University of Hawaii at Manoa  
Fall 2006 Grading Procedures for Faculty

Final Deadline for Entering Grades Online: Monday, December 18 at 4:00 pm.  
MyUH Academic Services hours: Daily, except for 2am – 3am.

IMPORTANT DATES
- Start of online grading: Now, if required coursework is complete.
- Roll of grades (entered grades will be “locked” and faculty cannot make changes): December 18, 2006.
- Grades available to students: Evening of December 18, 2006

SUMMARY OF PROCESS
- Faculty will enter grades via MyUHPortal
- After grades have been posted, Admissions and Records will complete the process.

FREQUENTLY ASKED QUESTIONS:

Who may enter grades?
- Only the faculty member listed as primary will be able to enter grades. Departmental personnel (including secretaries and other clerical personnel) do not have permission to enter grades.

I oversee several Teaching Assistants who are responsible for grading. Can they be granted permission to enter grades?
- Teaching Assistants may be granted permission to enter grades with written approval from both the department chairperson and college dean. Non-instructional personnel should not be granted permission to enter grades.

Can I enter grades from home?
- You may enter grades from any computer connected to the internet. However, users with firewalls and other privacy measures may encounter difficulty.

What if there are no “drop down” lists on the grade entry form?
- Only the faculty member designated as primary may enter grades. Teaching Assistants may be granted permission to enter grades only with approval from the Department Chairperson and the College Dean. Contact department or Admissions and Records for assistance.

Am I required to enter all grades for a course at one time?
- No, you may enter any number of grades per session. It is recommended that you save frequently.
The grade I have assigned is not accepted as valid?

Students may register for several different grading options including: 1) L (letter grade) 2) C (credit/no credit) 3) A (audit) and 4) S (satisfactory/unsatisfactory). Assign grade based on grade option. You may submit the student's grade for another grading option on a discrepancy form.

I need to assign a grade of incomplete. What grade do I select?

For undergraduate courses (numbered below 500), the student must have the grade converted from I to a final grade.

When assigning grades to undergraduates, select the grade starting with I and ending with the grade to be assigned if no further assignments are completed. For example, if the student currently would receive a grade of "C", but will be submitting one or more missed assignments, select the grade "IC". The grade of "IC" will remain until a make up grade is submitted or will be changed to "C" after the "I" removal date has passed.

Note: “INC” is not incomplete but, rather “I” with a “becomes” grade of “NC”.

For graduate courses (numbered 600-798, excluding 700 and 700F), the student may have the grade of “I” assigned.

Note: “INC” is not incomplete but, rather “I” with a “becomes” grade of “NC”.

Who can I call for assistance?

- Technical problems (username, login, connections to website): UH Information Technology Services Help Desk at 956-8883
- Course registration: Records Helpline at 956-8010

What if student on my roster has not attended any classes or has stopped attending?

Assign a grade based on the coursework completed. Enter last date of attendance on the grade entry form. All registered students must be assigned a final grade.

What if a student does not appear on my roster but has attended class?

Complete a discrepancy form and return to Admissions and Records.

I would like to change the grade assigned to a student. Can I change it online?

Faculty will be able to change grades online until the grade has been rolled. The first roll is scheduled for the close of business on the first Monday after final exams week. Once a grade has been rolled, changes must be submitted either on the grade confirmation worksheet or via a change of grade form.

When will students be able to view grades online?

Students will be able to see grades once the “roll” process has started on the evening of December 18, 2006.
**GETTING STARTED**

To prepare for entering grades via MyUHPortal, you may:

- Access the faculty tutorials on the MyUHPortal site myuhportal.hawaii.edu.
- Prepare your list of grades in alphabetical order. Students are listed in alphabetical order on the grade entry form.
- For students who have stopped attending, note date of last attendance.

**INSTRUCTION FOR ENTERING GRADES**

The following are steps for entering grades in Banner.

- Access site myuhportal.hawaii.edu
- Login using your UH Username
- Access Academic Services
  - Note: Use the "Access Academic Services" link on the upper right hand corner of the web page.
- Access Faculty Services
- Access Final Grades
- Select term Fall 2006
- Click on Submit Term
- Select course to grade from "Select CRN:" list
- Click on Submit CRN
- Click on drop down list for grade and select appropriate grade.
  - Note: If you are not able see any drop down lists for grades, you are not designated as the primary instructor and may not enter grades.
- Enter last known date of attendance for students who have stopped attending.
  - If student receives a grade of F or NC report date of last completed assignment or last day attended. If student never attended, leave blank.
- Click on Submit Grades to save grades
  **Important** There is a 120 minute time limit per session. Save work frequently.
- Sign out
- Close browser (recommended if using a shared computer).