Faculty Midterm Grading Instructions for Freshmen

1) Log into UAOnline

Check your grades from:
1. Download the "Ellucian GO"
   IOS - appstore.com/elluc
   Android - play.google.com
2. Launch "Ellucian GO"
3. Select University of Alaska
4. Log in with your UA user
   Note: You do not need to
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Welcome, Crystal A. Goula, to UAOnline!
Last web access on Nov 30, 2014 at 12:45 pm

2) Click on Faculty Services

- **Student Services and Account Information**
  Apply for Admission, Register, View your academic records

- **Financial Aid**
  Check overall status of financial aid; review messages, ou

- **Employee Services**
  Time sheets, time off, benefits, leave or job data, paystul

- **Faculty Services**
  Enter Grades and Registration Overrides, View Class Lists

- **Personal Information**
  View or update your address(es) & phone number(s). View
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Faculty & Advisors Menu

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List/Enter Grades (Traditional)

Enter Grades New!
You will be prompted for your password if you logged in to UAonline with your PIN.

Class List with Prerequisites
View the class list with student schedules including their prerequisite status

Detail Wait List

Summary Wait List

Wait List with Prerequisites
View the wait list with student schedules including their prerequisite status

Registration Overrides

Faculty and Advisor Security Information

Student Menu
Display student information; view a student’s schedule.

Advisor Menu

3) Click on Enter Grades option on the Faculty & Advisors Menu

4) If you logged in with your UAOnline pin, you will be prompted here with this screen to log in with your UA Username or ID and your Gmail/network/Blackboard password.
5) This is the intro screen for Banner 9 Web Grading
6) Click on the Midterm Grades Tab under Select a Course.
7) The headers, Grading Status, Rolled, Subject, Course, Section, Title, Term and CRN are all sortable columns. Click on the column header to sort by ascending, click on same column again, and it will be sorted descending.

8) Additional information is available on the right hand side under the Getting Started tab. You will only see courses that list you as the instructor, and only if grading is open for those courses.
9) Email registrar@uaf.edu if you have any questions.
10) If you have a small monitor or are using an iPad, use the vertical and horizontal scroll bars to view all row and column information.
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Manually entering grades

1) Click on the desired class to highlight it.
2) Student information will display in the lower half of the screen. Overall class information like total registered and number of students graded will display in the right hand side of the window.
3) NOTE: If you are not the primary instructor, you will NOT be able to enter grades for the class.
4) Faculty will see the entire class roster but are only required to provide progress reports for freshmen.

5) Highlight a student, click on the midterm grades column, and select the drop down.
6) The following mid-term grades cannot be posted on the web: AU, I_N, and DF.
7) Faculty are encouraged to enter a “W” grade (faculty withdrawal) or “NB” (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.
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8) After clicking Save, the rows that were changed successfully will highlight in green, and a “Save Successful” message will show in the upper right hand corner of the screen.

9) It is a good idea to save every so often when entering grades as any network connectivity issues could cause your work to be lost unless you have saved it.

10) If you have tried to enter an invalid grade, for example manually typing an A for a Pass/Fail graded class, you will get an error message. To prevent this, always use the drop down for grades.

11) The student with the incorrect grade will be highlighted in red.
12) If there is an error message, the Notifications box at the top right hand part of the screen will have a number in front of it. This tells you how many errors you have in your grade roster for this class.

13) Look for the red ! to the left of the student name to locate the record with the issue.

14) You will not be able to save your roster until the errors have been corrected.

15) Due to compliance requirements for institutions receiving federal money, any grades of W require a date of last attendance in the following format: MM/DD/YYYY. You can hand type the date (including forward slashes) or use the calendar tool that pops up when you click in the Last Attend Date cell.

16) For students who never attended your course, regardless of whether you assign a W or NB, you need to enter the first day of the semester (or the first day of the course for late starting classes) in the Last Attend Date column.
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17) Click the Save button in the lower right hand corner after you have submitted grades and dates of last attendance or attend hours. If you do not click save, your grades will not be submitted.

18) When you save, always make sure you have a Save Successful message and not an error with a red !.

19) If you have entered last attendance dates for students, you will get a warning message letting you know the student has not yet withdrawn from the class. Entering the W as a mid-term grade will withdraw the student.

20) Sign out when you are done.