

Freshmen Progress Report - Faculty Web Grading  
Office of the Registrar  
University of Alaska Fairbanks

Beginning Fall 2009, Progress Reports must be submitted online using Faculty Web Grading.

Web grading is quicker, more efficient, green friendly (no wasted grade rosters) and available 24 hours a day from anywhere in the world.

**Web grading cannot be used for the following grade types:**

- 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
- AU – Audit grades are not permitted at this time

Use the following notes and instructions to assist you when entering grades electronically:

**NOTE:**

- *Your UA Online roster will reflect every student enrolled in your course.*
- *If you are web grading for Freshman Progress Reports, you are only required to grade freshmen students.*
- *We encourage faculty to enter a "W" grade (faculty withdrawal) or "NB" grade (No Basis) for those students who have not participated substantially in the course (including those who have not attended) or who have not met prerequisites.*
- *The Faculty Senate policy allows for Faculty-Initiated Withdrawals through **Friday, October 30, 2009**. Faculty Withdrawals will not be available after October 30.*
- *Ensure that your grades are calculated and ready to post prior to entering your UA Online session.*
- *Each web grading session is limited to 60 minutes. If you fail to "Submit" prior to the 60 minute limit, you will lose all work and be required to sign back in to UA Online.*

1. Log In to UAOnline 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

**NOTE:** *If the CRN for the course is not listed:*

- a. You are not listed as the instructor in the Banner system*
- b. If the course has multiple instructors, you are not listed as the primary instructor. Only primary instructors have access to web grade*

5. Select **Summary Class List/Enter Grades**

- Select the *Mid Term Grades* option from the bottom of the page, to begin posting

6. For each Freshman student, under the Grade column, enter a grade.
  - In the pull down box “Grade,” select the correct grade
  - If you are initiating a faculty withdraw (W), please enter the Last Attend Date. This is required to determine Financial Aid impacts.
7. When finished entering grades, select the *Submit* button at bottom of the page.
8. If there are more than 100 students in the class you are grading, a Current Record Set message will show that breaks the class roster into sets.
  - Current Record Set: 1-100 | 101-200 | 201+
  - 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).
10. If you are not grading another course, select **Exit** from the top right hand corner to end the session.
11. Once posted and saved, students will be able to view their grades using UAOnline. Under the Student Records Menu, they look under the Midterm Grades option.
12. If you have questions about grading, please call x6856, x6227, x6235 or x6262 or contact us at [registrar@uaf.edu](mailto:registrar@uaf.edu).