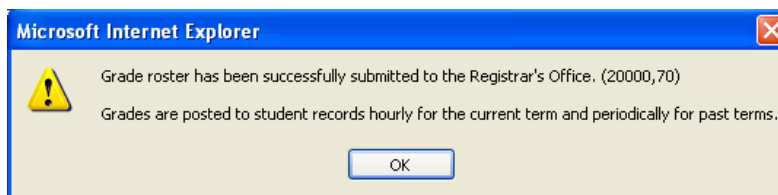
The screenshot shows the 'Display Options' and 'Grade Roster Action' sections. In 'Display Options', '*Grade Roster Type' is set to 'Final Grade' and 'Display Unassigned Roster Grade Only' is checked. In 'Grade Roster Action', '*Approval Status' is set to 'Ready For Review' and a 'save' button is present. An orange box highlights the 'save' button.

ALL OTHER INSTRUCTORS change the grade roster approval status from **Not Reviewed** to **Approved**.

The screenshot shows the 'Display Options' and 'Grade Roster Action' sections. In 'Display Options', '*Grade Roster Type' is set to 'Final Grade' and 'Display Unassigned Roster Grade Only' is checked. In 'Grade Roster Action', '*Approval Status' is set to 'Approved' and a 'save' button is present. An orange box highlights the 'save' button.

► After changing the Approval Status, click **Save** again.

► After a confirmation of successful grade submission displays. Click **OK**.



Final grades are now saved. The Registrar's Office will post the grades, at which point the students may view them online.

COURSE GRADE INFORMATION:

UConn ECE students may earn a grade of A-F. Numerical grades will not be accepted. High schools using a numerical grading system should translate the number grade to letter format using the conversion policy provided by the UConn faculty coordinator for the discipline. Contact faculty coordinators directly with any questions regarding calculating or converting a course grade.

Students receiving a grade of C- or below will have their grade automatically translated to an audit (AU) and will not receive credit for the course.

Explanation	Final Grades	Grade Points	Course Credit
Excellent	A	4.0	YES
	A-	3.7	YES
Very Good	B+	3.3	YES
Good	B	3.0	YES
	B-	2.7	YES
	C+	2.3	YES
Average	C	2.0	YES
Fair	C-	1.7	NO
Poor	D+	1.3	NO
	D	1.0	NO
Merely Passing	D-	0.7	NO
Failure	F	0	NO

Alternative Grades:

WAU: A student who withdrew from the course by submitting a WAU form after the add/drop deadline and had exposure to the course material. Course credit is not granted for a WAU grade.

N: A student who registered to take a course but had limited or no attendance in the course. Course credit is not granted for an N grade.



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