

Grade Roster – Assigning Grades

Grade Rosters links are listed on the instructor's teaching schedule found on the opening screen of the Faculty Homepage. The following grade assignment instructions apply to both **Mid-term** and **Final grades**.

The Office of the Registrar sends notification of the grade roster availability and it will include information regarding the date the grade entry must be completed. **NOTE:** Only the *Instructor of Record* has access to enter grades.

Faculty teaching classes with large enrollments may consider uploading their grades from Blackboard into UAConnect. For detailed instructions, please see [Uploading Grades from Blackboard](#).

1. Log in to UAConnect and click the Faculty Center tile.
2. Your Faculty Homepage teaching schedule appears. Scroll down to the class you want to open.
3. Click the **Grade Roster** link.

NOTE: Ensure that you are viewing the correct grading term. If the term is not correct, click the **Change Term** button. Click the term you wish to enter grades for and click **Continue**.

The screenshot shows the UA Faculty Center interface. At the top, there's a navigation bar with 'Faculty/Advisor Homepage' and 'UA Faculty Center'. Below this, there's a sidebar with links like 'My Schedule', 'Blackboard', 'UAConnect Help', 'CourseEval', 'Report Student Concern', and 'Accessibility Options'. The main content area shows the 'My Teaching Schedule' for Spring 2019. A 'Change Term' button is highlighted with a red arrow. Below that, there's a table of classes with columns for Class, Class Title, EP Approval Status, Final Approval Status, Enrolled, Manage Syllabus, Class Roster, and Grade Roster. The 'Grade Roster' link for class HIST 5763-001 is circled in red. Below the table, there are buttons for 'View Weekly Teaching Schedule', 'Add to Calendar', and 'Go to top'. At the bottom, there's a section for 'My Exam Schedule' with a table of exams and buttons for 'View Weekly Exam Schedule' and 'Go to top'.

Class	Class Title	EP Approval Status	Final Approval Status	Enrolled	Manage Syllabus	Class Roster	Grade Roster
HIST 4763-001 (12340)	DIPL HIST US 1900-1945 (Lecture)	Blank		23		Class Roster	Grade Roster
HIST 5763-001 (12346)	DIPL HIST US 1900-1945 (Lecture)	Blank		2		Class Roster	Grade Roster
HIST 600V-027 (8687)	MASTER'S THESIS (Thesis Research)	Blank		0			
HIST 700V-024 (6533)	DOCTORAL DISSERTATION (Dissertation)	Blank		3		Class Roster	Grade Roster

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
HIST 4763-001 (12340)	DIPL HIST US 1900-1945 (Lecture)	5/8/2019, Wednesday	10:15AM - 12:15PM	Old Main Classroom 0421	23
HIST 5763-001 (12346)	DIPL HIST US 1900-1945 (Lecture)	5/8/2019, Wednesday	10:15AM - 12:15PM	Old Main Classroom 0421	2

- Select the roster from the **Grade Roster Type** drop-down menu. **Mid-Term** and **Final Grade** are the two choices.

Spring 2019 | Regular Academic Session | The University of Arkansas | Graduate

HIST 5763 - 001 (12346) **Change Class** Upload from Bb

Diplomatic History of the United States, 1900-1945 (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 9:40AM-10:30AM	Old Main Classroom 0421		01/14/2019 - 05/02/2019

Display Options

*Grade Roster Type **Mid-Term Grade**

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Blank **Save**

Student Grade Personalize | Find | First 1-2 of 2 Last

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1				GRD	Non Degree Graduate - Non-Degree Post Master ARSC	Graduate
2				GRD	Graduate Arts & Sciences - History	Graduate

View All | Download to Excel | Rows 1 - 2 of 2

Select All Clear All Printer Friendly Version

<- Add this grade to selected students

Notify Selected Students Notify All Students

Save

- Click the **Roster Grade** drop-down menu to select the grade. *Only the grades listed may be assigned for this course.*

Roster Grade

- A
- B
- C
- CR
- D
- F
- I

NOTE: If you have more than 20 students in your course, the grade roster will have more than one page. At the bottom of the roster page click the [View All](#) link or move to the [Next Page](#) using the navigation arrows to continue entering grades.

[View All](#) | [Download](#) Rows 1 - 20 of 36

- To add the same grade for all students, use the links and buttons found at the bottom of the roster.

Click the **Select All** button or select individual students.

Click the **Grades** drop down menu and select grade.

Click **Add this Grade to Selected Students**

7. Click **Save** when all grades are entered. For large classes, save every ten minutes.
8. If you are unable to complete adding grades to the roster in one session:
 - Save your grade entries before you log out of UAConnect.
 - When returning to the grade roster, click the **Display Unassigned Roster Grade Only** checkbox. This allows UAConnect to display only those students who have not yet been assigned a grade.

9. Complete the grade assignment for the remaining students and click **Save** when complete.

Submitting Grades

All grade entries must be completed before changing the **Approval Status** to **Submitted**.

NOTE: You *must* save your grade entries before changing the **Approval Status**. Failure to do so could delete your grades.

1. Select **Submitted** from the **Approval Status** drop-down menu.

2. Click **Save** to submit your roster. Once submitted, the **Final Approval Status** column will display **Submitted**. If the grade roster **Approval Status** does not display **Submitted**, the roster is not complete.

Class	Class Title	EP Approval Status	Final Approval Status	Enrolled	Manage Syllabus	View Syllabus	Class Roster	Grade Roster
	Simulation Modeling of Biological Systems (Irregular) (Lecture)		Submitted	2			Class Roster	Grade Roster
	Simulation Modeling of Biological Systems (Irregular) (Lecture)		Blank	2			Class Roster	Grade Roster

Important! After the grade roster has been saved with a **Submitted Approval Status**, grades may no longer be changed on the UAConnect grade roster. Any changes needed after submission will require a **Change of Grade Notice**. A link to the Request Grade Change page is found in the Grade Roster Action box.

3. Once the grade roster is submitted, the **Status** column on the individual class will change to Posted once the final process is complete in the Registrar's Office. Grade changes can only be completed if the individual student grade is in the posted status.

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
1		B	B	GRD	Graduate Engineering - Biological Engineering	Graduate	Posted
2		B	B	GRD	Graduate Engineering - Engineering (Chemical Engr)	Graduate	Posted