

Instructions for On-Line Grading of UConn's Courses 2007

Please read completely before you start

Use: **INTERNET EXPLORER**

www.studentadmin.uconn.edu (do not click on "administrative user")

Your User-ID is:

Your Password is:

("W" is a capital)

The computer will ask you to change your password.

- The password must be at least 8 characters
- The password must contain at least 1 number
- The password must contain at least 1 symbol (*example: ! @ # \$ %*)

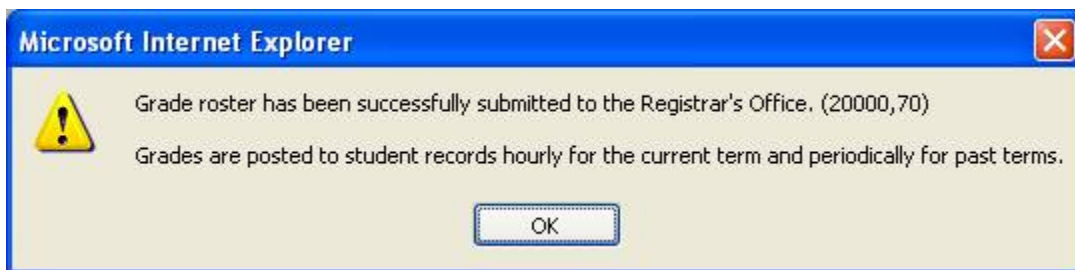
- 1) Click on the [SA Self Service](#) link.
- 2) Click on the [Learning Management](#) link.
- 3) Click on the [Management](#) link.
- 4) Click on the [Record Grades](#) link.
- 5) Click on the [Spring 2007](#) link.
- 6) Click on the Course Title of the course for which you wish to enter grades
- 7) Enter the grades. Either type grades manually, or use the search button to select a grade for each student. (Typing the grades manually is MUCH faster.)

It's a good idea to click on the [Save](#) button every 5 to 10 minutes if you have a large class.

- 8) Once you've entered all of the grades for the course and are satisfied that they are correct, click on the [Save](#) button.

NOTE: If you do not click on Save BEFORE changing the Approval Status, the grades you have entered will be lost.

- 9) Change the [Approval Status](#) to [Approved](#) and click on the [Save](#) button again. You will get the following acknowledgement that the grade roster has been successfully submitted. (This enhancement was recently added to the system.)



- 10) To enter the grades for another course, click on the [Select Class to Grade](#) link.
- 11) Please remember to sign out of the system once you've entered all of your grades.

It is not necessary for you to enter all of the grades for the course in a single session. As long as the Approval Status is not set to Approved and the Registrar's Office has not posted the grades, you will be able to update the Grade Roster. **You must click on the Save button before leaving the grade posting page in order to save the grades you have entered.** A feature of the system allows you to [Display Ungraded Students Only](#) by clicking on a check box.

Periodically throughout the grading period the Registrar's Office will run a process to "Post" the approved grades, which will allow students to view their grades on the Student Administration System.