UAOnline Grading Instructions

Step 1
Log in to UAOnline at https://alaska.edu/uaonline/. Select the **Employee Profile** sign in and use your **username and password**. This is the username and password associated with your university email account and Blackboard.

Step 2
Select **Faculty and Advisor Services**

Personal Information	Faculty and Advisor Services
View and update your biographical and demographic information.	Access tools and resources that support advising and student success.
Employee Dashboard	**Authorized Viewer (Student only)**
Track time sheets, leave, benefits, job data, and access tax documents.	Access tools and resources that support advising and student success.
Direct Deposit	**Finance (Authorized users only)**
Create, view, and update your direct deposit allocation(s).	Access financial reports, training, travel tools, and other finance resources.

Step 3
Click **Faculty Grade Entry**

Faculty Tools

Registration Overrides

Teaching Assignments

Class List (Roster and Waitlist)

Class List with Prerequisites

Faculty Detail Schedule

Faculty Week at a Glance

Faculty Grade Entry

Step 4

You will see a list of your courses with grading status.

Step 5

Click the grade status for the course you are grading.

Midterm Grades	Final Grades	Gradebook		
My Courses				
Grading Status ⇕		**Rolled** ⇕		**Subject**
(Not Started)		Not Started		MATH - Mathematics
(Completed)		Not Started		ED - Education
(Completed)		Not Started		WRTG - Writing

Step 6

Once you click the **Not Started** button, the class roster will load and you can enter grades.
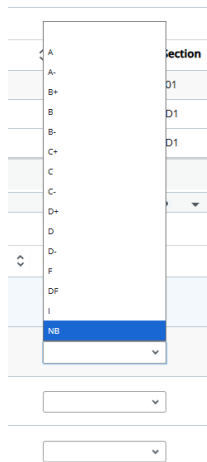
Step 7

Students who withdrew from or audited your course will already have the appropriate grade entered. You will skip over those students.
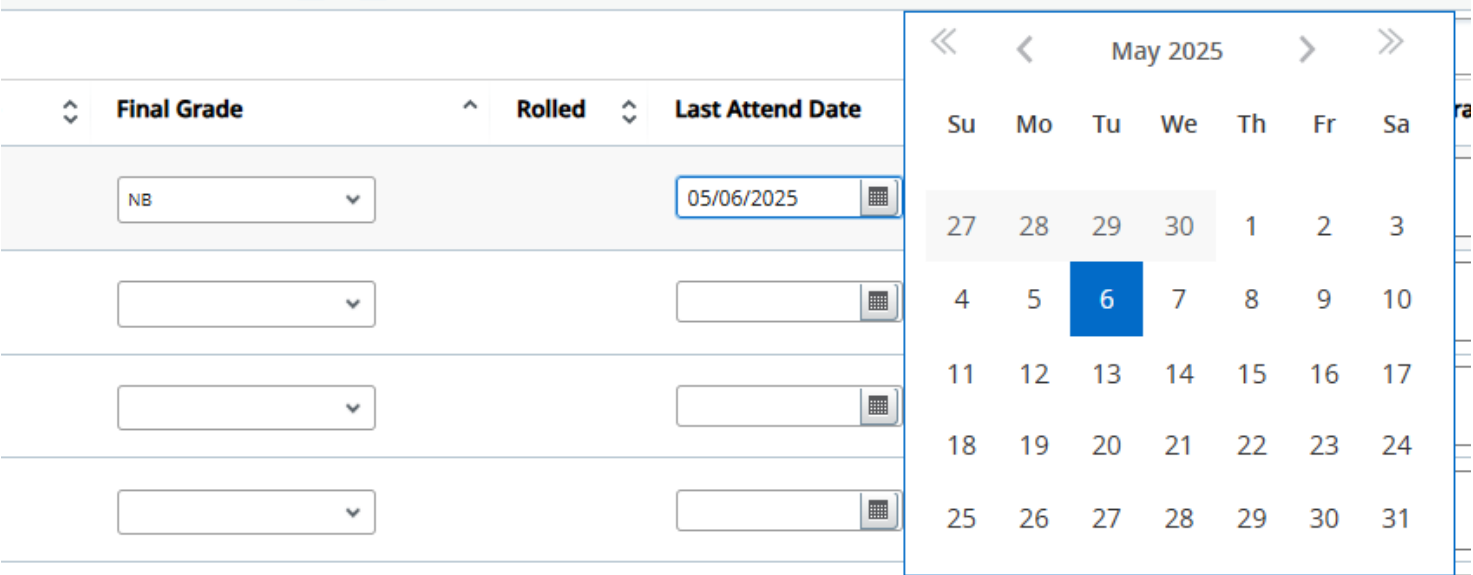
Final Grade ⇕	Rolled ⇕
AU	✅
W	✅

Step 8

1. Enter a grade for each student in the Final Grade column using the drop-down menu that appears when you click in the cell.
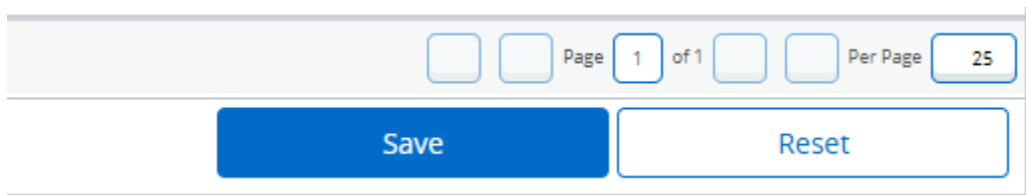

2. Due to compliance requirements for institutions receiving federal money, any grades of F or NB require a date of last attendance in the following format: MM/DD/YYYY. You can hand-type the date (including forward slashes) or use the calendar tool that pops up when you click in the Last Attend Date cell. A best guess is fine.

Please note: Instructors teaching in centrally scheduled classrooms will not be able to enter a date of last attendance beyond the Friday before finals. However, you may enter 100 in the Attend Hours column to indicate the student took the final, if appropriate.
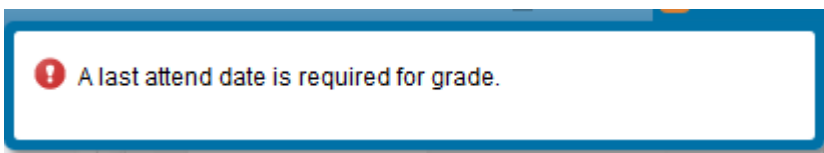
3. There is an additional requirement for students who **never** attended your course, regardless of whether you assign an F or NB.
   a. Enter the first day of the semester (or the first day of the course for late-starting classes) in the Last Attend Date column **and** enter a zero in the Attend Hours column.

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4. You do not enter anything in the Midterm Grade or Rolled columns.
5. Be sure to click the Save button in the lower right-hand corner after you have submitted grades and dates of last attendance/attend hours, if appropriate. **If you do not click save, your grades will not be submitted.**

6. If there is an issue with any information you entered, you will be notified immediately with a pop up message in the upper right hand corner. It will identify the error(s) and look something like this:

A red exclamation point also appears to the left of each student's name to help you easily identify where corrections are needed.

7. Please correct the error(s) and then click Save again until you receive *only* the green 'Save Successful' notification.

8. If you have another course to grade, click on that course in the Select a Course section at the top of the page and repeat this process.
9. When finished, click Sign Out in the upper right-hand corner.

Please contact the Registrar's office at 907-796-6100 with questions.

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