New UAOnline Grading Option

Through June 2016, faculty may continue to post grades using the UAOnline Faculty menu choice "Detail Class List", and click "Final Grades" at the bottom of the page.

To use the new UAOnline grading option:

Step 1
Login to UAOnline at **https://uaonline.alaska.edu/**. Please login using your **username and password**. This is the username and password associated with your university email account and Blackboard.

Step 2
Click on Faculty Services tab

Step 3
Select "Enter Grades"

If you logged into UAOnline using your pin, you will be prompted to login with your username and password.

Step 4
You will be routed to the Faculty Grade Entry page. You will see courses for which you are the primary instructor listed at the top. Click anywhere on the first course you wish to grade. The class roster will appear below.

If you have a small monitor or are using an iPad, vertical and horizontal scroll bars enable you to view all row and column information.

Step 5
Students who withdrew from or audited your course will already have the appropriate grade entered. You will skip over those students.
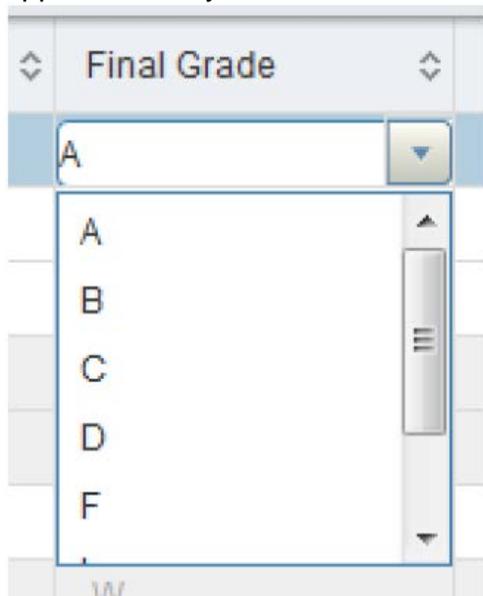

Step 6
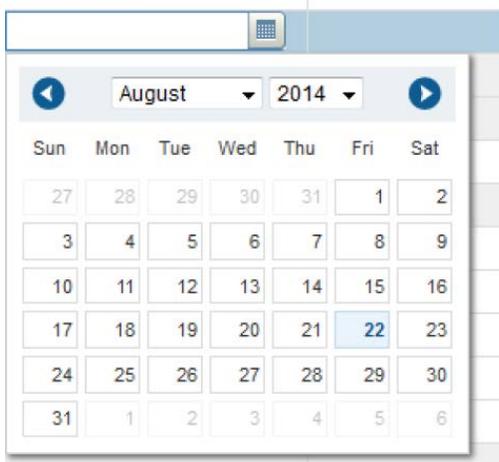You have two options for entering grades.

Option 1 – Use Dropdown Boxes
1. Enter a grade for each student in the Final Grade column using the drop down menu that appears when you click in the cell.

Final Grade	
A	▼
A	
B	
C	
D	
F	
W	

2. Due to compliance requirements for institutions receiving federal money, any grades of F or NB 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. A best guess is fine.

Final Grade		Rolled		Last Attend Date	
NB				05/19/2014	
F				06/25/2014	

Last Attend Date		Hours Attended
05/19/2014		
06/25/2014		
	🔲	

◀	August ▼	2014 ▼	▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Please note: Instructors teaching in centrally scheduled classrooms will not be able to enter a date of last attendance beyond the Friday before finals. However, you may enter 100 in the Attend Hours column to indicate the student took the final, if appropriate.

3. There is an additional requirement for students who **never** attended your course, regardless of whether you assign an F or NB.
     a. Enter the first day of the semester (or the first day of the course for late starting classes) in the Last Attend Date column **and** enter a zero in the Attend Hours column.

4. You do not enter anything in the Midterm Grade or Rolled columns.

5. Be sure to click the Save button in the lower right hand corner after you have submitted grades and dates of last attendance/attend hours, if appropriate. **If you do not click save, your grades will not be submitted.**


6. If there is an issue with any information you entered, you will be notified immediately with a pop up message in the upper right hand corner. It will identify the error(s) and look something like this:
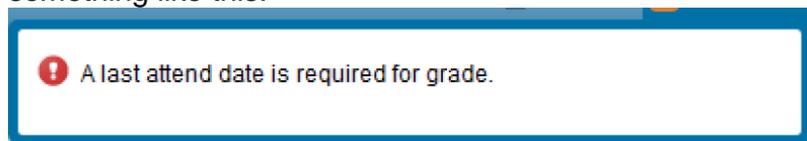
A red exclamation point also appears to the left of each student's name to help you easily identify where corrections are needed.

7. Please correct the error(s) and then click Save again until you receive *only* the green 'Save Successful' notification.
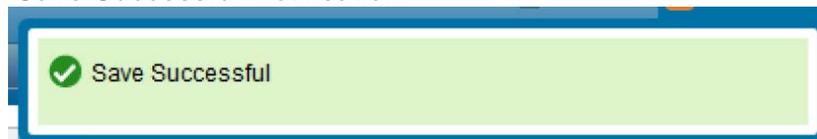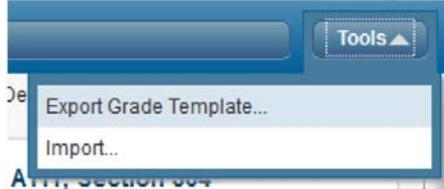

8. If you have another course to grade, click on that course in the Select a Course section at the top of the page and repeat this process.

9. When finished, click Sign Out in the upper right hand corner.

Option 2 – Import Grades Using Excel
1. Click Tools in the upper right hand corner and then Export Grade Template.

2. Choose to export the roster as an .xls or .xlsx file. If you are running Microsoft Excel 2007 or later, select .xlsx. Then click Export.

3. Enter the final grades and dates of last attendance (for NB and F grades) in the Final Grades column of the Excel spreadsheet. Remember to use the correct format for the last date of attendance (MM/DD/YYYY) and to enter a zero in the Attend Hours column for those students who never attended your course. Save the Excel file to a secure location. **Note:** The Incomplete Final Grade, Extension Date and Extension Date Constraints fields are null. Please ignore them.

4. Back in UAOnline, select Import from the Tools menu.
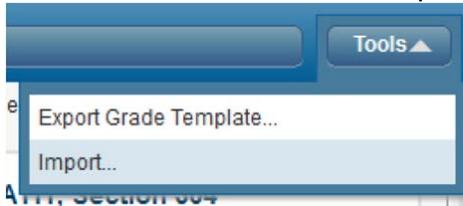
5. Browse to the location in which you saved the file, select it and click next.

6. Next you have an opportunity to preview the file. Click next.

7. You can ignore the Map Columns step because the data in your Excel spreadsheet will already be mapped to the appropriate columns in UAOnline. Click next.

8. The next screen will summarize the anticipated results of this import. Click Import (even if you see that records containing errors will not be imported).

9. The final screen will summarize the results of the import and might look something like this:

10. If any records contained errors and were not imported, click on the orange notification icon to minimize the above summary. Click the validation report link **before** finishing.

Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.

The validation report will open in Excel. An Error column will identify the errors. Use this information to correct the errors in your saved spreadsheet (the one you imported). Once you have corrected any errors, close the validation report and click Finished in the Import Grades dialog box. Import your spreadsheet again until all records import and save successfully.

11. 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 process.

12. When finished, click Sign Out in the upper right hand corner.

Additional Information:
- The Reset button pictured above only resets columns that have not been previously saved.
- Rolled grades (green checkmark in the Rolled column) cannot be changed online. They have already rolled to the student's permanent academic record. Grades roll to students' records every night.

Please contact the Registrar's office at 907-796-6100 with questions about this new grading option.