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

**Instructions:**

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

   ![Login Screen](image)

   **University of Akron Login**

   Authentication is required to access My Akron.

   **UAnet ID:**
   
   **Password:**
   
   **Login**

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

![Faculty Center Link](image)

   **Educator Services**

   **Faculty Center**

   Review your class schedule information, view your class rosters and enter grade information.
Instructions:
3. Click the link titled “Athletic Academic Progress Grade Rosters”.

Faculty Center

My Exam Schedule
View My Advising
View Personal Data Summary

2006 Fall | The University of Akron

Select display option:  ○ Show All Classes  ○ Show Enrolled Classes Only

My Teaching Schedule > 2006 Fall > The University of Akron

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2150 610-001 (748281)</td>
<td>Basic Quantum Chemistry (Lecture)</td>
<td>13</td>
<td>MoWeFr 1:10PM - 2:00PM</td>
<td>Knight Cha 321</td>
<td>Aug 28, 2006-Dec 10, 2006</td>
</tr>
</tbody>
</table>

View Weekly Teaching Schedule

My Exam Schedule > 2006 Fall > The University of Akron

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Exam Date</th>
<th>Exam Time</th>
<th>Exam Room</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>2150 610-001 (748281)</td>
<td>Basic Quantum Chemistry (Lecture)</td>
<td>12/14/2006, Thursday</td>
<td>2:10PM - 3:35PM</td>
<td>Knight Cha 321</td>
<td>13</td>
</tr>
</tbody>
</table>

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
Regular Roster
```

**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**

```
Course Title | Subject Catalog Nbr | Section | Class Nbr | Institution
-------------|---------------------|---------|-----------|-----------------'
Student Success Seminar | S100 | 101 | 002 | 70116 | The University of Akron
Phys Chemistry for Bio Science | 3150 | 305 | 001 | 77589 | 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.**

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:

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.

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.
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.

Either enter the grade (i.e. A-) or click the magnifying glass to select the grade from a list.
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

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

Search Results

<table>
<thead>
<tr>
<th>Grade</th>
<th>Input</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>Poor</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Not Available</td>
<td></td>
</tr>
</tbody>
</table>
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.

15. Complete the additional information, if applicable. When finished, click the OK button.
16. You will be returned to the roster. Click the Save 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 Print button. Note: Be sure to change your printer to Landscape mode to properly print the roster.

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