

# Quick Reference—Online Grading

---

## Sign on to the Campus Information Services ([cis.utah.edu](https://cis.utah.edu)):

1. Enter your university ID number (uNID) and password. For assistance, access the “Forgot your uNID?” or “Forgot your password?” links.
2. Locate the Faculty section.
3. Click on the “Enter/View Grades” tile.
4. Select the term for grading from the drop down and click on the class available for grading
  - OR search for the class by entering the class number OR the subject, catalog number, and section number (the section number must be 3 digits. Example: 003 or 021) and click “Search” button.

---

## Grading Policies: (<https://registrar.utah.edu/faculty/egrade.php>)

- Grades are due by the posted deadlines. See the grading calendar at: <https://registrar.utah.edu/academic-calendars/index.php#egrade>
- If grades are not posted by the required deadline, an “EU” grade will be posted on the student’s record. An individual “Report of Credit/Change in Final Grade” form must be submitted to the Registrar’s Office for each student in the class.
- A grade must be entered for each student before the Grade Roster can be posted.
- The grade roster will not allow a combination of CR or NC grades with A through E/EU grades. CR or NC may only be combined with I, T, and EU grades.
- Delegated grade roster security access must be granted each term.

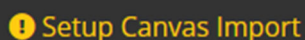
---

## Grade Roster Security:

- Security is granted to the **primary instructor** of each class. In the event that the primary instructor is not available, or needs assistance entering grades, the primary instructor can delegate access to other department officials.
- Security can be delegated to other employees via the “Delegate Class/Grading Security” tile in the Faculty section in Campus Information Services (CIS).

---


## Grade Roster Command Buttons/Links:

A button with a yellow background and a black border. It features a yellow information icon on the left and the text "Setup Canvas Import" in black.

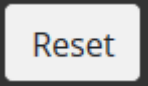
By clicking on the button, a guide on how to setup a grading scheme is available in order for the next button to appear to import grades.

A button with a yellow background and a black border. It features the text "Import Grades from Canvas" in black.

Imports the final grade associated with the student and class from Canvas. You still have the ability to adjust grades after importing via the drop down for each student.

A button with a dark grey background and a black border. It features the text "Clear All" in white.

Removes all grades from the grade roster.

A button with a light grey background and a black border. It features the text "Reset" in black.

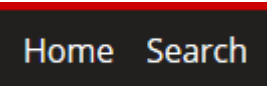
Removes grades just entered. Will not affect grades that have been saved.

A button with a dark grey background and a black border. It features the text "Save" in white.

Saves the entered grades in the grade roster without posting to the student’s record.

A button with a red background and a black border. It features the text "Post" in white.

Posts the entered grades to the students’ record/transcript. After selecting the “Post” button, the grades are official and final.

A button with a dark grey background and a black border. It features the text "Home Search" in white.

Available at the top of the grade roster in the header. The “Home” link will take you to the list of classes to grade or view for a specified term. The “Search” link gives you the option to search for a class to grade or view.

## Navigating the Grade Roster Page:

### Official Grade Roster

**⚠ Deadline to post grades: 06 Days , 08 Hours , 48 Minutes , 21 Seconds**

The grade roster is for the explicit use of current University of Utah employees with a legitimate educational interest. Grade rosters may not be provided to a third party, posted publicly, or published without the prior written consent of each student. Copies of grade rosters maintained by instructors must be destroyed upon termination of university employment.

POLS 4801-001 | Legislative Intern Sem | Spring 2021

Generated: May 19, 2021

Instructor	Class Number	Subject	Catalog Number	Section	Component	Title	Days	Time	Location
	10115	POLS	4801	001	Seminar	Legislative Intern Sem		09:10AM-12:05PM	TBA .

Grade roster saved (but never posted) by RONÉR,ANDREA on May 19, 2021

### Currently Enrolled

Class average:  Set default for all grades to:

### Grade Roster Header:

- Includes: Instructor(s), Class #, Subject, Catalog #, Section, Class Component, Title, Days the Class is Taught, Time, and the Location.
- Features within the header:
  - Deadline to post grades: The countdown clock displays the amount of time left until the final day to submit grades online.
  - The bar under the “Currently Enrolled” heading will remain at the top of the screen as you scroll.
  - Class average: is the average GPA of the class. This is only available as you are grading the class, but once posted it is no longer available or saved.
  - Set default grade of every student to: Sets the same grade for every student in the class.
  - Buttons: Import Grades from Canvas, Clear All, Reset, Save and Post (see Grade Roster Command Buttons for further information)

Row	Student ID	Student	Units	Roster Grade	Official Grade
1			3.0	<input type="text"/>	

### Grade Roster Body:

- Each student enrolled for the class will be listed in the body of the roster.
- Each student who is eligible to receive a grade will have a drop down associated with their name.
- Only valid grades for each student and class will be presented in the drop down menu.
- One way to assign a student a grade, click on the drop down menu and select a grade from the list.

### Grade Roster I Note:

- The note field will become available when a student has been assigned an Incomplete (I) grade. The person entering the grades will have the option to enter the terms and conditions required for that specific student to finish the Incomplete grade.

Row	Student ID	Student	Units	Roster Grade	Official Grade
1			4.0	<input type="text" value="I"/>	<input type="text"/>

Note:  
Needs to complete final exam by MM/DD/YYYY.