Brief Grading Instructions: Using Teaching Tools (Faculty Center) to Enter Grades

1. Login to the myCUinfo portal using identikey and password.
2. Select "Teaching Tools" tab.
3. Select correct term and click "Go to Web Grading" button.
4. In the Faculty Center/My Schedule, choose the correct term and click "Grade Roster".
5. Select method of grading (Drop Down or Bubble for manual grading). Note: system defaults to Drop Down.
6. Enter grades manually, saving often.
7. To use the Upload Grades function, click appropriate method and:
    a. Select "Attach File". Note the instructions regarding CSV format and file requirements. Do not save file as CSV (MAC) or CSV (MS DOS).
    b. Once file is attached, a message will pop up that may seem like an error notification. This message happens with every upload, regardless of compatibility of file. Click "OK".
    c. Click "Upload File" button. Numbers of errors and/or successful uploads will appear. The system will also generate an email confirming this action.
    d. Click "Return to Roster" to see uploaded grades to roster.
    e. Click "Save".
8. Once grades are completed, update the Approval Status at top of page.
    a. TAs or non-approving instructors may change to "Ready for Review" for next-level approval. Primary instructors and other approvers must change status to "Approved".
    b. Once approved, click the "Post" button. Note: after posting, no changes or corrections can be made.

For more detailed instructions including screen-shot visuals, please see http://registrar.colorado.edu/grading/docs/Web_Grading_Using_the_Faculty_Center_to_enter_grades.pdf

For instructions on uploading grades from D2L, see http://oit.colorado.edu/services/teaching-learning-tools/desire2learn-d2l/help/instructor-support/grades