Connect CAROLINA

Faculty Center Guide

Rev. 01/26/2016

Contents

Overview

Your **ConnectCarolina Faculty Center** is the central online location for accessing course management information. Faculty Center enables you to view your teaching schedule, check class rosters, record grades, as well as search for fellow faculty members and view course information for University classes.

Access Your ConnectCarolina Faculty Center

Setting up Access to ConnectCarolina

In order to access your faculty center and class rosters/grades a faculty member must have:

1. Passed the Online FERPA quiz.
2. Request to be added to the **Instructor table**.
   At this time you should submit a HELP ticket with the name, PID and subjects they should be able to teach. You can direct this ticket to the **CONNECTCAROLINA-CAMPUS SOLUTIONS** then **Schedule of Classes/Course Catalog**.
3. Request to be added to **Faculty Center**.
   A HELP ticket should be sent by departmental scheduling officers. You can direct this ticket to the **CONNECTCAROLINA-CAMPUS SOLUTIONS** then **Faculty Center.**

Note: If your Faculty Center area does not appear please put in a remedy ticket to the Registrar-IT group. The ticket should request access to faculty center.

Using Your Faculty Center

My Schedule

*Primary Navigation: Student Administration >> My Schedule*
Alternate Navigation: Main Menu > Student Admin Menu > Self Service > Faculty Center > My Schedule

Your Teaching Schedule displays the latest term for which you have been assigned as class instructor.

- A summary of class information includes class title, class name, number of student currently enrolled, meeting days and times and end dates.   Class and grade roster icons will also display where available.

Accessing your Teaching Schedule

1. Click on the Student Administration menu (*left side of screen*).

2. Click on My Schedule from the drop down options.
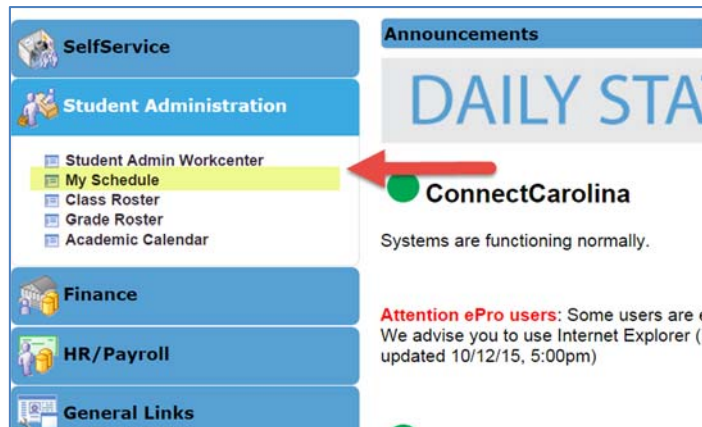
Important: In most cases, if you cannot view your schedule, your department has not yet assigned you to the class or classes. Please contact your department's scheduling officer.

Download Your Teaching Schedule

Note: *Download your Teaching Schedule to Excel by clicking the Download icon.*

Viewing Your Classes by Enrollment

To view assigned classes according to enrollment for a specific term use the **Select display option**:

- Click '**Show All Classes**' option for all classes
- Click the '**Show Enrolled Classes Only**' option to display only classes that contain enrolled students.

Viewing Class Details

To view details of an assigned class, click on the **class name**.

A **Class Detail** screen will be displayed.

This information includes:

- Type of Class
- Meeting Information
- Enrollment Information
- Class Availability
- Notes
- Description

Class Detail

ENGL 146 - 001   Science Fiction/Fantasy/Utopia
UNC-Chapel Hill | 2016 Spring | Lecture

Class Details

Status	● Open	Career	Undergraduate
Class Number	7538	Dates	1/11/2016 - 5/6/2016
Session	Session A	Grading	Undergrad - graded
Units	3 units	Location	UNC Chapel Hill
Instruction Mode	Face to Face Instruction	Campus	UNC Chapel Hill
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:20PM - 1:10PM	Bingham - Rm 0301	DAVID ROSS, VIRGINIA TAYLOR	01/11/2016 - 05/06/2016

Enrollment Information

Class Attributes	LA- Literary Arts

Class Availability

Class Capacity	35	Wait List Capacity	5
Enrollment Total	18	Wait List Total	0
Available Seats	17		

Description

Readings in and theories of science fiction, utopian and dystopian literatures, and fantasy fiction.

Textbook/Other Materials

Textbook Assignment Pending (assignments not shown to students)

Once you have viewed this information, click '**Return to Faculty Center**' to return to your Teaching Schedule.

Viewing Your Weekly Teaching Schedule

To display your Teaching Schedule in calendar format, click the '**View Weekly Teaching Schedule**' link.

My Teaching Schedule > 2016 Spring > UNC-Chapel Hill

View All | 🔳 | 📅   First ◄ 1-4 of 4 ► Last

Class	Class Title	Enrolled	CR	Pic	APR	GR	Days & Times	Room	Class Dates
ENGL 146-001 (7538)	SCIFI/FANTASY/UTOPIA (Lecture)	18	👥	📖	🗂		MoWeFr 12:20PM - 1:10PM	Bingham - Rm 0301	Jan 11, 2016- May 6, 2016
ENGL 146-002 (8174)	SCIFI/FANTASY/UTOPIA (Lecture)	18	👥	📖	📄	📋	TuTh 5:00PM - 6:15PM	Greenlaw -	Jan 11, 2016-
ENGL 147-001 (9533)	MYSTERY FICTION (Lecture)	18	👥						6-
ENGL 149-001 (6037)	NETWORKED & MULTIMODAL COMP (Lecture)	18	👥						6-

View Weekly Teaching Schedule   Go to top

Click to view your weekly teaching schedule in a calendar format

- To view another week, enter a new date in the '**Show Week of**' field and click the '**Refresh Calendar**' button.
- Other weeks can also be viewed by clicking the '**Previous Week**' and '**Next Week**' button.
- Use the '**Display Options**' section to customize the view of the calendar. This area allows you to:
  - Hide/display weekends
  - Hide/display Class Title
  - Hide/display Instructor Role
  - Display using AM/PM

<< previous week	Week of 1/11/2016 - 1/17/2016	next week >>
	Show Week of 01/11/2016 🗓 Start Time 8:00AM End Time 6:00PM	refresh calendar

Time	Monday Jan 11	Tuesday Jan 12	Wednesday Jan 13	Thursday Jan 14	Friday Jan 15	Saturday Jan 16
8:00AM						
9:00AM						
10:00AM						
11:00AM						
12:00PM	ENGL 146 - 001 Lecture 12:20PM - 1:10PM Bingham 0301		ENGL 146 - 001 Lecture 12:20PM - 1:10PM Bingham 0301		ENGL 146 - 001 Lecture 12:20PM - 1:10PM Bingham 0301	
1:00PM						
2:00PM	ENGL 147 - 001 Lecture 2:30PM - 3:20PM Bingham 0301		ENGL 147 - 001 Lecture 2:30PM - 3:20PM Bingham 0301		ENGL 147 - 001 Lecture 2:30PM - 3:20PM Bingham 0301	
3:00PM						
4:00PM						
5:00PM		ENGL 149 - 001 Lecture 5:00PM - 6:15PM Greenlaw 0317		ENGL 149 - 001 Lecture 5:00PM - 6:15PM Greenlaw 0317		
6:00PM		ENGL 146 - 002 Lecture 5:00PM - 6:15PM Greenlaw 0305		ENGL 146 - 002 Lecture 5:00PM - 6:15PM Greenlaw 0305		

▼ **Display Options**

| ☑ Show AM/PM	☑ Monday	☑ Thursday	
☐ Show Class Title	☑ Tuesday	☑ Friday	☑ Sunday
☐ Show Instructor Role	☑ Wednesday	☑ Saturday	

refresh calendar

Class Roster

Primary Navigation: Student Administration menu >> Class Roster

Class rosters are available in your Faculty Center.

You may access class rosters for a selected term once registration for that term begins.

Click on Class Roster to view the **first** class in your '**My Teaching Schedule**'.
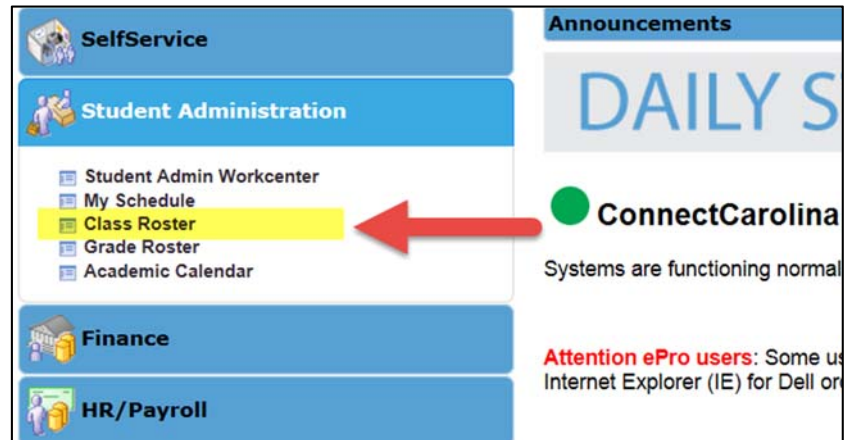
TIP: To view another class either click on the **my schedule** tab or the **change class** button.

Viewing a Class Roster

In addition to presenting a complete list of students by enrollment status, class rosters also display detailed class information such as course title and number, class section and class number, as well as class meeting details.

Click the Class Roster icon [icon] to view the students enrolled in your class.

Note: *If students are enrolled in your class but your Class Roster icon does not appear as above, your department may not have assigned you to the class in ConnectCarolina. Please contact your department's scheduling officer for additional assistance.*

2016 Spring | Session A | UNC-Chapel Hill | Undergraduate

▽ **ENGL 146 - 001 (7538)**   change class

Science Fiction/Fantasy/Utopia (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 12:20PM-1:10PM	Bingham - Rm 0301	████ ████	01/11/2016 - 05/06/2016

*Enrollment Status Enrolled ▾

Enrollment Capacity 35   Enrolled 18

🔒 View FERPA Statement

Academic Progress Report

Roster with Pictures

Select display option: ⦿ Link to Photos   ◯ Include photos in list

Enrolled Students   Find | 📇 | ⊞   First ◀ 1-18 of 18 ▶ Last

	Notify	Photo	ID	Name	Units	Program and Plan	Level
1	☐	📷	████	████	3.00	AS Bachelor - Undecided	Freshman
2	☐	📷	████	████	3.00	AS Bachelor of Arts - Exercise and Sport Science	Junior
3	☐	📷	████	████	3.00	AS Bachelor of Arts - English	Senior
4	☐	📷	████	████	3.00	AS Bachelor of Arts - Political Science/Social & Econ Justice Minor/Women's and Gender Studies	Junior
5	☐	📷	████	████	3.00	AS Bachelor of Science - Computer Science/Linguistics	Senior
6	☐	📷	████	████	3.00	AS Bachelor - Exercise and Sport Science	Freshman
7	☐	📷	████	████	3.00	KF Bach Science Business Admin - Business Administration/Honors Program	Junior
8	☐	📷	████	████	3.00	AS Bachelor of Science - Computer Science/Japanese Minor	Junior
9	☐	📷	████	████	3.00	AS Bachelor of Science - Environmental Sciences/Geography Minor/Hispanic Studies Minor	Junior

The roster displays a list of students currently enrolled in the class.

▽ **ENGL 146 - 001 (7538)**   change class

Science Fiction/Fantasy/Utopia (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 12:20PM-1:10PM	Bingham - Rm 0301	████ ████	01/11/2016 - 05/06/2016

*Enrollment Status Enrolled ▾ ⬅ **View enrolled, waitlist and dropped rosters**

Enrollment Capacity 35   Enrolled 18

🔒 View FERPA Statement

Acade...
Roster...

Select display option: ⦿ Link to Photos   ◯ Include photos in list

Enrolled Students   Find | 📇 | ⊞   First ◀ 1-18 of 18 ▶ Last

	Notify	Photo	ID	Name	Units	Program and Plan	Level
1	☐	📷	████	████	3.00	AS Bachelor - Undecided	Freshman
2	☐	📷	████	████	3.00	AS Bachelor of Arts - Exercise and Sport Science	Junior
3	☐	📷	████	████	3.00	AS Bachelor of Arts - English	Senior
4	☐	📷	████	████	3.00	AS Bachelor of Arts - Political Science/Social & Econ Justice Minor/Women's and Gender Studies	Junior

Filter Your Class Roster

Use the Enrollment Status field to view enrollled, dropped and waitlisted students.

- o **To view dropped students:**
  If the students have dropped the class since it began, switch the '**Enrollment Status**' drop down box to '**Dropped**'.

- o **To view waitlist students:**
  To view a list of waitlisted students, switch the '**Enrollment Status**' drop down box to '**Waitlist**'.

Sorting Class Roster Results

The roster displays the enrolled students in alphabetical order by last then first name.

Example: To sort the student above by student level (*Senior, Junior*) click on the Level header column.

Download a Class Roster

A class roster can be downloaded by clicking the Download icon.

Ensure that your browser will allow pop-ups from the ConnectCarolina site to use this option.

Select a location to save the roster or application to open.

The roster will download in an .xls format. Most UNC-CH computer systems are configured to open this type of file with Excel.
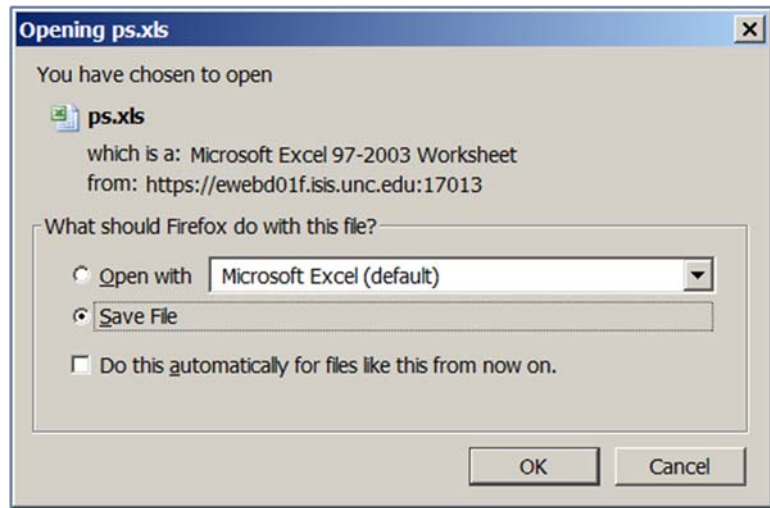
Go to the downloaded roster and double click to open.

Print a Class Roster

To print a class roster click the '**Printer Friendly Version**' link.
Next click the Print option from your Web browser window.

View a Different Class Roster

To view another roster, click the '**Change Class**' button.

View a Class Roster with Photos

To view a class roster with photos click the '**Include Photos in list**' in the '**Select Display Option**' area.

Use the blue control bar to scroll through the photos or click the 'View 100' link to view a list of 100 student photos.

**If you have a large class this may take a few minutes. The processing icon [ ] displayed in the upper right hand corner of the screen indicates the system is working on your request.

Print a Class Roster with Photos

Important: Please note that if any students in the class have invoked complete privacy under FERPA and a class roster is available where others *(not connected to the class)* may see the photographs, this may be a violation of FERPA.

Class rosters should be handled in a manner that protects the rights of any students who have invoked complete privacy under FERPA.

1. From the **Class Detail** Page, click on the **Roster with Pictures** link.
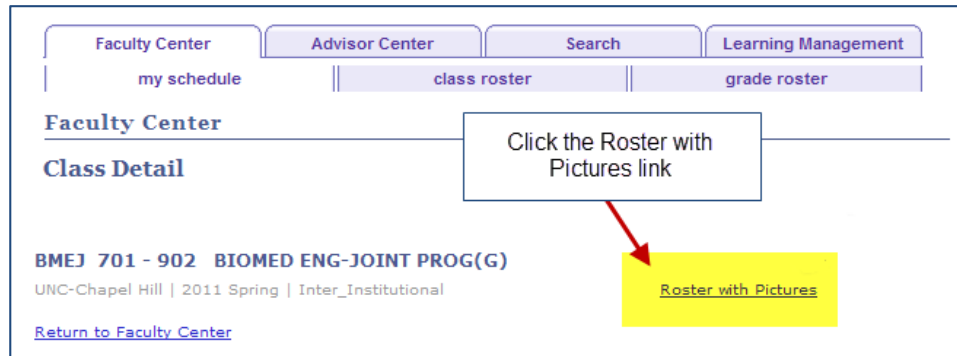
2. After reading the Photo Disclaimer, click on the **View Report** button.

3. When the report is finished it will appear in a separate browser window in Adobe PDF format for you to view, print, or save.

View an individual Student's Photo and Details

1. Ensure that the '**Link to Photos**' radio button is clicked.

2. Click the **photo icon** to the left of the student's PID and name.

3. The student's record and image will be displayed.

E-mail All Students in a Class

Click on the '**Notify all Students**' button to launch the Send Notification screen.

An E-mail interface is generated.

The top portion
contains the:

- From:
- To:
- CC:
- BCC:

The bottom
portion contains:

- Subject:
- Message
  Text:

Click the '**Send Notification**' button to send the E-mail notification.

E-mail an Individual Student

To E-mail an individual student click on
the student's name.

A new E-mail message will launch from your default E-mail application.

Fill out the E-mail and send to the individual student.
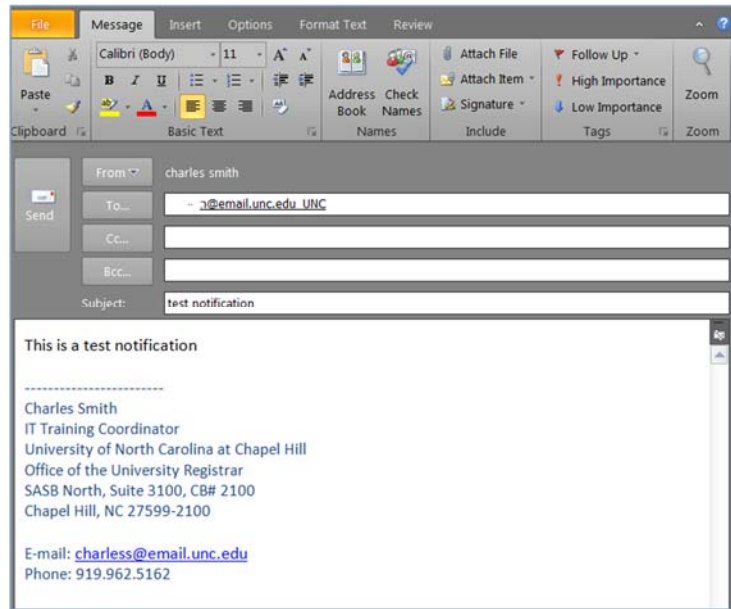
E-mail Selected Students

1. Place a check mark in the notify column for each student.

2. Click the '**Notify Selected Students**' button.

Class Roster

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from ▮▮▮▮ ▮▮▮▮

| From: | ▮▮▮s@email.unc.edu_UNC |
| To: | ▮▮▮@email.unc.edu_UNC |
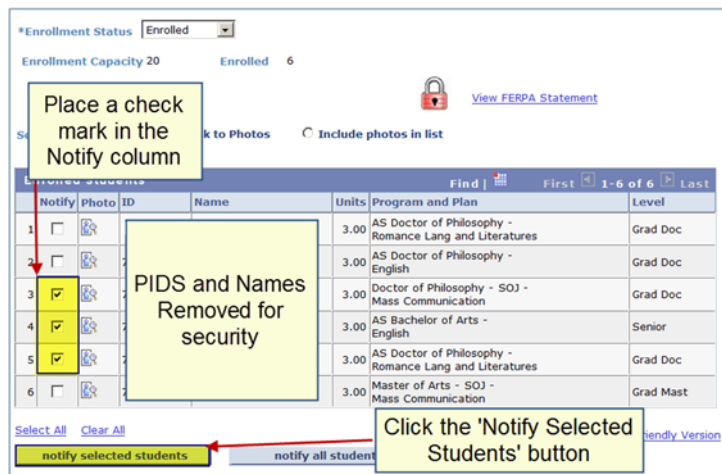
3. Complete the **Send Notification** fields.

CC:

BCC:

Email addresses removed for

Subject: <From the desk of ▮▮▮>

4. Click on the send notification button.

Message Text:

Compose Message to Students

SEND NOTIFICATION

Return to Class Roster

Using Basic Class Search in Faculty Center

1. To search the schedule of classes click on the '**Search**' tab at the top of the faculty center screen.

| Faculty Center | | Search |
| my schedule | class roster | grade roster |

Faculty Center

My Schedule

2016 Spring | UNC-Chapel Hill

Use the Search tab to search/browse the schedule of classes

Select display option: ● Show All Classes   ○ Show Enrolled Classes Only

2. The default search screen allows you to do a quick and general search that includes:

   a. Course Subject
   b. Course Number
   c. Check the box to the left of **Show Open Classes Only** if you are looking for classes that are open.
   d. Click on the **Additional Search Criteria** link. This will display a more advanced search you can add **Additional Search Criteria**.

3. Additional Search Criteria include:

   - Meeting Time
   - Day of the Week
   - Instructor Last Name
   - Class Number
   - Course Title
   - Session
   - Course Attribute

   To process your search click on the **Search** Button.

Grades

Overview

The ConnectCarolina **Faculty Center** enables faculty members to manage class and student-related activities from one centralized location.

Faculty Center can also be used to manage and approve grade rosters for classes. Access to the grade roster is restricted to:

- Primary instructor
- Secondary instructor
- Teaching Assistant

- Proxy Access (*staff member*)

Access to **Faculty Center** is accomplished by departmental schedulers entering the faculty member's name on a class.

Grading Roles

Faculty members have access to the rosters of the classes that they are assigned to teach. Having access gives the ability to review the class details, student information for those enrolled in the class, as well as being able to communicate with selected students or even the entire class.

TA's and staff members with proxy access will also be able to enter grades using **Faculty Center**. Once the grades are entered they will be submitted for approval by the primary instructor of the course.

Assigning a grade proxy including a TA

Important points to remember:

- No student should be granted a grading role for a course in which they are enrolled.
- Only authorized individuals, such as a graduate assistant, should be assigned TA access. The departments will determine if TA's should have approve or grade access for a class.
- The instructor listed on the Schedule of Classes file is ultimately responsible for all grading issues in the course.

Grade Roster Availability

Grade rosters are generated by the **Registrar's Office** and made available to you in the **Faculty Center**. You must be assigned to the class as the primary instructor, secondary instructor, teacher's assistant (*TA*) or proxy (*staff role*) by your departmental scheduler in order for the **Faculty Center** information to appear.

If a term or a class is not listed, contact your departmental scheduler.

Saving Grades

The most important tip we can convey to the user community is to **Save early and Save often**. There is a **20-minute** time-out period during the grading period, and any unsaved data will be lost. You may save a roster as many times as you wish.

Access a Grade Roster

Navigation: *Self Service > Faculty Center > My Schedule*

1. Click **My Schedule** to view the classes assigned to you in **ConnectCarolina**.

2. Click the **Grade Roster** icon [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.

Review the Grade Roster

The **Grade Roster** is divided into 2 sections.

- The **top section** includes meeting information, display options and the roster status.

- The **bottom section** displays the students enrolled in the class in alphabetical order.

Top Section of Grade Roster

The **top section** of the **grade roster** can be used to do the following actions.

1. Class Header
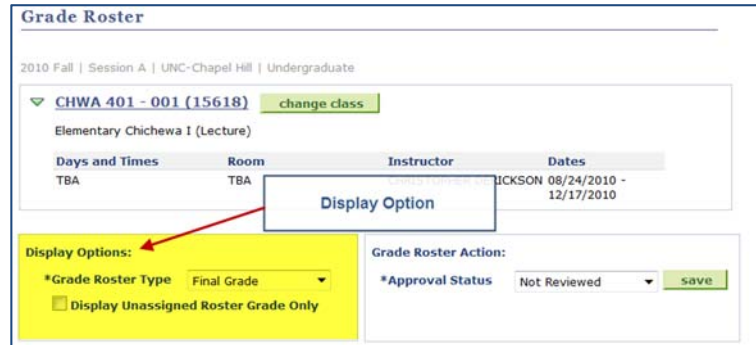
a. Click the **Class title** to view the class detail page.

Class detail includes course summary information, enrollment and meeting information, seating details and the course description.

b. Click the **Change Class** button ![change class] to return to **My Class Schedule** to view another roster for this term or to change the term and view more classes that you are assigned to teach.

2. Display Options

    a. **Grade Roster Type**
        Displays Final Grade or
        Mid-term grades.

    b. **Display Unassigned
        Roster Grades Only**
        Check this box to view
        only the students who
        have not been assigned
        a grade.
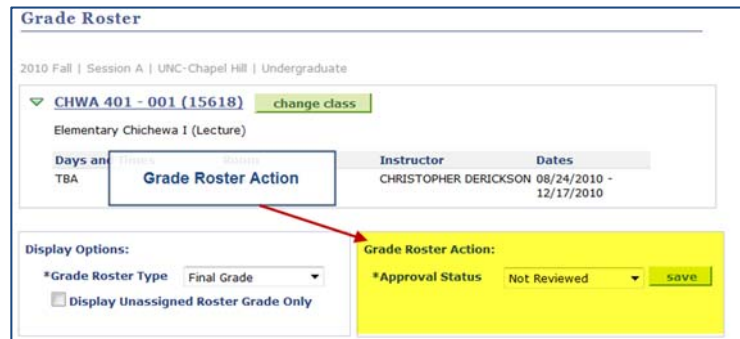
This feature is helpful when grading large classes

3. Grade Roster Action

    The **Approval Status** displays
    the approval status of the
    roster's grades.

    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.

Bottom Section of Grade Roster

How to View Students

The students are listed in alphabetical order on the roster.

To change how the students are displayed click any column title to sort the list by that field. Click
the title twice to sort in descending order by that field.

Best Practice: Please sort the grade roster by PID (*ID*).

Only the **first 20 students** will display in the grade roster.

To **view** or assign grades to additional students use the links below the last name in the list to view the rest of the grade roster.

Assigning Student Grades

Note: There is a 60-minute time-out period during the grading period, and any unsaved data will be lost. Locate the student to assign a grade to.

1. Click the Grade Roster icon ⬚, which is located next to the linked Class Roster icon for each course.

2. Select the student's grade from the Roster Grade drop down menu.

3. Click the Save button located at the bottom or top of the grade roster. You can save a Grade Roster as many times as necessary.

Note: Move slowly through the process as it is easy to enter an incorrect grade.

It is recommended that you save early and save often.

The grades that can be entered are based on the student's status (*undergraduate, graduate, etc*.).

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/

Click the drop-down arrow to select a valid value. Only **valid values** can be accepted in the roster grade box.

The selected value will be displayed as the **official grade after the roster has been posted**.

Changing Grades

Best Practice: It is recommended that **each time you enter a grade, you should save your work**.

You can return to the grade roster to add more grades and change erroneous grades. This can be done as long as the grade roster is in **Not Reviewed** status.

If you plan on entering grades in multiple sessions, you may find it convenient to check the **Display Unassigned Roster Grades Only** box. This way, you only are presented with students without grades assigned.

Setting the Approval Status of the Grade Roster

When the grade roster is first generated, the approval status is set to **Not Reviewed**.

Once all of the grades have been entered, the approval status can either be set to **Ready for Review** or **Approved**.

If you do not approve grades, set the status to **Ready for Review**.	Grade Roster Action: *Approval Status Ready for Review ▼ save

The setting **Ready for Review** indicates to the **Primary Instructor/Approver** that grades have been entered and the grade roster is ready for final review. The drop-down boxes for choosing grades will disappear when this setting is selected.

If you need to **change** a grade, you must set the approval status back to **Not Reviewed**.

If you do approve grades, you will have the option of setting the approval status to **Approved**.	Grade Roster Action: *Approval Status Approved ▼ save

Important: Only set the approval status to **Approved** when the grades are ready to become official. Once you change the status to **Approved**, the drop-down boxes for changing grades will disappear.

The Registrar's office will run a "post" process nightly to detect Grade Rosters that have been set to **Approved**. Once the official grades are posted, you will **not** be able to change the approval status or change grades through the **Faculty Center**.

Once grades are posted, any changes would have to be handled by submitting an approved Grade Change Form to the Registrar's Office.

Follow these Steps to Approve a Grade Roster:

When finished entering grades for all student on the roster, select the appropriate approval status:

   a. **For Teaching Assistants, Proxies and Secondary Instructors**, select Ready for Review
   b. **For Primary Instructors**, select Approved.
   c. Click the **Save** save button.

Verify that Grades were Successfully Submitted

When the grade roster has been posted the Official Grade column will be populated with the grade you submitted.

		ID	Name	Roster Grade	Official Grade	Program and Plan	Level
☐	1	⬛⬛⬛	⬛⬛⬛	H		SD Master of Science - Operative Dentistry	Graduate Masters
☐	2	⬛⬛⬛	⬛⬛⬛	B-		AS Bachelor of Arts - Sociology/African & Afro-Amer Stud Minor	Junior

Tabs: Student Grade | Requirement Designation | Transcript Note

Student Grades Availability

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**.

Grading Tips

- All roster grade boxes must be populated (*all students have a valid grade*) before you can change the roster status to approved.
- **No Blank Grades: All students must be graded** in order for the grade roster to be set to Approved status which then allows posting of the grades.
- In most cases, only the primary instructor may **approve** the grade roster.
- Only approved grade rosters will be posted by the Registrar's Office.
- **SAVE Often!** – If your session is inactive for more than **20 minutes**, it will timeout and *any grades entered but not saved will be lost*. If you only have time to enter some but not all of your grades, you can save the partial roster and return to it later.
- **Approve and Submit to Registrar -** Once all grades have been entered and saved, *they will not be submitted* until you click the Approve button.
- During the grading period **approved rosters are posted overnight to students' academic records.**
- **To verify that grades were successfully posted –** Once the grades are successfully posted, a message will appear at the top of the roster that says, "Posted".

- **For roster questions or questions about final grade entry** - Contact the Records area of the Registrar's Office.

Grading Frequently Asked Questions

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**

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."

When can I begin to enter grades in my class roster?

Grade rosters will be available through Faculty Center in ConnectCarolina beginning **Dec. 9, 2010**

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.

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.

Where is Faculty Center?

Self Service > Faculty Center

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?

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/

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:

First, verify that the correct term is displaying on your Faculty Center.

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 Registrar's Office if you need details on the grading period dates.

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.

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 level of grading access you've been given.

Grade Roster is missing

- **Access the class roster through Faculty Center**. If your class roster is missing, then you have not been assigned to the class as an instructor. Contact your departmental scheduler.
- If you can access your class roster but not the grade roster for a specific class, please have your departmental scheduler confirm that you have either **Grade** or **Approve** access on the class meetings page of the class. If you have **Grade** or 'Approve' access and you still cannot see the grade roster, the grade roster may not have been generated by the Office of the Registrar. Please contact the Office of the Registrar for assistance.

Student is missing on Grade Roster

The student may have dropped the class. This can be verified by checking the drop-down on the class roster page. Contact the Records area of the Registrar's Office for assistance.

Grade basis displayed on the roster is incorrect

If a student's grade basis is incorrect, contact the Records area of the Registrar's Office for assistance. You will only be able to select a valid value as determined by the grading basis defined during enrollment for that student

The Grade Roster icon is not present in Faculty Center

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

- First, **verify that the correct term is displaying on your Faculty Center**.
- 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. Contact the Records area of the Registrar's Office for assistance if you need details on the grading period dates.
- 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 or the Records area of the Registrar's Office for assistance to verify the level of grading access you've been given.

I've entered my grades but the students cannot view them. What's going on?

Your grades can only be viewed on the student end once they've been posted by the Registrar's Office. If your grades have not been posted yet, you will need to wait until the next scheduled posting date for your grades to be posted Contact the Records area of the Registrar's Office for further details regarding the grade posting schedule.

I entered my grades before the last scheduled posting date but they are still not showing up for the students. What's going on?

When grades are being posted, the process only looks for rosters where the Approval Status value has been set to "Approved". If you left you roster in "Not Reviewed" status, it would have been skipped by the post process. You can return to your roster, change the Approval Status to "Approved" and the grades will be posted when the next process is run.

I've entered grades already and now I want to make a change. What should I do?

The procedure for changing grades depends upon whether or not grades have been posted. If your grades have been posted (*i.e., the Official Grade column is populated and "Posted" appears to the right of the Approval Status field*), you will need to submit any grade changes to the Registrar's Office on paper. Contact the Records area of the Registrar's Office for details on this process.

If your grades have not yet been posted, you can change your grades online. If the Approval Status of your roster still says **Not Reviewed**, you can simply re-open the roster and edit as necessary. If your roster's Approval Status says **Approved**, you will need to change this value back to **Not Reviewed** before you can edit the roster. (*Remember to change your roster's Approval Status to* ***Approved*** *and save your data when finished.*)

The grading deadline has passed and I can no longer enter grades online. What can I do?

Once the grading period has ended, you will need to submit any outstanding grades to the Records area of the Registrar's Office on paper. Contact the Records area of the Registrar's Office for details on this process.

Appendix A – Grading Process Flow

The chart below shows the process for entering and approving grades in ConnectCarolina.

Grading Period Opens

Registrar's Office Generates Grade Rosters

Faculty, TA's and approved staff enter grades — Save early and often

Review and Save Grades

Graders Set the Grade Roster — Set Grade Roster to **Ready to Review**

Primary Instructor Sets Grade Roster — Set Grade Roster to **Approve**

Approved Grade Roster

Registrar's Office Runs **Grade Post Process** nightly during grading period — Students can view grades in self service

Registrar's Office **Post Paper and Late Grades** Directly on Create Grade Page