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/

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.

Steps

1. Assemble the list of final grades for your class

2. Login at http://connectcarolina.unc.edu/.

3. Click the **Student Administration** drop-down arrow to display a list of options.
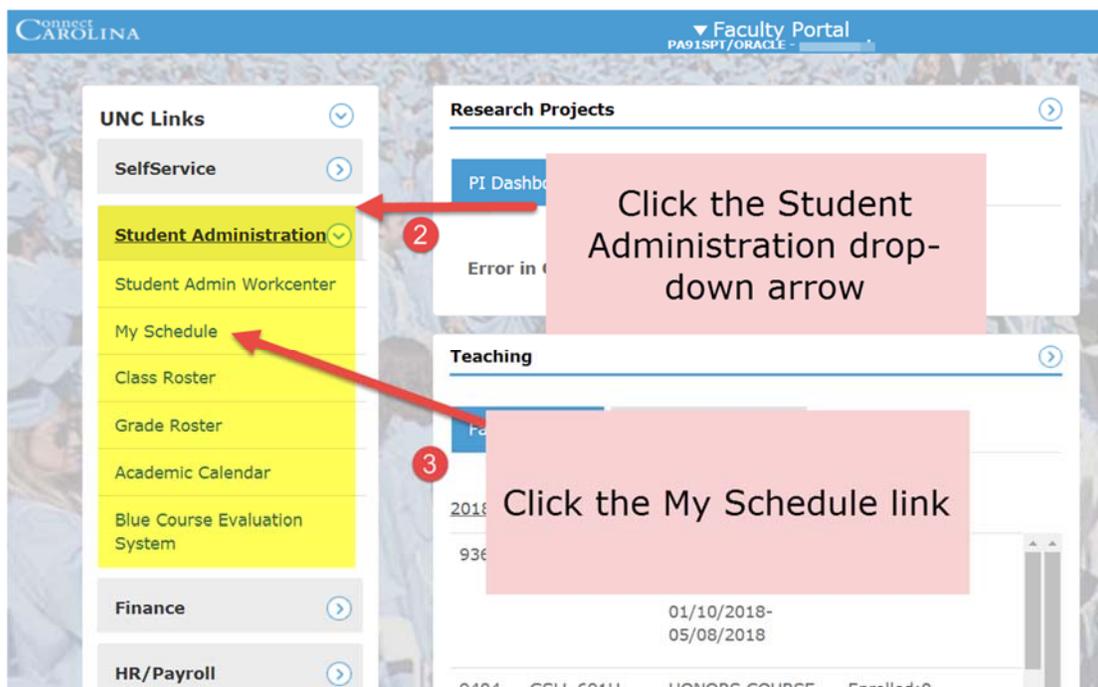
4. Access the **Grade Roster**

5. Click the **Grade Roster** icon next to the class for which you wish to enter grades.
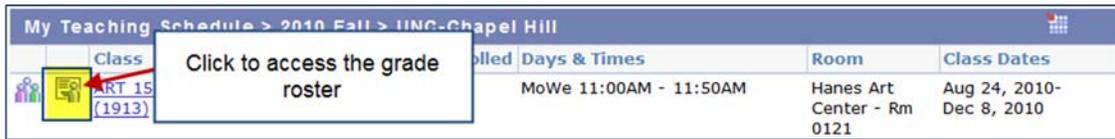
Note: There will be a slight pause as **ConnectCarolina** assembles the Grade Roster.

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

There are 3 possible values:

- **Not Reviewed** is the preliminary roster status where grades can be entered and updated.
- **Ready for Review** all students have been graded and no changes can be made.

  If you have **Approve** access, and need to make changes in the grades, you can change the status back to **Not Reviewed** and do the work needed.

- **Approved** means that the roster is in its final status, ready to be posted.

Once set to Approved, the Registrar's Office can post these grades to a student's record, so please be certain that you are ready to submit your grades before choosing Approved.

7. Locate the Student Records

   Scroll down to **the list of student records** for your class.

8. Configure **the Display of Student Records**

   To sort records by ID click the ID column header.

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 Student Grades**

Click the Drop down arrow to view the type of grade that can be entered for the student.
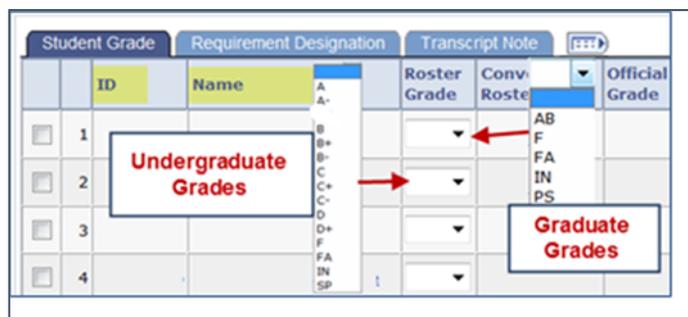
Example: Graduate students will only receive approved graduate grades (*AB, F, FA, IN, PS*) while undergraduates would receive approved undergraduate grades (*A – F, FA, IN, AB, SP*).

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/

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 save 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 before Saving and changing the status of the Grade Roster**.

11. **Save** the Completed Grade Roster

Once you are sure the grade roster is correct you may click the Save button.
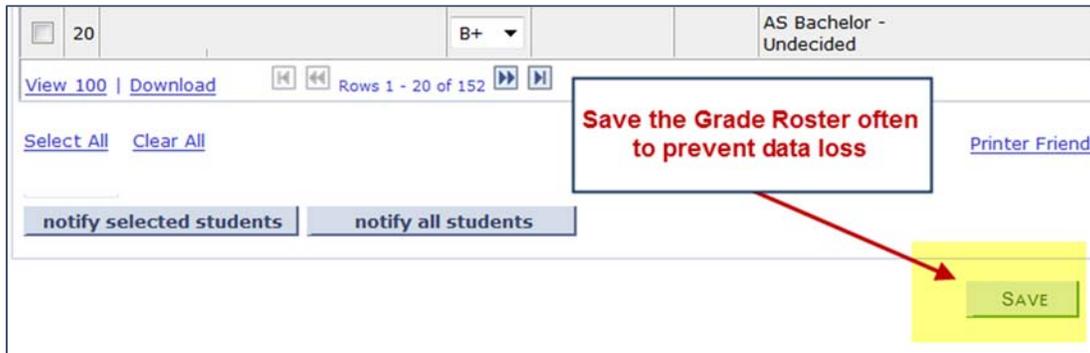
12. **Change the Status of the Grade Roster**

    1. Locate the **Grade Roster Status** section

    2. Click the drop-down arrow

    3. Set the Approval Status to: **Ready for Review**

Note: When the Approval Status is set to **Ready for Review** no grades can be changed. If you need to correct an error and have **Approve** access, then 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**.

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 Records area of the Registrar's Office.