University of Colorado Boulder

Office of the Registrar
Regent Administrative Center 101
20 UCB
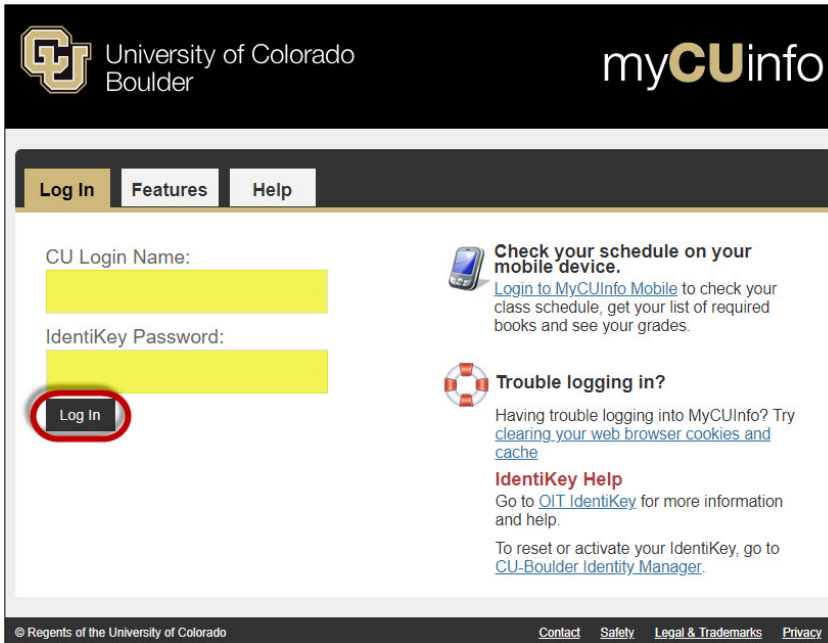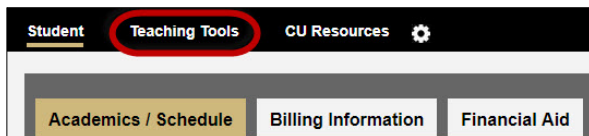Boulder, Colorado 80309

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Detailed Grading Instructions

Using Teaching Tools (Faculty Center) to Enter Grades

1. Log in to MyCUInfo.

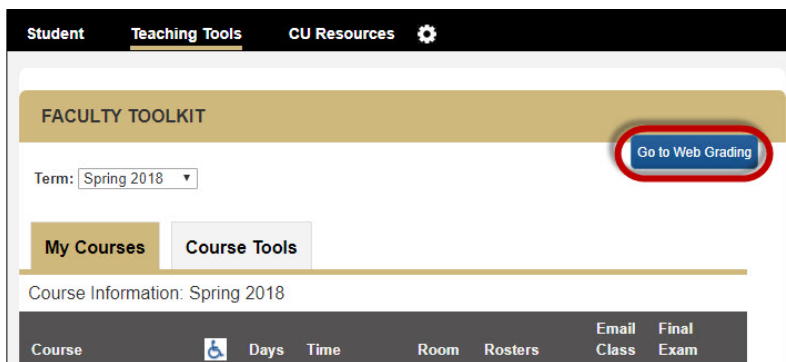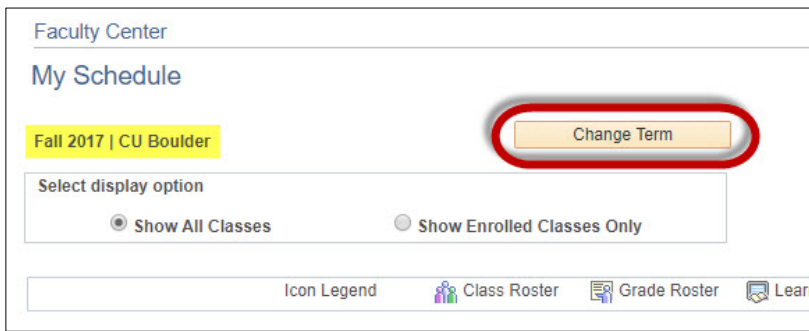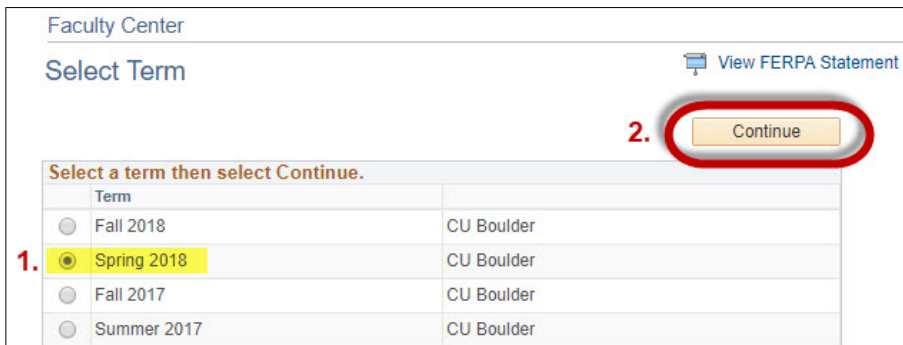2. Click the **Teaching Tools** tab.

3. Click **Go to Web Grading**.

4. In **Faculty Center: My Schedule**, make sure the correct term is selected. To change the term:
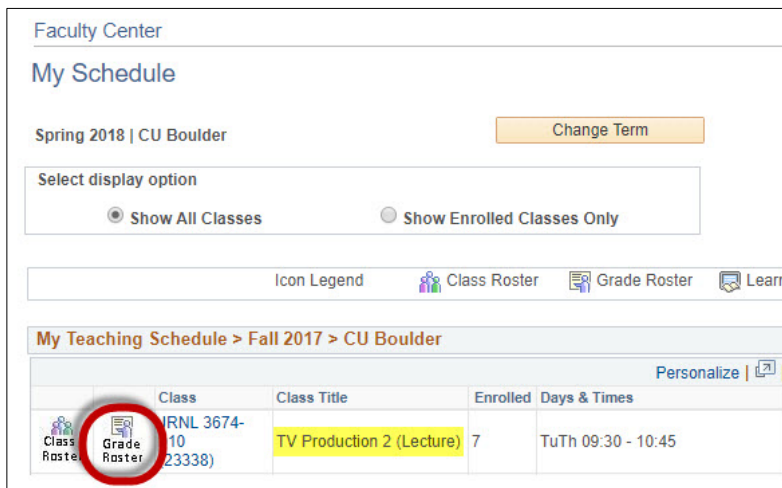
    a. Click **Change Term**.

Faculty Center

My Schedule

Fall 2017 | CU Boulder   Change Term

Select display option

    ◉ Show All Classes   ○ Show Enrolled Classes Only

    Icon Legend   Class Roster   Grade Roster   Learn

    b. Click the radio button next to the correct grading term, then click **Continue**.

Faculty Center

Select Term   View FERPA Statement

2.   Continue

Select a term then select Continue.

	Term	
○	Fall 2018	CU Boulder
1. ◉	Spring 2018	CU Boulder
○	Fall 2017	CU Boulder
○	Summer 2017	CU Boulder

5. Locate the class you want to grade and click **Grade Roster**.

Faculty Center

My Schedule

Spring 2018 | CU Boulder   Change Term

Select display option

    ◉ Show All Classes   ○ Show Enrolled Classes Only

    Icon Legend   Class Roster   Grade Roster   Learn

My Teaching Schedule > Fall 2017 > CU Boulder

Personalize |

	Class	Class Title	Enrolled	Days & Times
Class Roster Grade Roster	JRNL 3674-10 (23338)	TV Production 2 (Lecture)	7	TuTh 09:30 - 10:45

6. Select your grading method and enter your grades.

a. **Drop-Down Grading**: Select the appropriate grade for each student from a drop-down menu. If you choose this option, save your work often.

b. **Bubble Grading**: Click the radio button next to the appropriate grade for each student. If you choose this option, save your work often. **Note**: Wait for the system to process the grade before you select the next grade.

c. **Sync or Upload Grades**: Upload grades for an entire class from an external file.

    i. Sync your grades or format a grading spreadsheet for upload.

        •   **Sync grades from Canvas**: Follow the steps on OIT's Canvas - Web Grading Sync page to export a correctly formatted CSV file.

        •   **Export grades from D2L**: Follow the steps on OIT's D2L - Export Grade Book for Web Grading page to export your grades and format the file for upload.

        •   **Upload a CSV file**: Follow the steps in CSV File Format Requirements & Upload Instructions to format your spreadsheet for upload.
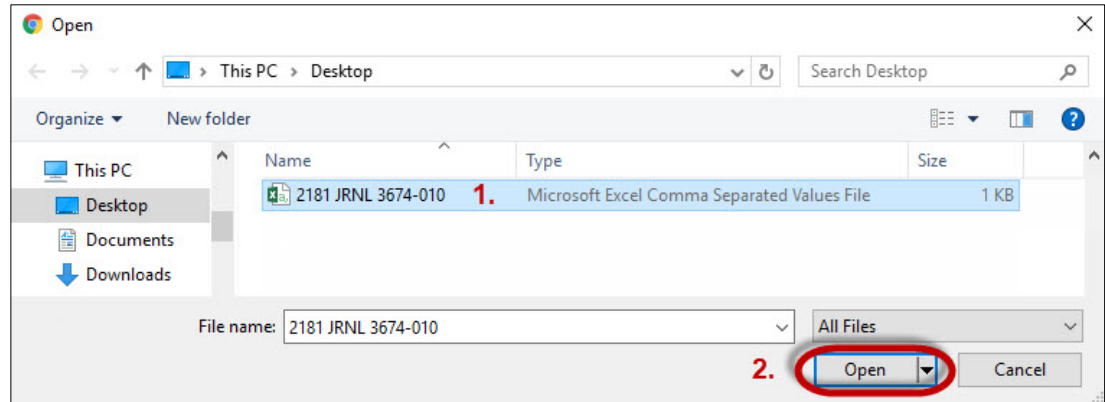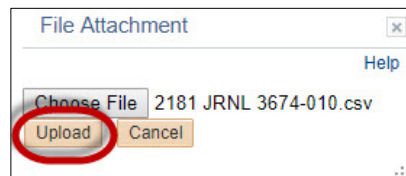
    ii. Click **Attach File**.
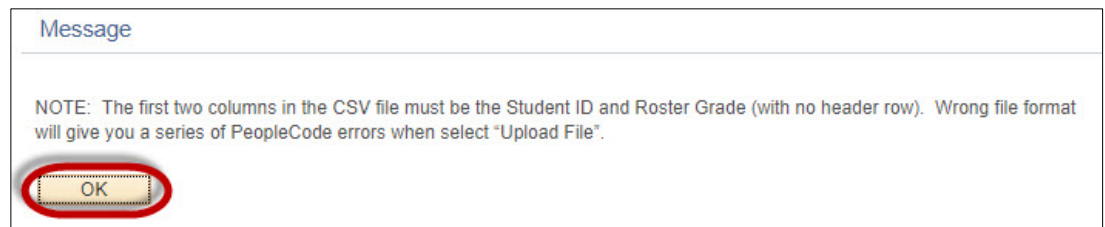
iii. Click **Choose File**.
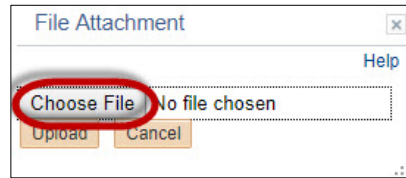
iv. Browse for your CSV file, select it, then click **Open**.

v. Click **Upload**.

vi. A pop-up reminder will appear explaining the file formatting requirements. Click **OK** to dismiss it.

vii.   Click **Upload File**.

viii.   If the file was formatted correctly, the page will update with the number of upload errors and the number of successfully uploaded records. The system will also generate an email confirming the upload.

ix.   Click **Return to Roster** to review the uploaded grades.

x. Check the grades carefully and enter any that failed to upload.

xi. Click **Save**.

7. Once you've finished entering grades, change the **Approval Status** drop-down menu at top of page and choose the correct option based on your role.

    a. If you're a TA or non-approving instructor, change the status to **Ready for Review** to indicate the grades are ready for next-level approval, then click **Save**.

> Instructor Grade Access: Grade Grades
> **Display Options**
>
> Grade Roster Type Final Grade
> ☐ Display Unassigned Roster Grade Only
>
> **Grade Roster Action**
>
> *Approval Status Ready for Review ▼ Save
>
> (To change the Approval Status, select from the drop down and press Save)
>
> Grading Information/Deadline
>
> *Your grades are now ready for review. Please press SAVE in the Approval Status box to confirm this status (if you have not done so already). An email will be sent to the primary instructor(s) to notify them that the grades are ready for approval.*

    b. If you're a primary instructor or other approver, change the status to **Approved**, then click **Save**.

> Instructor Grade Access: Post Grades
> **Display Options**
>
> Grade Roster Type Final Grade
> ☐ Display Unassigned Roster Grade Only
>
> **Grade Roster Action**
>
> *Approval Status Approved ▼ Save
>
> (To change the Approval Status, select from the drop down and press Save)
>
> Grading Information/Deadline
>
> *Grades for this class are approved and ready for posting to the students' record. Please confirm the "Approved" status by selecting the SAVE box to the right of the status box(if you have not done so already).*
>
> *After saving the "Approved" status, select the POST button to immediately post grades.*
>
> *If the grades are NOT ready for posting, change the approval status to "Not Reviewed".*

NOTE: If you leave the status as **Approved**, the grades will be posted automatically by an Office of the Registrar process that runs every three hours during the grading period. Therefore, if you're not completely certain the grades are ready to post to students' transcripts, change the status back to **Not Reviewed**.

> Instructor Grade Access: Grade Grades
> **Display Options**
>
> Grade Roster Type Final Grade
> ☐ Display Unassigned Roster Grade Only
>
> **Grade Roster Action**
>
> *Approval Status Not Reviewed ▼ Save
>
> (To change the Approval Status, select from the drop down and press Save)
>
> Grading Information/Deadline
>
> *Your grades are now ready for review. Please press SAVE in the Approval Status box to confirm this status (if you have not done so already). An email will be sent to the primary instructor(s) to notify them that the grades are ready for approval.*

8. Changing the status to **Approved** causes a **Post** button to appear. If you're confident the grades are ready to post to students' transcripts, click **Post**.

9. A confirmation screen will ask you to confirm the grades are ready to post. Click **OK**.

10. Once the grade roster is approved and posted, all grades are locked in and cannot be changed through web grading.

11. If you need to request a grade change, you can do so using the grade-change workflow. See Using the Grade-Change Workflow for step-by-step instructions.