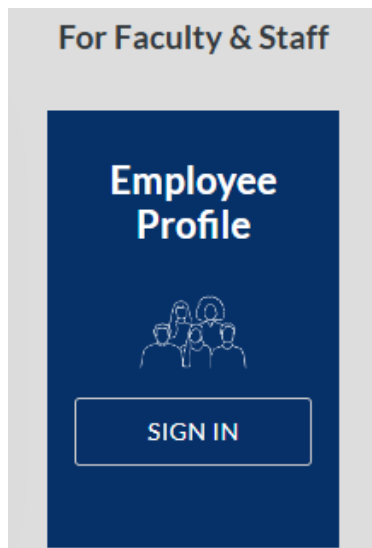




Midterm Grade Entry

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



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



UAOnline and Banner

Sign in with your UA Credentials

☐ Do not remember me on this computer. Check this option if this computer is shared.

[Help with UA Username or Password](#)



Midterm Grade Entry

3) Select Faculty and Advisor Services



Faculty and Advisor Services

Access tools and resources that support advising and student success.

4) In Faculty Tools, select Faculty Grade Entry

Faculty Tools

[Registration Overrides](#)

[Teaching Assignments](#)

[Class List \(Roster and Waitlist\)](#)

[Class List with Prerequisites](#)

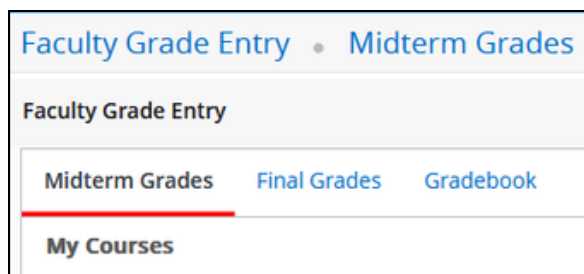
[Faculty Detail Schedule](#)

[Faculty Week at a Glance](#)

[Faculty Grade Entry](#)



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	
	<div><div></div><div></div></div>
	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.



Midterm Grade Entry

Option 2 – Import Grades Using Excel. In Grading Resources, please refer to the Importing Grades in UAOnline document

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.