

Faculty Web Grading for Freshman Progress Reports

Office of the Registrar
University of Alaska Fairbanks

Web grading...Quicker, Easier, and More Efficient.

Thank you for grading your students on the web. Web grading has many benefits, including but not limited to:

- The ability for faculty to grade anytime and anywhere
- The ability for students to view their grades in “real time”
- The ability for faculty to withdraw students in full-term courses electronically up to the last day of faculty-initiated withdrawals

The instructions below are for entering final grades electronically. Web grading cannot be used for the following grade types. If you have any of these types of grades, submit the hard copy grade roster to the Registrar’s Office.

- I - Faculty must submit Incomplete Grades Forms directly to the Registrar’s Office
- DF - Faculty must submit “deferred” grades directly to the Registrar’s Office

Use the following notes and instructions to assist you with Web Grading:

NOTE: Please submit grades often. Each Web Grade Session is limited to 10 minutes. Ensure that your grades are calculated and ready to post prior to entering your session. “Submit” often if you expect grade posting will extend beyond 10 minutes. If you fail to “Submit” prior to the 10 minute limit, you will lose all work and the UA Online system will require you to sign back in.

1. Select “Login to Secured Area (students, staff, faculty)” at uaonline.alaska.edu using your UA Employee ID and PIN.
2. Select **Faculty Services**
3. Select **Term Selection**
 - In the pull down box, select the current term and click the *Submit* button
4. Select **CRN Selection**
 - In the pull down box, select the desired course and click the *Submit* button
5. Select **Summary Class List**
 - From the menu at the bottom of the page, click on the *Mid Term Grades* option to begin posting grades
6. For each student, under the Grade column, enter a grade.
 - In the pull down box “Grade,” select the correct grade
7. When finished entering grades, select the *Submit* button at bottom of the page.

8. If there are more than 25 students in the class you are grading, a Current Record Set message will show at the top with multiple options. It may look like this:
 - Current Record Set: 1-25 | 26-45
 - When finished with a set, it is suggested you click the *Submit* button and then select the next set of records.
9. When you finish grading a course, select **Faculty Services** at the top of the page to begin grading another course (restart the process by selecting **CRN Selection** (step 4).
 - If you are not grading another course, select **Exit** from the top right hand corner to end the session.
10. Once posted and saved, students will be able to view their grades using UAOnline.
11. If you have questions about grading, please call x6227, x6235, x6362 or x6856 or contact us at registrar@uaf.edu. If you have problems or questions with UA Online, please call x5220 or contact fncla@uaf.edu.