







Early Progress Reports

 <p>UAOnline</p> <p>Log in with UA Password ← Students log in here!</p> <p>Log in with PIN</p> <p>Request Information (Prospective Students)</p> <p>Apply for Admission or Check on Status of Application</p> <p>Bookstores</p> <p>Campus List</p> <p>Class Schedule</p> <p>Course Catalog</p> <p>Dates and Deadlines (For Students)</p> <p>Direct Deposit Services Information</p> <p>Distance Education Gateway</p> <p>Employment Opportunities</p> <p>Financial Aid Information</p> <p>Tax Credit Information (1098T)</p> <p>Transcript Requests</p> <p>Transfer Credit Resource Site</p> <p>Check your grades from :</p> <ol style="list-style-type: none">1. Download the "Ellucian GO" app iOS - appstore.com/ellucian-go Android - play.google.com2. Launch "Ellucian GO"3. Select University of Alaska4. Log in with your UA username <p>Note: You do not need to</p>	<p>1) Log into UAOnline</p>
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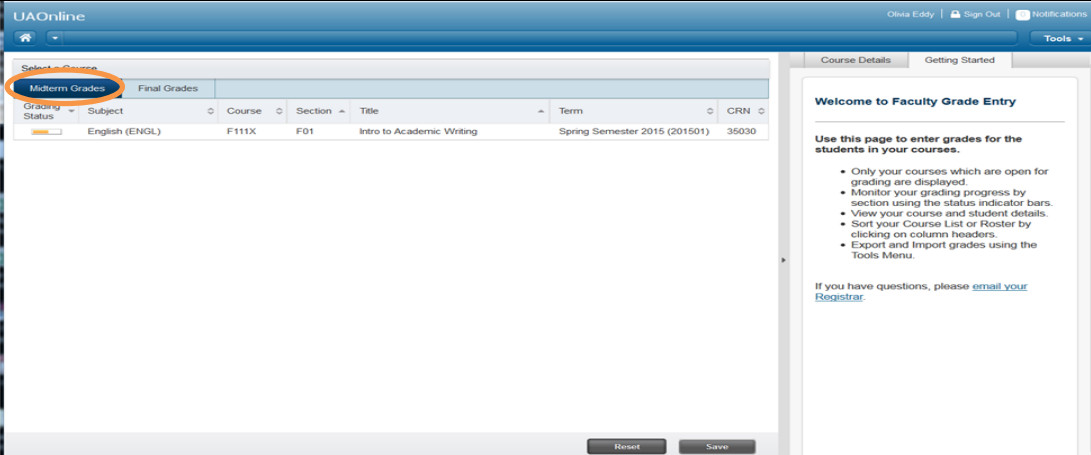
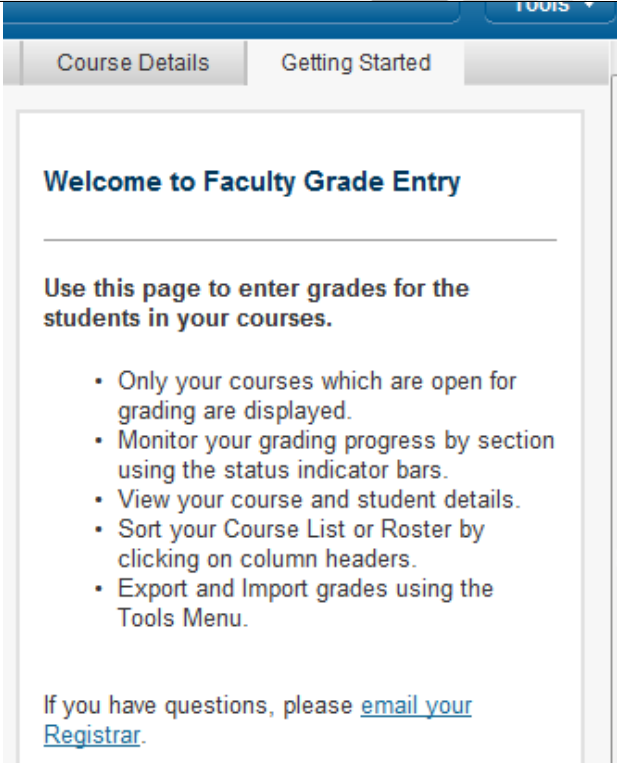
Early Progress Reports

<p>Welcome, Crystal A. Goula, to UAOnline! Last web access on Nov 30, 2014 at 12:45 pm</p> <p> Student Services and Account Information Apply for Admission, Register, View your academic records</p> <p> Financial Aid Check overall status of financial aid; review messages, ou</p> <p> Employee Services Time sheets, time off, benefits, leave or job data, paystul</p> <p> Faculty Services Enter Grades and Registration Overrides, View Class Lists ;</p> <p> Personal Information View or update your address(es) & phone number(s). View</p>	<p>2) Click on Faculty Services</p>
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Early Progress Reports

<div data-bbox="336 180 768 220">Faculty & Advisors Menu</div> <hr/> <div data-bbox="348 267 520 293">Term Selection</div> <div data-bbox="348 300 512 326">CRN Selection</div> <div data-bbox="348 332 611 360">Faculty Detail Schedule</div> <div data-bbox="348 365 550 393">Week at a Glance</div> <div data-bbox="348 397 533 425">Detail Class List</div> <div data-bbox="348 430 869 459">Summary Class List/Enter Grades (Traditional)</div> <div data-bbox="348 462 575 492">Enter Grades New!</div> <div data-bbox="348 490 1075 513"><small>You will be prompted for your password if you logged in to UAOnline with your PIN.</small></div> <div data-bbox="348 514 665 544">Class List with Prerequisites</div> <div data-bbox="348 540 1010 565"><small>View the class list with student schedules including their prerequisite status</small></div> <div data-bbox="348 568 527 594">Detail Wait List</div> <div data-bbox="348 599 569 628">Summary Wait List</div> <div data-bbox="348 633 657 659">Wait List with Prerequisites</div> <div data-bbox="348 657 1001 680"><small>View the wait list with student schedules including their prerequisite status</small></div> <div data-bbox="348 683 604 712">Registration Overrides</div> <div data-bbox="348 716 806 745">Faculty and Advisor Security Information</div> <div data-bbox="348 748 514 776">Student Menu</div> <div data-bbox="348 774 842 797"><small>Display student information; View a student's schedule.</small></div> <div data-bbox="348 800 508 828">Advisor Menu</div>	<p>3) Click on Enter Grades option on the Faculty & Advisors Menu</p>
<div data-bbox="459 829 972 911"></div> <div data-bbox="651 930 823 953"><small>UA Username or UA ID#:</small></div> <div data-bbox="644 953 831 974"><input type="text"/></div> <div data-bbox="686 976 787 997"><small>UA Password:</small></div> <div data-bbox="644 997 831 1018"><input type="password"/></div> <div data-bbox="592 1019 882 1042"><input type="checkbox"/> Warn me before logging me into other sites.</div> <div data-bbox="672 1045 730 1066"><input type="button" value="LOGIN"/></div> <div data-bbox="741 1045 800 1066"><input type="button" value="CLEAR"/></div> <div data-bbox="571 1089 898 1112"><small>Forgot Password, UA Username or UA ID number:</small></div> <div data-bbox="663 1110 806 1130">UAA UAF/SW UAS</div> <div data-bbox="602 1185 869 1208"><small>This page will expire in less than 5 minutes.</small></div>	<p>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.</p>

Early Progress Reports

	<p>5) This is the intro screen for Banner 9 Web Grading</p> <p>6) Click on the Midterm Grades Tab under Select a Course.</p> <p>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.</p>
	<p>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.</p> <p>9) Email registrar@uaf.edu if you have any questions.</p> <p>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.</p>

Early Progress Reports

Select a Course

Midterm Grades Final Grades

Grading Status ▾ Subject ▾ Course ▾ Section ▾ Title ▾ Term ▾ CRN ▾

English (ENGL) F111X F01 Intro to Academic Writing Spring Semester 2015 (201501) 35030

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
		B		
		D		
		C-		

Reset Save

Course Details Getting Started

English F111X, Section F01

Intro to Academic Writing
Course Reference Number: 35030

10 Grades Remaining

Eligible: 13
Registered: 13
Graded Midterm: 3

Course Dates: 01/15/2015 - 05/08/2015
Primary Instructor: Olivia F. Eddy
Secondary Instructor(s):

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**.

UAOOnline

Select a Course

Midterm Grades Final Grades

Grading Status ▾ Rolled ▾ Subject ▾ Course ▾ Section ▾ Title ▾ Term ▾ CRN ▾

Mathematics (MATH) F103X F01 Concepts & Contemp-Aps of Math Fall Semester 2014 (201403) 77118

Mathematics (MATH) F107X F01 Functions for Calculus Fall Semester 2014 (201403) 77121

Recreation (RECR) F120L T01 Zumba Fitness Fall Semester 2014 (201403) 77736

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Bowers, Shayne L	30076327		F I N NB P			

Reset Save

Course Details Getting Started

Recreation F120L, Section T01

Zumba Fitness
Course Reference Number: 77736

17 Grades Remaining

Eligible: 19
Registered: 18
Graded Final: 1

Student Details

Shayne Lorraine Bowers

Registration Status: Registered - Web
Credits: 1
[Email student](#)

- 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.

Early Progress Reports

Crystal Gouls | Sign Out | 1 Notifications

Save Successful

Course	Section	Title	Term	CRN
F103X	F01	Concepts & Contemp Aps of Math	Fall Semester 2014 (201403)	77118
F107X	F01	Functions for Calculus	Fall Semester 2014 (201403)	77121
F120L	T01	Zumba Fitness	Fall Semester 2014 (201403)	77736

Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
27	P			
18	NB			
66	IN			
30	F			
95	P			
17	IN			
28				
51				
26				

Reset Save

Recreation F120L, Section T01

Zumba Fitness
Course Reference Number: 77736

11 Grades Remaining

Eligible: 18
Registered: 18
Graded Final: 7

Student Details

Shaelene Nicolle Holstrom

Registration Status: Registered - Web
Credits: 1
[Email student](#)

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.

Crystal Gouls | Sign Out | 0 Notifications

The Final Grade "A" is not valid.

Course	Section	Title	Term	CRN
F103X	F01	Concepts & Contemp Aps of Math	Fall Semester 2014 (201403)	77118
F107X	F01	Functions for Calculus	Fall Semester 2014 (201403)	77121
F120L	T01	Zumba Fitness	Fall Semester 2014 (201403)	77736

Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
27	A			
18	NB			
36	IN			
30	F			
95	P			
17	IN			
28				
51				
26				

Reset Save

Recreation F120L, Section T01

Zumba Fitness
Course Reference Number: 77736

11 Grades Remaining

Eligible: 18
Registered: 18
Graded Final: 7

Student Details

Marissa M Carl Acosta

Registration Status: Registered - Web
Credits: 1
[Email student](#)

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.

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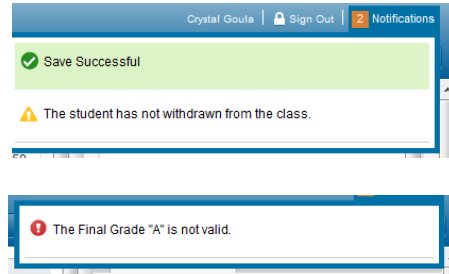


- 12) If there is an error message, the Notifications box at the top right hand part of the screen will have a number in front of it. This tells you how many errors you have in your grade roster for this class.
- 13) Look for the red ! to the left of the student name to locate the record with the issue.
- 14) You will not be able to save your roster until the errors have been corrected.

⌵	Midterm Grade	⌵	Last Attend Date	⌵
	B			
	W		02/06/2015	
	D			
	W		02/02/2015	
	C-			

- 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.

Early Progress Reports



- 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.