Faculty: Entering Grades

The last date of attendance is needed for those students earning an “F” or “NCR” (no credit) AND who stopped attending class. When a student who is receiving financial aid earns a failing grade because of non-attendance, this information must be reviewed by the Office of Student Financial Aid to determine financial aid eligibility. Entering the last date of attendance now will eliminate the need to manually contact the instructor later via email for this information.

If the student earned an “F” or “NCR” AND did attend the entire semester, the last date of attendance should be left blank. *Attendance for the entire semester will be assumed if the date is left blank.*

*The “Last Date of Attendance” can be modified until 7 days after the fully graded date for the term, even if the grades have been posted and are no longer editable.*

This feature can be especially helpful for large classes; the instructor can click out of the “Grade Roster with F/NCR Grades” and complete the original roster. Then, when convenient, the instructor can go back in and enter the date of last attendance.
**Important Information about using Self-Service:**

- The application will time out after 20 minutes of inactivity.
- Data is not saved until the **SAVE** button is clicked – save often to prevent any loss of data!
- An instructor **must** be the instructor of record in order to enter grades for a course.
- Instructors of Record can be added to a course through the Instructor's department. Instructors should contact the administrative assistant in their department. Once added, they can enter grades for the class. (They would log-in using their own UANet ID).
- Rosters are only generated for **enrollment sections** – not for labs, etc.
- Students who have withdrawn from a course will be denoted with **WD** and no grade can be entered for them.
- Instructors should not enter a grade of **WD** for students under any circumstances.
- **WD** grades will be assigned by the system when the withdrawal is processed. If the student does not have a grade of **WD** on the grade roster, he/she has not officially withdrawn from the class and a valid grade must be entered.
- Any instructor-entered **WD** grades will be removed by the Office of the Registrar prior to posting.
- Press the **TAB** key to advance to the next student record – not the ENTER key.
- If you do not know your UANet ID and/or password, contact the Support Desk at 330-972-6888 for assistance

**Browser Requirements:**
You must be running a java-enabled browser and have cookies enabled. For assistance on enabling cookies, please visit the Software Training Services web site at:  
http://www.uakron.edu/its/learning/training/IEBasics.php. **Internet Explorer version 6.0 is the preferred browser.**

- **PC clients:**
  - Internet Explorer version 6.0 Service Pack 1 or higher
  - Netscape Navigator version 4.7 or higher
- **Apple clients**
  - Internet Explorer 5.0 or higher
  - Netscape 6.2 or higher
Important Information about Grades Processing:

- Instructors may partially complete the grade roster. The posting process will update the student’s record (for those in which a grade was entered). The instructor may then go back at a later date (by the posted deadline) and input the grades for those students for which no grade was entered.

- Grades will be posted on the scheduled posting dates. Once posted, the grades are viewable by students.

- Grade changes for posted grades of I (Incomplete), IP (In Progress)* or NGR (No Grade Reported) must be submitted via the applicable grade roster in the ZipLine Faculty Center. *except catalog number of 699 (thesis) or 899 (dissertation).

- Grades will be available to students via the Web.

- Effective Fall 2001, grades will NOT be mailed to students. Students needing official copies of their grades for reimbursement purposes may contact the Registrar’s Office.

- All grades must be entered by the posted deadline date.
Entering Grades

Instructions:
1. Log in to My Akron with your Uanet ID and password:

![University of Akron Login](image)

2. Click the Faculty Center link located on the Faculty/Staff tab.
Instructions:

3. Click on the grade roster icon for the course for which you wish to submit grades.

NOTE: If you need to enter grades for a different term, click the Change Term button.
Instructions:

4. Notice the menu which appears on the left side of the page. You may wish to minimize this menu in order to view more of the screen. To minimize the menu, click on the minus sign in the upper right corner of the menu.

Minimize the menu.

Any time you wish to return to the menu click the icon which now appears in place of the menu.
**Instructions:**

5. The grade roster is displayed. All of the classes you are assigned to teach which are a **graded component** will appear. *Use the links provided to navigate – do not use the browser’s Back button.*

If you have entered grades for some students, you can click the checkbox for **“Display Unassigned Roster Grades Only”** to only view those students for which no grade has been entered.

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Restrict the view to only those students for which no grade has been entered.
Entering Grades

Instructions:

6. If you need to modify the “Last Date of Attendance” for a student who has earned an “F” or “NCR” (no credit) click the Grade Roster with F/NCR Grades link. **NOTE:** The “Last Date of Attendance” can be modified until 7 days after the fully graded date for the term, even if the grades have been posted and are no longer editable.

7. There are two methods to enter grades:
   a. Enter the grade directly into the Roster Grade field
   b. Click the down arrow to display a list of valid grades and then select the appropriate code from the list.

8. Press the **TAB** key to advance to the next student record.

   Click the **Save** button frequently. This is located at the bottom of the page – you may need to use the scroll bar to view this button.

   The grade roster information is saved each time you click the Save button – in addition, you will be taken to the Grade Roster with F/NCR Grades each time you save if there are new or outstanding F/NCR grades on the **Grade Roster with F/NCR Grades**.
Instructions:

9. Upon entering a grade, an informational message will appear, indicating you have unsaved data on the page. This will disable the navigation tabs and links on the page in order to protect you from losing any data by navigating away from the page without saving.

   a. Once you click the Save button the navigation tabs and links will be enabled.
   b. If you do NOT wish to save the data on the page, click the Enable tabs & links button to clear the unsaved data and enable the tabs and links.

⚠️ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

    enable tabs & links
Entering Grades

Instructions:

10. If a grade of “F” or “NCR” (No Credit) is assigned to a student a new screen titled “Grade Roster with F/NCR Grades” will appear after clicking the  button.

For students with an “F” or “NCR” who stopped attending classes before the end of the term: Enter the last date of attendance by clicking inside the “Last Date of Attendance” field and enter the date using the calendar icon or type the date using the format mm/dd/yyyy.

For students with an “F” or “NCR” who NEVER attended a single class: Check the “Never Attended” check box (and leave the “Last Date of Attendance” field blank).

For students with an “F” or “NCR” who did attend the entire semester: Check the “Earned Failing Grade” checkbox (and leave the “Last Date of Attendance” blank).

Click the  button when finished. Click the Grade Roster link to return to the roster.

If there is a time constraint, leave the attendance information blank and click the Grade Rosters link. Then, come back to this screen at a later date to enter the data — you will have approximately seven days after the grades deadline for a term (even if the grades have been posted and are no longer editable) to add/edit this information.
Instructions:

11. Once information has been entered for all “F” or “NCR” grades, the Grade Roster with F/NCR Grades page will not appear when you enter or save new grades – unless you enter a new “F” or “NCR” grade. To access the roster at any time, click the link titled Grade Roster with F/NCR Grades.

NOTE: If as an instructor you do not have an attendance policy and do not track attendance, the last date of attendance will be the date of the last graded assignment or quiz/test that is available for that student.

When a student who is receiving financial aid earns a failing grade because of non-attendance, this information must be reviewed by the Office of Student Financial Aid to determine financial aid eligibility.

Entering the last date of attendance now will eliminate the need to manually contact you later via email for this information.

12. If you wish to print the grade roster scroll down and click the Printer Friendly Version button. Once this appears, use the browser’s print function to print the roster.

13. To view the grade roster for another class, click the Class Roster link.
Instructions:
14. Don’t forget to sign out of self-service when you are finished. Click the **Sign Out** link in the header bar.

Always Sign Out of the application.