

The questions below can be used to help resolve common questions concerning Entering and Approving grades in ConnectCarolina. If you still have questions after using this list please contact the **Records area of the Registrar's Office**.

Why did the University transition to submitting grades online?

Students benefit from web-based grade entry since grades are available for students to view the day after the faculty member submits grades rather than having to wait for several weeks for the processing of paper forms to be completed.

Submitting grades directly via the web instead of using paper based forms is faster, more cost effective and efficient for the University because there is less room for error. Many faculty members now use computer-based grade files (*e.g., Excel or Word*) rather than paper grade rosters. Submitting grades online will be consistent with many computer based files, making the submission of grades more cost effective and efficient.

How can I determine if I have Access to enter grades?

Security roles for grading have already been attached to all faculty and staff profiles; if you have passed the online FERPA quiz (*required to access student information in ConnectCarolina*) and can see class rosters in the ConnectCarolina Faculty Center, you will be able to enter grades, as long as you are assigned to the class and your department scheduler has listed your grading access as either **Grade** or **Approve**.

What is the deadline to enter grades in my class roster?

Final grades are due no later than 72 hours after a class's scheduled final exam.

Where is Faculty Center?

Student Administration menu >> My Schedule

Who has access to enter grades?

- Faculty assigned as Primary Instructors and Secondary Instructors
- Teaching Assistants
- Approved staff members with proxy access

Who is responsible for approving the grade roster?

The primary instructor listed on the schedule of classes file is ultimately responsible for all grading issues in the course.

Who is responsible for generating the grade rosters?

The Records area of the Registrar's Office.

Where can I find additional information on grading?

- The full grading policy can be found at: <http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-24-the-grading-system/>
- The Registrar Document Repository also contains important information on the grading process in ConnectCarolina. <http://registrar.unc.edu/training/document-repository/>

I set the grade roster to ready for review but detected an error in an entered grade. How can I change a student grade once the grade roster has been set to ready for review?

Go back to the **Grade Roster Action** area and set the Grade Roster to **not reviewed**.

When will the students' grades be posted?

With web submission of grades, **students' grades will be posted to their records on a nightly basis**, so students will be able to view their grades the next day. Grades submitted on the weekend can be viewed the next day.

This means that students may be seeing grades "trickle" in, instead of seeing all or most of their grades on one specified date.

Is there assistance available if I need help?

- If you **cannot view a class roster** through the Faculty Center, contact your departmental scheduler.
- For questions regarding **how to use ConnectCarolina**, contact your student services manager or the Records area of the Registrar's Office at either 962-0495 or its listserv at

grades@unc.edu

- For **technical support**, contact the Help Desk (help.unc.edu or 962-HELP).
- For **questions about final grade entry**, contact the **Records area of the Registrar's Office**

Can my Teaching Assistant (TA) enter final grades for a course?

Yes, if your TA is entered into the ConnectCarolina instructor table with the proper settings he or she can enter and submit the final grades. You can also have your TA assigned as a "proxy" for a course and then he or she can enter and submit the grades.

Can I designate someone else to enter grades?

Yes, the web-grading system has **proxy access**.

This means that someone else can be given rights to access your class roster, and submit the grades via the web. **Proxy access** must be established prior to entering grades in order for the proxy to be able to access the system. The departmental scheduling coordinator sets up proxy access.

Note: The primary instructor will still need to approve all entered grades.

Will I see the grading basis for the students in my classes?

Grading basis is not displayed for their courses, and therefore it will not.

Once the grades are entered and submitted, can I make changes?

No, once your grade roster has "posted" you cannot change the grades.

If you submitted a grade in error or discover an error in calculating a student's grade, please contact the **records area of the Registrar's office**.

Will the system let me know if I am missing any student grades?

Yes, the web grading system **will not** allow you to submit a partially completed grade roster to the registrar.

Also, the system will notify you if there is a problem with the grading file you are uploading.

Can I submit a partially completed grade roster?

No. You must enter a grade for each student on your grade roster before the system will permit you to submit your grades.

What are the browser requirements for using the web grading system?

The web grading system works best in Internet Explorer.

If I complete only some of the grade roster, will the system automatically save my submissions?

No. You must save your work.

When you click on the **save** button on the grade roster your work will be saved in the web grading system, not your computer. When you return to complete your grading or if something happens to break your connection to the web grading system, you can resume entering grades at the point of your last save.

It is recommended that you save your work regularly.

What if I don't want the instructor or TA entering the grades for the course?

Your departmental scheduling coordinator can set up this feature.

What if there is no grade roster icon displayed for a class on my teaching schedule?

If a grade roster does not appear to be available for a course, there are a few common issues to look for:

1. Verify that the correct term is displaying on your Faculty Center.
2. If you are indeed viewing the correct term, verify that you are within the dates for the grading period. Grade Rosters are not generated until the beginning of the grading period. Please contact the Records area Registrar's Office if you need details on the grading period dates.
3. If your course has multiple components (i.e., multiple pieces that must be taken together as in a lecture/lab course), a grade will only be assigned to one portion of that

course. If you do not see a grade roster for one piece of a multiple-component course, check the corresponding part of the course to verify that a roster is available there. (Note: If another portion of the course is assigned to a different instructor, you can check with that instructor or your academic department to verify which portion of the class is the graded portion).

4. Finally, it's possible that you have not been given access to grade. Your grading access for each class is based upon information your department enters into the schedule of classes. Contact your departmental scheduler to verify the levels of grading access you've been given.

Why can't I see a grade roster for the class I teach in Faculty Center?

Contact your departmental scheduler or the Records area of the Registrar's office to determine if you have the proper access to view the grade roster.