

## Grade Roster – Assigning Grades

Grade Rosters for classes are listed on the instructor’s teaching schedule within Faculty Center. The grade assignment instructions apply to both **Early Progress** and **Final** grades. Notification of the grade roster availability is sent by the Office of the Registrar and will include information regarding the date the grade entry must be completed.

1. Log in to your Faculty Center and scroll down to the grade roster you want to open.

**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**

Faculty Center

My Schedule

Fall 2014 | The University of Arkansas change term

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management Manage Syllabus View Syllabus

My Teaching Schedule > Fall 2014 > The University of Arkansas

	Class Title	EP Approval Status	Final Approval Status	Class	Enrolled	Days & Times	Room	Class Dates	Manage Syllabus
	HONORS ACCT COLLOQUIUM (Lecture)		Submitted	<a href="#">ACCT 4003H-001 (1437)</a>	15	TuTh 12:30PM - 1:45PM	W. J. Walker Hall MBA Rm 0403	Aug 25, 2014- Dec 19, 2014	
	HONORS ACCT COLLOQUIUM (Lecture)		Submitted	<a href="#">ACCT 4003H-002 (7792)</a>	12	TuTh 2:00PM - 3:15PM	W. J. Walker Hall MBA Rm 0403	Aug 25, 2014- Dec 19, 2014	
	SPECIAL TOPICS IN ACCOUNT (Special Topics)		Submitted	<a href="#">ACCT 549V-002 (6237)</a>	15	TuTh 12:30PM - 1:45PM	W. J. Walker Hall MBA Rm	Aug 25, 2014- Dec 19, 2014	

2. Select the roster from the **Grade Roster Type** drop-down menu. **Early Progress** and **Final Grade** are the two choices.

**NOTE:** Only the Instructor of Record has access to enter grades.

Spring 2010 | Regular Academic Session | The University of Arkansas | Undergraduate

**ACCT 3013 - 001 (8876)** change class

Accounting View of Economic Events (Sp, Fa) (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 9:30AM-10:20AM	Business Bldg Classroom 0203	Robin Carr, Taiwhun Joo	01/11/2010 - 05/07/2010

Display Options:

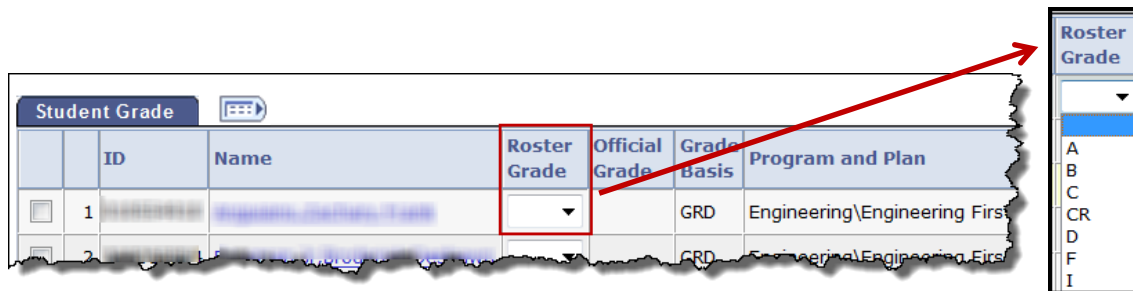
\*Grade Roster Type Early Progress  
 Display Unassigned Early Progress  
Final Grade

Grade Roster Action:

Approval Status Blank save



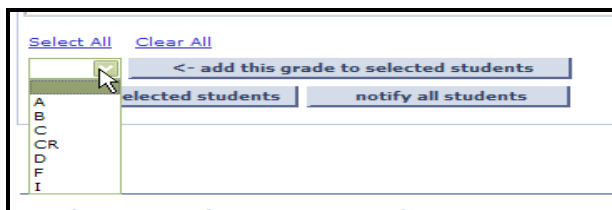
- Click the **Roster Grade** drop-down menu to select the grade. *Only the grades listed may be assigned for this course.*



**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.



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

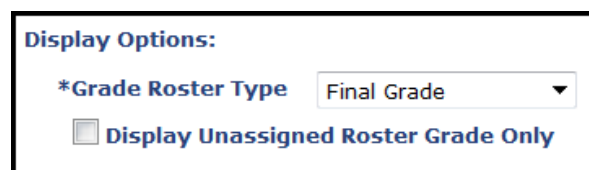


Click the [Select All](#) link

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

Click **Add this Grade to Selected Students**

- Click **Save** when all grades are entered.
- 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.



- 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 before changing the **Approval Status**. Failure to do so will delete your grade entry.

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

The screenshot shows two panels. The left panel, titled "Display Options:", contains a dropdown menu for "\*Grade Roster Type" set to "Early Progress" and a checkbox for "Display Unassigned Roster Grade Only". The right panel, titled "Grade Roster Action:", contains a dropdown menu for "\*Approval Status" with options "Blank", "Blank", "Edited", and "Submitted". The "Edited" option is highlighted, and a red arrow points to it. A "save" button is located to the right of the dropdown menu.

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

The screenshot shows a table with the following columns: Class Title, EP Approval Status, Final Approval Status, Class, Enrolled, Days & Times, Room, and Class Dates. The first row shows "PRINCIPLES OF BIOLOGY (Lecture)" with "Submitted" in the EP column and "Submitted" in the Final column. A red arrow points to the "Submitted" in the Final column. The second row shows "PRINCIPLES OF BIOLOGY (Lecture)" with "Submitted" in the EP column and "Edited" in the Final column. The third row shows "PRINCIPLES OF BIOLOGY (Lecture)" with "Submitted" in the EP column and "Blank" in the Final column. The fourth row shows "PRINCIPLES OF BIOLOGY (Lecture)" with "Submitted" in the EP column and "Blank" in the Final column. Below the table are links for "View Weekly Teaching Schedule", "Add to Calendar", and "Go to top".

Class Title	EP Approval Status	Final Approval Status	Class	Enrolled	Days & Times	Room	Class Dates
PRINCIPLES OF BIOLOGY (Lecture)	Submitted	Submitted	<a href="#">BIOL 1543-001 (1835)</a>	466	MoWeFr 9:40AM - 10:30AM	Hillside Auditorium Rm 0202	Aug 26, 2013- Dec 19, 2013
PRINCIPLES OF BIOLOGY (Lecture)	Submitted	Edited	<a href="#">BIOL 1543-002 (5436)</a>	466	MoWeFr 11:50AM - 12:40PM	Hillside Auditorium Rm 0202	Aug 26, 2013- Dec 19, 2013
PRINCIPLES OF BIOLOGY (Lecture)	Submitted	Blank	<a href="#">BIOL 1543-901 (11065)</a>	488	TBA	Online Web	Aug 26, 2013- Dec 19, 2013
PRINCIPLES OF BIOLOGY (Lecture)	Submitted	Blank	<a href="#">BIOL 1543-902 (11735)</a>	84	TBA	Online Web	Aug 26, 2013- Dec 19, 2013

**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.

