Quick Reference - Online Grade Posting

Sign on to the Campus Information Services (cis.utah.edu):

1. Enter your university ID number (uNID) and password. For more information, access the "Forgot your uNID? or "Forgot your password?" links.
2. Select the Employee tab.
3. Click on "Enter Grades," located in the "Grades" box.
4. Select the term for grading from the drop down menu.
5. Enter the class number OR the subject, catalog number and section number (the section number must be 3 digits. Example: 003 or 021).
6. Press the "Continue" button. (Large classes may take a few minutes to load).

Grading Policies: (http://registrar.utah.edu/handbook/grading.php)

- Grades are due by the posted deadlines. See the grading calendar at: http://registrar.utah.edu/faculty/egrade.php
- 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 grades. CR or NC may only be combined with I, T and EU grades.
- Grade Roster security access must be granted each term.
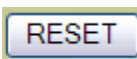
Grade Roster Security:

- 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 by going to the following links:
  - "Grant Security to Other Employees" within the "Grading" pagelet.
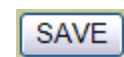 - The link is also available in the header of each grade roster page.
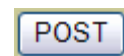
Grade Roster Command Buttons/Links:
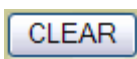
CLEAR	Removes all grades from the grade roster.
RESET	Removes grades just entered. Will not affect grades that have been saved.
SAVE	Saves the entered grades in the grade roster without posting to the student's record. The save button will be presented at the top of the page, the bottom of the page, and every 50 students to accommodate a large class.
POST	Posts the entered grades to the students' record/transcript. After selecting the "Post" button, the grades are official and final.
Grade/View Another Class	Available at the bottom of the grade roster. Will open up a selection box, the individual grading may select another class to grade.

For further assistance, contact the Registration & Records Division at (801) 581-8969 or registration@sa.utah.edu.

Quick Reference - Online Grade Posting

Grade Roster Header:

- Includes: Instructor, Subject, Catalog #, Section, Class Component, Title, Days the Class is Taught, Time, and the Location.
- Features within the header:
  - Deadline to enter grades: The countdown clock displays the amount of time left until the final day to submit grades online.
  - Grant Security to other employees: allows an instructor or department official the ability to delegate grading access to other employees
  - Set default grade of every student to: Sets the same grade for every student in the class.

Grade Roster Body:

- Each student registered 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 menu associated with his/her name.
- Only valid grades for each student and class will be presented in the drop down menu.
- To assign the student a grade, click on the drop down menu and select a grade from the list.

Grade Roster Notes:

- 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. After the note has been entered, click the "Save" button.

For further assistance, contact the Registration & Records Division at (801) 581-8969 or registration@sa.utah.edu.