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.

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

![Grade Roster](image)

**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](image)

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

![Select All](image)

Click the **Select All** link

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

Click **Add this Grade to Selected Students**

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

6. 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.

![Display Options](image)

7. 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.

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.

**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.