

Submitting Grades Online

| Step-by-Step Guide

- 1 Log in to [myUVM](#) and proceed to the **Grading** page.
- 2 Click on the appropriate course title in the **Faculty Grade Assignment** channel:

myUVM | Welcome!
You are currently logged in.

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Faculty Grade Assignment

Preferences
Final Grades ▾

Grade Status

Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled
	The Nature of Proverbs	WLIT	017	Fall 2016	91982	A	27
	The Nature of Idioms	GERM	291	Fall 2016	90151	A	12
	Beginning French	FREN	001	Fall 2016	91528	B	21
	Intermediate French	FREN	051	Fall 2016	91592	A	14
	Intermediate French	FREN	051	Fall 2016	91634	Z1	2

Please note that cross-listed courses display separately.

Status icons indicate the current state for each course regarding grade assignment:



No enrollment



Grade entry not yet started



Grade entry started but not yet completed



All grades entered but not yet rolled



Grade entry completed and rolled - no further action can be taken



Students registered - class not gradable

3 Scroll down to your class roster and (using the dropdown menu) begin entering grades:

Course Information
The Nature of Proverbs - WLIT 017 A
CRN: 91982
Term: Fall 2016
Students Registered: 27
Instructor(s): Rally Cat (Primary)

⚠ Please submit the grades often. There is a 180 minute time limit starting at 10:52 am on Dec 12, 2016 for this page.

Record Sets: 1 - 25 26 - 27

Final Grades

Rec No.	Student Name	ID	Credits	Registration Status	Coll	Class	Grade	Entered	User	Rolled	Last Attend Date
											MM/DD/YYYY
1	Student #1	95XXXXXXXX	3.000	You are registered! (Web) AS Jul 21, 2016	AS	FR	None			N	
2	Student #2	95XXXXXXXX	3.000	You are registered! (Web) CE Sep 02, 2016	CE	CE	A			N	
3	Student #3	95XXXXXXXX	3.000	You are registered! (Web) AS Apr 08, 2016	AS	SO	A+			N	
4	Student #4	95XXXXXXXX	3.000	You are registered! (Web) EM Jun 24, 2016	EM	FR	B			N	
5	Student #5	95XXXXXXXX	3.000	You are registered! (Web) AS Jul 04, 2016	AS	SR	B+			N	
6	Student #6	95XXXXXXXX	3.000	You are registered! (Web) AS Aug 27, 2016	AS	SO	B-			N	
7	Student #7	95XXXXXXXX	3.000	You are registered! (Web) AS Apr 11, 2016	AS	SO	C			N	
8	Student #8	95XXXXXXXX	3.000	You are registered! (Web) AS Apr 07, 2016	AS	JR	C+			N	
							D				
							D+				
							D-				
							F				
							INCPND				

Once you have entered grades you must click the **Submit** button. Please note that online grade submission will time out after three hours. You should click **Submit** often so that you do not lose your work.

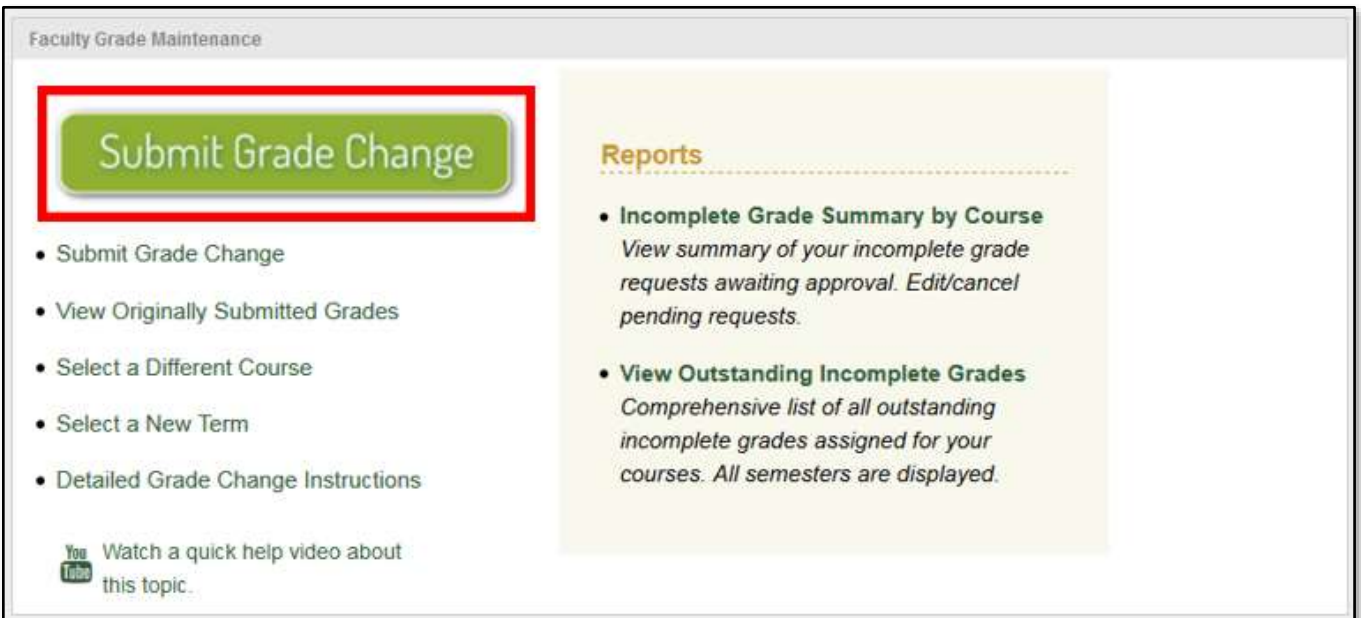
You do not have to submit all your grades at once.

You can change a grade until it has been rolled to academic history.

Grades are rolled daily at **1:00AM Eastern Time**.

Once a grade has been rolled to academic history it will become visible to the student.

- 4 Once a grade has been rolled to academic history you must submit a **grade change request** in order to change it:



This is also found on the **Grading** page in myUVM.

- 5 If a student does not receive a passing grade, you must enter a last date of attendance. Please review the following FAQs regarding this requirement:

1. **Why do I need to provide the last date of attendance for a student who did not earn a passing grade?**

Federal financial aid regulations require that we distinguish between students who did not pass a course due to poor academic performance and students who did not pass because they stopped attending. Students who stopped attending may be considered to have "unofficially withdrawn" from the University and a return of a portion of their financial aid may be required. Last date of attendance is required for students who did not earn a passing grade so we can identify which students have "unofficially withdrawn".

2. **Does this mean that faculty are now required to take attendance?**

No. Faculty are not required to take attendance by the University. Faculty should report a student's last date of attendance using the best information available, which may or may not include a formal attendance roster. If a faculty member voluntarily takes attendance, their attendance records could be used to establish a student's last date of attendance. A faculty member could also establish a student's last date of attendance based on the last grade the student received; the last exam or quiz the student took; the last date the student submitted an assignment; or other documentation available to the faculty member.

If a student has failed due to poor academic performance, the last date of attendance would generally be the date of the final exam - or, if no final exam was given, the last date the student participated in the course (e.g., the last date the class met or the date the student submitted a final assignment, whichever is later).

3. What date should I enter?

If the student completed the course and has failed due to poor performance, enter the date of the final exam. If no final exam was given, enter the last date the student participated in the course (by attending a class or other required course activity or turning in a paper or other assignment).

If the student failed because they stopped attending, enter the last date the student participated in the course. Use the best information available to you. If you voluntarily take attendance, you may use your attendance roster to determine the student's last date of attendance; however, faculty are not required to take attendance.

A student is considered to have participated in the course if the student: attended the class; submitted an academic assignment; took an exam; attended a study session which was organized and assigned by the instructor or; contacted the professor to ask a question about the academic subject studied in the course.

4. The course was offered online - since there were no physical classes, what should I use as the last date of attendance?

Merely logging in to an online class, without active participation, is not considered attendance. To demonstrate attendance in an online course, a student must do more than just log in - they must *participate* (e.g., in an online discussion, an exam or by submitting an academic assignment).

As with an on-campus course, if the student completed the course, enter the date of the final exam or, if no final exam was given, enter the last date the student *participated* in the course.

If the student failed because they stopped attending, enter the last date the student *participated* in an academic activity.

5. If the student last attended the class several weeks ago and did not attend the final exam, but turned in a required paper last week, what should I report as the last date of attendance?

Report the date the student turned in the required paper as the student's last date of attendance as this was the last date the student participated in academic activity related to the course.

6. I am not certain when a student last attended the course, what should I do?

You should report the last date for which you can *document* the student's attendance at an academic activity using the best information available to you.

6 Do not forget to log out of myUVM when you have finished. To ensure your security you must close your browser to complete the logout process.

If you need additional assistance, please contact the Registrar's Office at (802) 656-2045 or at registrar@uvm.edu.