

Online Final Grade Reference Guide

Sign on to the Campus Information Services (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 Edit Grade action will need to be taken to adjust a student’s final grade.
 - 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/NC grades with A through E grades. CR or NC grades may only be combined with I, T, and EU grades.
 - Delegated grade roster security access must be granted each term.
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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).
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Grade Roster Command Button/Links:

Upload Grades From File

Allows faculty to upload grades via a file.

! Setup Canvas Import

By clicking on the button, a guide on how to setup a grading the next button to appear to import grades.

Import Grades from Canvas

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.

Clear All

Removes all grades from the grade roster.

Reset

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



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



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



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 specific 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 - Final Grades

Deadline to post grades: 15 Days , 13 Hours , 35 Minutes , 24 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.

ARCH 1630-001 | Basic Arch'I Comm I | Fall 2025

Generated: Oct 10, 2025

Instructor	Class Number	Subject	Catalog Number	Section	Component	Title	Days	Time	Location
	3932	ARCH	1630	001	Studio	Basic Arch'I Comm I	MW	12:55PM-03:55PM	ARCH 129

Grade roster saved (but never posted) by

on Sep 26, 2025

Currently Enrolled

Class average:

0

Set default for all grades to:

Set

Upload Grades From File

Setup Canvas Import

Clear All

Reset

Save

Post

Row	Student ID	Student	Units	Roster Final Grade	Official Grade
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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 post 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: Upload Grade from File, Setup Canvas Import, Import Grades from Canvas, Clear All, Reset, Save and Post (see Grade Roster Command Buttons for further information).

Row	Student ID	Student	Units	Roster Final Grade	Official Grade
1			1.5		

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 Final Grade	Official Grade
1			1.5	<div>I</div> <div>Note:</div> <div></div>	<div>←</div> <div>←</div>

For further assistance, contact the Registration & Records at registration@utah.edu