

## Faculty: Athletic Academic Progress Grade Reports

This document provides an overview of entering academic progress grade reports for student athletes.

To access the self-service applications log in to the portal, My Akron, at <http://my.uakron.edu/> with your UANetID and password.

There is an online tutorial available which accompanies this document. Please visit the [Software Training website](#) and select the link for the appropriate tutorial.

### Important Guidelines:

- ✓ Log into My Akron (my.uakron.edu) to access the self-service applications.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

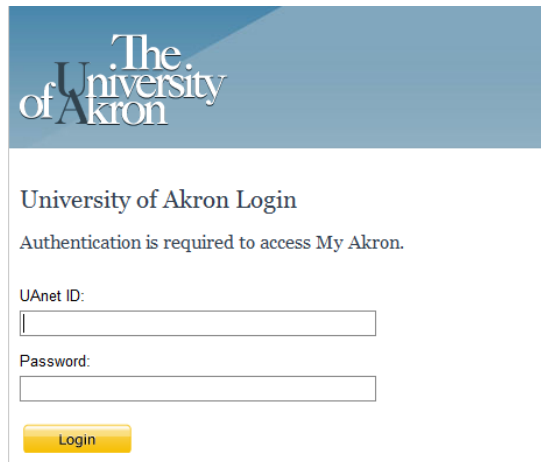
## Access Athletic Grade Rosters

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**Instructions:**

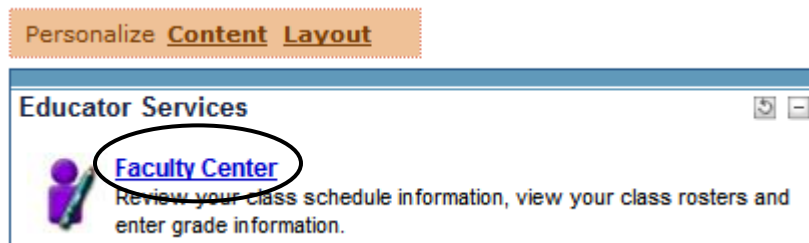
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1. Log in to [My Akron](#) with your Uanet ID and password:



The University of Akron logo is displayed at the top left. Below it, the text reads "University of Akron Login" and "Authentication is required to access My Akron." There are two input fields: "Uanet ID:" and "Password:". A yellow "Login" button is located at the bottom of the form.

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



**Instructions:**

3. Click the link titled “Athletic Academic Progress Grade Rosters”.

**Faculty Center**[My Exam Schedule](#)[View My Advisees](#)[View Personal Data Summary](#)[Athletic Academic Progress Grade Rosters](#)

2006 Fall | The University of Akron

[change term](#)

Select display option:

 Show All Classes Show Enrolled Classes Only

Class Roster



Grade Roster



Learning Management

My Teaching Schedule &gt; 2006 Fall &gt; The University of Akron

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">3150 610-001 (76828)</a>	Basic Quantum Chemistry (Lecture)	13	MoWeFr 1:10PM - 2:00PM	Knight Che 321	Aug 28, 2006- Dec 10, 2006

[View Weekly Teaching Schedule](#)[Go to top](#)

My Exam Schedule &gt; 2006 Fall &gt; The University of Akron

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
<a href="#">3150 610-001 (76828)</a>	Basic Quantum Chemistry (Lecture)	12/14/2006, Thursday	2:00PM - 3:55PM	Knight Che 321	13

[View Weekly Exam Schedule](#)[Go to top](#)

**Instructions:**

4. You will be prompted to select the type of roster you wish to select. Click the link for the roster you wish to run.

The two types of rosters are:

**Bi-Weekly Roster** – primarily basketball

**Regular Roster** – other sports

### Select a Roster Type

Select the Roster Type you wish to view.

Roster Type
<a href="#">Regular Roster</a>

[Return to Faculty Center](#)

5. The list of courses for which you are the instructor of record will be displayed. To view the roster, click the link for that specific class. NOTE: Even though you may be teaching multiple classes, only the classes for which student athletes are enrolled (which require a progress report) will be displayed.

### Select a Class

2008 Fall

Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog Nbr	Section	Class Nbr	Institution
<a href="#">Student Success Seminar</a>	1100 101	002	70116	The University of Akron
<a href="#">Phys Chemistry for Bio Science</a>	3150 305	001	77689	The University of Akron

[Select a Different Roster Type](#) [Return to Faculty Center](#)

**Instructions:**

6. The roster for the specific class is displayed. Note that only student athletes for whom a grade roster is required will be listed. In this example, there is one student for whom a grade roster is required.

**Note that only student athletes for whom a grade roster is required will be listed.**

**Athletic Academic Progress Grade Roster**

\*Print in Landscape Mode

**Print**

Subject/Catalog: 1100 101 Section: 002

The University of Akron

Student Success Seminar

Undergraduate

2008 Fall

Class Nbr: 70116

Regular Academic Session

**Academic Progress Grade Roster**

Roster Type: Regular Roster

As of Date: 10/31/2008

Sort By ...

 EmplID Name

Total Count: 1

EmplID	Name	Academic Career		Attendance	Grades
142	Bea	UGRD	<a href="#">Sports</a>	<b>Detail</b>	<b>Detail</b>

[Select a Different Class](#)**Save**

7. Click the **Detail** button under the Attendance column to enter attendance information.
8. Enter the requested information. Note – none of the information is required, however, it is important that as much information as possible be entered.

**Instructions:****SS Athletic Grade Rosters**

142 Bea

Attendance Detail

Overall Attendance: Good

**Total Days Missed**

Days Missed Carried Over:	Days Missed Current Period:	Days Missed Total:
0	1	1

Dates Missed for This Period Find First 1 of 1 Last

\*Date: 10/15/2008

**Total Days Tardy**

Days Tardy Carried Over:	Days Tardy Current Period:	Days Tardy Total:
0	1	1

Dates Tardy for This Period Find First 1 of 1 Last

\*Date: 10/07/2008

OK Cancel

**Overall Attendance** – use the drop down to select the appropriate choice. Valid choices are: Good, Poor, and Unknown.

**Days Missed Current Period** – enter the number of days the student has missed during this specific period. Note that this information will be carried over into the next roster period.

**Date:** Enter the date of absence. You may click the calendar icon to bring up a calendar from which you can click on the date of absence. If multiple absences need to be entered, use the **+** to add additional dates. If a date was entered in error, use the **-** to remove a date. You can use the status bar to view the total number of dates entered.

**Dates Missed for This Period** First 1 of 1 Last

**Days Tardy Current Period** – enter the number of days the student has been tardy during this specific period. Note that this information will be carried over into the next roster period.

**Date:** Enter the date the student was tardy. You may click the calendar icon to bring up a calendar from which you can click on the desired date. If multiple dates need to be entered, use the **+** to add additional dates. If a date was entered in error, use the **-** to remove it.

**Instructions:**

- 9. Once the information has been entered, click the **OK** button. You should be returned to the main page.
- 10. Click the **Detail** button under the Grades column to enter grade information.

**Athletic Academic Progress Grade Roster** \*Print in Landscape Mode **Print**

Subject/Catalog: 1100 101 Section: 002 The University of Akron  
Student Success Seminar Undergraduate 2008 Fall  
Class Nbr: 70116 Regular Academic Session

Academic Progress Grade Roster Sort By ...  
Roster Type: Regular Roster As of Date: 10/31/2008  
 EmplID  
 Name

Total Count: 1

EmplID	Name	Academic Career		Attendance	Grades
142	Bea	UGRD	<a href="#">Sports</a>	<b>Detail</b>	<b>Detail</b>

[Select a Different Class](#)

**Save**


**Instructions:**

- 11. The Grade Roster page is displayed. Enter the **Current/Overall grade** by either entering the grade directly in the box or viewing the list of valid grades by clicking on the magnifying glass and selecting the grade from the list.

The screenshot shows a web form titled "SS Athletic Grade Rosters". At the top, there are fields for "142" and "Bea". Below this is a blue header bar labeled "Instructors Comments". The main form area contains a "Current / Overall grade" field with a dropdown menu showing "B+" and a magnifying glass icon. A callout box with an arrow pointing to the magnifying glass icon contains the text: "Either enter the grade (i.e. A-) or click the magnifying glass to select the grade from a list." Below the grade field is a "Good" label. Further down, there are several input fields for "Current grades/points in the following": "Quizzes:", "Homework Assignments:", "Papers:", "Tests:", and "Other:". Below these is a section titled "While in class does the SA appear to be attentive?" with the instruction "(Check all that apply)". This section includes four checkboxes: "Taking Notes", "Participating in class", "Engages in discussions", and "N/A". Below this is a text area for "What tips would you suggest for the SA to better their grade ?". At the bottom of the form is another text area for "Any additional information on the student". At the very bottom, there are "OK" and "Cancel" buttons.



**Instructions:**

12. To search the list of valid values for the Current/Overall Grade, click the  icon to lookup the list of valid grades.
13. The list of valid values for the grade is displayed. Click the grade to select that particular value.

**Look Up Current / Overall grade**

SetID: AKRON  
 Grading Scheme: UGD  
 Grading Basis: ANC  
 Grade Input: begins with   
 Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

**Search Results**

View All First  1-15 of 15  Last

Grade Input	Description
<a href="#">A</a>	<a href="#">Excellent</a>
<a href="#">A-</a>	<a href="#">Excellent</a>
<a href="#">B</a>	<a href="#">Good</a>
<a href="#">B+</a>	<a href="#">Good</a>
<a href="#">B-</a>	<a href="#">Good</a>
<a href="#">C</a>	<a href="#">Average</a>
<a href="#">C+</a>	<a href="#">Average</a>
<a href="#">C-</a>	<a href="#">Average</a>
<a href="#">D</a>	<a href="#">Poor</a>
<a href="#">D+</a>	<a href="#">Poor</a>
<a href="#">D-</a>	<a href="#">Poor</a>
<a href="#">F</a>	<a href="#">Failing</a>
<a href="#">I</a>	<a href="#">Incomplete</a>
<a href="#">IP</a>	<a href="#">In progress</a>
<a href="#">X</a>	<a href="#">Not Available</a>

**Instructions:**

14. For each of the requested grade categories (Quizzes, Homework Assignments, Papers, Tests, Other) enter a **grade or points earned**, if applicable. If entering the number of points earned use the following format: Points Earned/Total Possible. For example, 50/75.

**SS Athletic Grade Rosters**

142 Bear, [redacted]

Instructors Comments

Current / Overall grade  Good

Current grades/points in the following:

Quizzes:

Homework Assignments:

Papers:

Tests:

Other:

While in class does the SA appear to be attentive? (Check all that apply)

Taking Notes

Participating in class

Engages in discussions


N/A


What tips would you suggest for the SA to better their grade ?

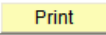
Any additional information on the student

Either enter the grade (i.e. A-) or enter Points Earned/Total Possible Points (i.e. 50/75)

15. Complete the additional information, if applicable. When finished, click the **OK** button.

16. You will be returned to the roster. Click the  button to save the information.

17. If you have additional students, be sure to enter the requested information for each student athlete listed. If you wish to print the Athletic Academic Progress Grade Roster click the  button. Note: Be sure to change your printer to Landscape mode to properly print the roster.

**Athletic Academic Progress Grade Roster** \*Print in Landscape Mode 


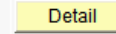
Subject/Catalog: 1100 101 Section: 002 The University of Akron  
 Student Success Seminar Undergraduate 2008 Fall  
 Class Nbr: 70116 Regular Academic Session

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Academic Progress Grade Roster Sort By ...

Roster Type: Regular Roster As of Date: 10/31/2008

Total Count: 1

EmplID	Name	Academic Career		Attendance	Grades
142	Bea	UGRD	<a href="#">Sports</a>		

[Select a Different Class](#)



18. To view the roster for another class, or to access a different type of roster (Bi-weekly or Regular) click the **Select a Different Class** link.

*For questions regarding student athlete advising, please contact Student-Athlete Academic Services at: 330.972.7426*