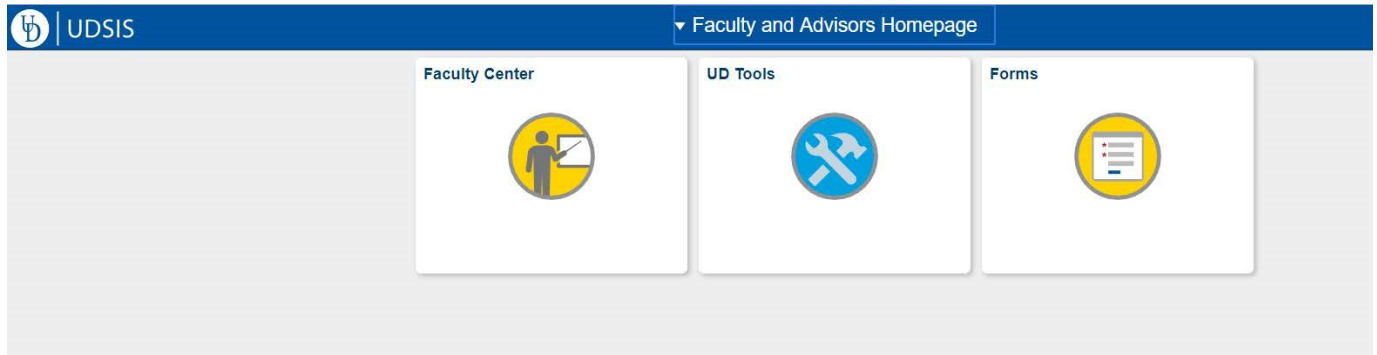Grading Guide

Grading Instruction for Final Grades

1. Login to UDSIS, go to your Faculty Self-Service Center, and click on My Schedule & Rosters.

2. From there you should see your Teaching Schedule, which will show the courses on which you are listed as the instructor for this term. If you would like to look at a different term, click Change Term and select the appropriate term.

Grading Guide

3. From your Teaching Schedule, click on the grade roster icon for the appropriate course.

🔳	BUAD 841-197 (12078)	MANAGING THE GLOBAL ENTERPRISE (Lecture)	14	TBA	Online Course	Feb 11, 2019-Mar 29, 2019	Not Reviewed

4. If your course had a mid-term grade roster, it may default to the mid-term roster instead of the final grade roster. Make sure to select the "Final Grade" Roster Type to view the appropriate roster.

Display Options

*Grade Roster Type   Mid-Term Grade ∨
Final Grade
Mid-Term Grade

☐ Display Unassigned Rost

Grade Roster Action

*Approval Status   Not Reviewed ∨   Save

5. In the grade roster input Roster Grades by selecting a grade from the drop down next to each student, and then clicking the appropriate grade.

Personalize | Find | View All | 🗗 | 🔢   First ◀ 1-20 of 60 ▶ Last

Student Grade

		ID	Name	Roster Grade	Official Grade	Program and Plan	Level of Participation	Last Date of Attendance	Level
☐	1			∨		Arts and Sciences - Psychology BA			Freshman
☐	2		student data omitted	A A- B B+ B- C C+ C- D D+ D- F I S U Z		Business and Economics - Finance BS			Freshman
☐	3					Arts and Sciences - Biological Sciences BS			Freshman
☐	4					Arts and Sciences - Psychology BA			Sophomore
☐	5					Business and Economics - Business Undeclared			Freshman
☐	6					Arts and Sciences - Psychology BA/Human Dvlpmnt & Family Science/Health and Wellness			Sophomore
☐	7					Arts and Sciences - Political Science BA			Senior

6. For any F or Z grades, you will need to note the student's *level of participation,* using the drop down.

Student Grade | **Requirement Designation** | 🔢

		ID	Name	Roster Grade	Official Grade	Program and Plan	Level of Participation	Last Date of Participation	Level
☐	1	student ID	Student Name	F ▼		Health Sciences - Exercise Science BS/Honors	▼		Sophomore
☐	2	Student ID	Student Name	▼		Business and Economics - Accounting BS/Honors	Full None Partial		Freshman
☐	3	Student ID	Student Name	▼		Arts and Sciences - Cognitive Science			Sophomore

Grading Guide

   a. If the *level of participation* was "Partial" you will also be promoted to provide the *last date of participation.* Enter the date or click the calendar icon and use the calendar to select the appropriate date.

Official Grade	Program and Plan	Level of Participation	Last Date of Participation	Level
	Health Sciences - Exercise Science BS/Honors	Partial ▼	[31]	Sophomore
	Business and Economics - Accounting BS/Honors			Freshman

   b. If you use the calendar icon, you can use the Month drop down or use the arrows next to "current date" to navigate to the correct month. Once you select the day it will bring you back to the roster.

| Find | View All | 🗗 | 📇   First ◀ 1-20 of 60 ▶ Last

Level of Participation	Last Date of Attendance	Level
Partial ⌄		📅 Freshman

ce

s

ess

nt & alth

Calendar ✕

May ⌄   2020 ⌄

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	**29**	30
31						

◀ Current Date ▶

   c. If you attempt to proceed without the *level of participation* or *last date of attendance* (for partial participation), you will receive the following error message:

Message

Additional information required for F/Z grades. (21000,44)

Participation Level must not be blank for F or Z grades and Last date of Participation must not be blank for those with Partial participation. Change the roster status to Not Reviewed in order to provide the appropriate Participation Level or Last date of Participation before the roster can be approved.

OK

Grading Guide

7. When all grades and additional info (if applicable) are entered change the Approval Status from "Not Reviewed" to "Approved" and click save.

MoWeFr 9:05AM-9:55AM	Kirkbride Hall Room 205	Andrea Glass-Heffner	02/10/2020 - 05/18/2020

Display Options
*Grade Roster Type [Final Grade ▾]
☐ Display Unassigned Roster Grade Only

Grade Roster Action
*Approval Status [Approved ▾] [Save]

Personalize | Find | View All | 🗗 | 📰   First ◀ 1-20 of 60 ▶ Last

Student Grade

	ID	Name	Roster Grade	Official Grade	Program and Plan	Level of Participation	Last Date of Attendance	Level
☐	1		F ▾		Arts and Sciences - Psychology BA	Partial ▾	05/06/2020 📅	Freshman
☐	2	student data omitted	C ▾		Business and Economics - Finance BS			Freshman
☐	3		A- ▾		Arts and Sciences - Biological Sciences BS			Freshman
☐	4		Z ▾		Arts and Sciences - Psychology BA	None ▾		Sophomore

a. If the below error message appears, check to ensure you have entered grades for all of your students.

Message

All students in the Grade Roster must be graded. (14670,6)

All students in the Grade Roster must be graded before it can be approved.

[OK]

b. You may have additional students that you didn't initially see, click "view all" or use the arrow to navigate to the second page (if applicable).

Personalize | Find View All | 🗗 | 📰   First ◀ 21-29 of 29 ▶ Last

Program and Plan	Level of Participation	Last Date of Attendance	Level
Education & Human Development - Human			Freshman

c. If all students on your roster are graded and you still receive the message, your course is a multi-instructor course. Change the Approval Status back to "Not Reviewed" and click "Save." Registrar staff track these courses and will post grades once saved.

Grade Roster Action

*Approval Status [Approved ▾] [Save]
Approved
Not Reviewed

Grading Guide

<p style="text-align:center"><u>Grade Posting</u></p>

- The approval status must be set to "Approved" in order for grades to post.

- Once the Approval Status of the grade roster is set to "Approved," the grades will be posted in the next nightly grade posting job (scheduled by the Registrar's Office).

- The Registrar's Office monitors multi-instructor sections to partially post grades so graded students may receive their grades.

<p style="text-align:center"><u>Additional Resources</u></p>

- Grading, Grade Rosters & Deadlines page on the Registrar's Website: http://www1.udel.edu/registrar/faculty_staff/gradeinfo.html
- 3.1.9 Grades in the UD Faculty handbook: https://facultyhandbook.udel.edu/a-z-index

<p style="text-align:center"><u>Questions</u></p>

- Contact grading-registration@udel.edu if you have any grading questions
- Call Holly at x1552 or Sarah at x2122