

Background

The initial process of entering grades in Faculty Center is the same for all grading roles. Faculty, Teaching Assistants and staff with proxy access have the ability to enter grades using Faculty Center.

Please reference the University grading policies as needed. The full grading policy can be found at:

<http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-24-the-grading-system/>

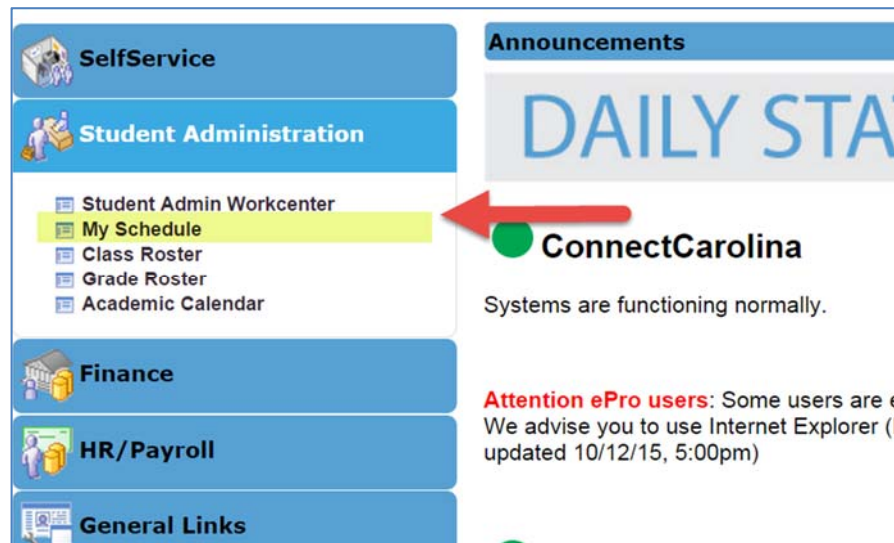
Steps


The main goal of this process is to minimize the amount of mistakes that can occur when entering the grades in ConnectCarolina. The steps listed below can be used as a guideline when entering grades on a Grade Roster for the first time.

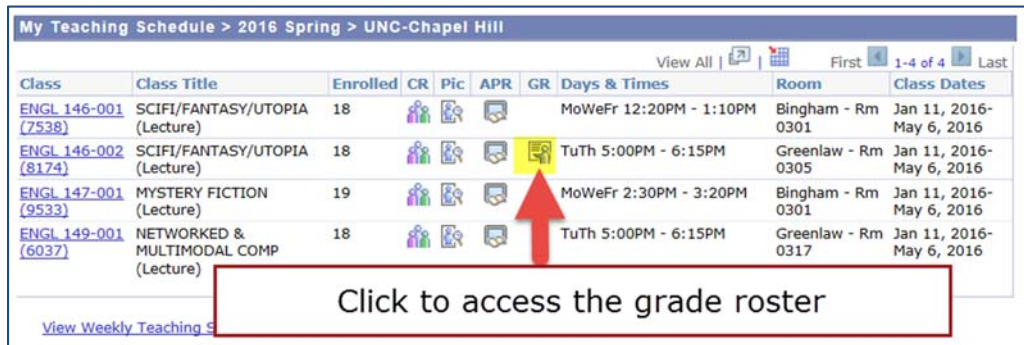
This process assumes that this is the first time for the grades to be entered on the official Grade Roster for the class.

1. Assemble the list of final grades for your class.
2. Login to **ConnectCarolina**.

3. Locate the **My Schedule** link in the Student Administration menu. (*located on the left side of the ConnectCarolina page*)



4. Click on the Grade Roster icon  next to the class you wish to enter grades for.




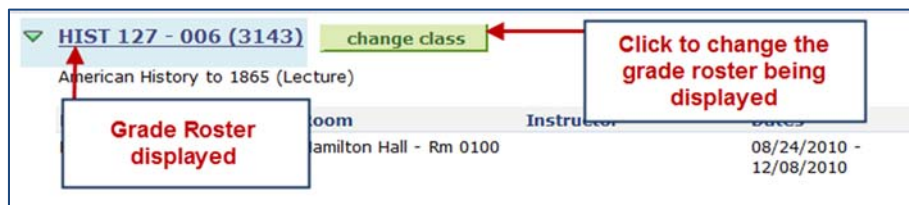
Note: There will be a slight pause as ConnectCarolina assembles the Grade Roster.

5. **Locate Grade Roster details**

If you are teaching or assigned to enter grades for more than one class make sure the correct Grade Roster is displayed.

a. To change to a different class click the **Change Class** button.

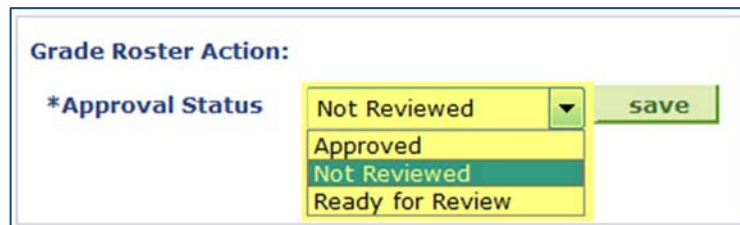
b. On the **My Teaching Schedule** page click on the Grade Roster icon  next to the class you want to enter grades for.



6. Check the **Grade Roster Action** status

a. *Not Reviewed*

The **preliminary roster status** where grades can be entered and updated.



*** If this is the first time accessing this grade roster this should be the default view.

b. *Ready for Review*

All students have been graded and **no changes can be made**.

c. *Approved*

The roster is in its final status, ready to be posted.

7. Locate the Student Records
Scroll down to **the list of student records** for your class

Student Grade	Requirement Designation	Transcript Note	ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>			1					AS Bachelor - Business Administration	Freshman
<input type="checkbox"/>			2					AS Bachelor - Business Administration	Freshman
<input type="checkbox"/>			3					AS Bachelor - Elementary Education	Freshman
<input type="checkbox"/>			4					AS Bachelor - Biology (BA)	Freshman

8. Configure **how the student records are displayed**

- a. **To sort records by ID**
click the ID column header
- b. **To sort records by Name**
click the Name column header

Student Grade	Requirement Designation	Transcript Note	ID	Name	Roster Grade	Converted Roster Grade	Official Grade
<input type="checkbox"/>			1				
<input type="checkbox"/>			4				

Best Practice: Sort by ID and arrange all paper-based grades by PID. This will ensure that the grade rosters line-up and reduce the amount of errors committed while entering the grades.

9. **Enter the student grades**

Click the Drop down arrow to view the type of grade that can be entered for the student.

Example: Graduate students will only receive approved graduate grades (*AB, F, FA, IN, PS*) while undergraduates would receive approved undergraduate grades (*A – F, FA, IN, AB, SP*)

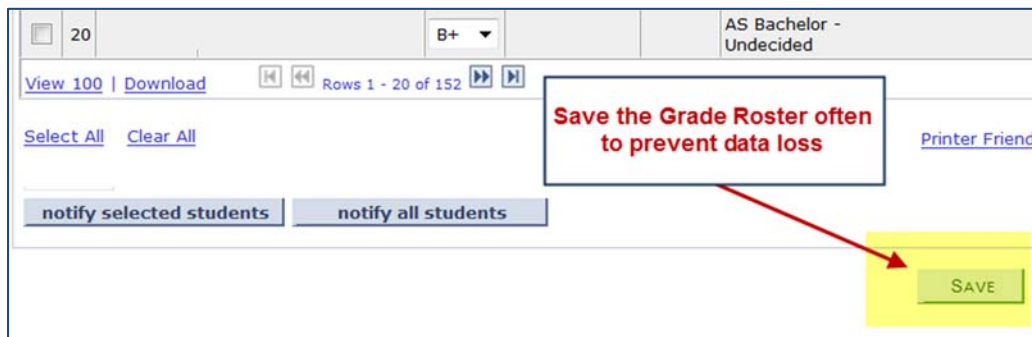
Student Grade	Requirement Designation	Transcript Note	ID	Name	Roster Grade	Converted Roster Grade	Official Grade
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<input type="checkbox"/>			2				
<input type="checkbox"/>			3				
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Note: There is a 20-minute time-out period during the online grading session, and any unsaved data will be lost. You may save a roster as many times as you wish. **It is recommended that you save early and often.**

10. **Review** the online grade with your personal grade sheet.
Check your work line-by-line as you enter grades. It is easy to make a mistake while entering grades so make sure to review your work several times.
11. **Save** the completed Grade Roster
Once you are sure the grade roster is correct you may click the Save button.



12. Change the Status of the Grade Roster

1. Locate the **Grade Roster Status** section
2. Click the drop-down arrow
3. Set the Approval Status to:
Approved



Note: When the Approval Status is set to Ready for Review no grades can be changed. If you need to correct an error you can access the Grade Roster for the class and re-set the Approval status to **Not Reviewed**.

13. Click Save

This indicates to the primary instructor (*approver*) that the Grade Roster is ready for a final review.

Note: The next step in this process is for the **primary instructor** to access **Faculty Center > Grade Roster** and **thoroughly review each grade Line-by-Line**.

Once the primary instructor is satisfied with the accuracy of the Grade Roster they will need to set the Approval Status of the Grade Roster to **Approved**.

How to Enter Grades

The grades will be available for students when the Registrar's Office runs their process to post approved grades to student records. For questions regarding the grade posting schedule, please contact the Registrar's Office.