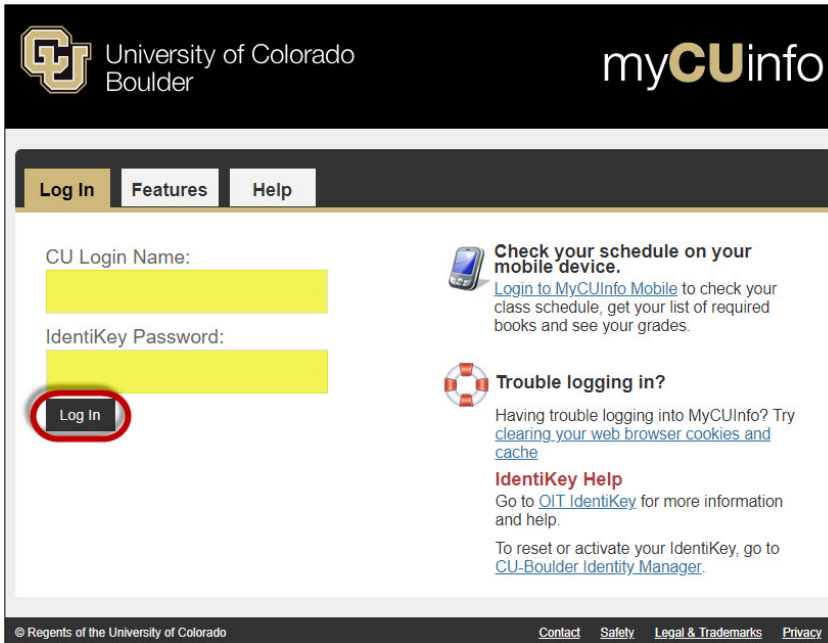


## Detailed Grading Instructions

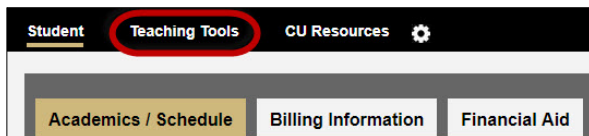
### Using Teaching Tools (Faculty Center) to Enter Grades

1. Log in to [MyCUInfo](#).

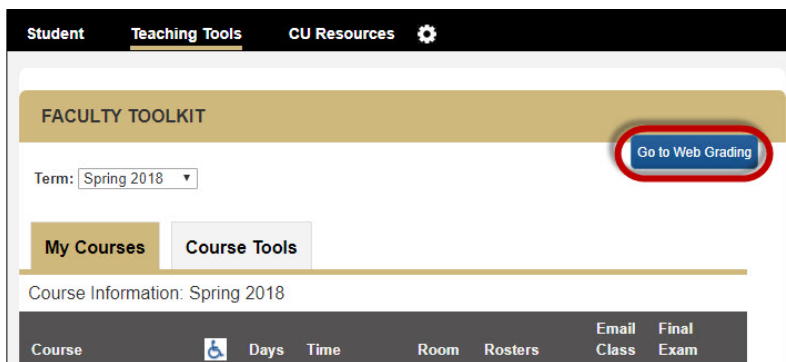


The screenshot shows the MyCUInfo login page. At the top left is the University of Colorado Boulder logo. The page title is "myCUinfo". Below the title are three tabs: "Log In", "Features", and "Help". The "Log In" tab is selected. There are two input fields: "CU Login Name:" and "IdentiKey Password:". The "Log In" button is circled in red. To the right of the input fields, there are two sections: "Check your schedule on your mobile device." with a link to "Login to MyCUInfo Mobile" and "Trouble logging in?" with a link to "clearing your web browser cookies and cache". Below that is "IdentiKey Help" with a link to "CU Boulder Identity Manager". At the bottom, there is a footer with "© Regents of the University of Colorado" and links for "Contact", "Safety", "Legal & Trademarks", and "Privacy".

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

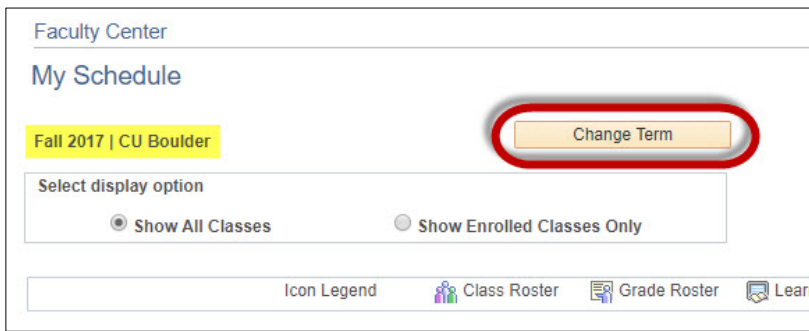


3. Click **Go to Web Grading**.

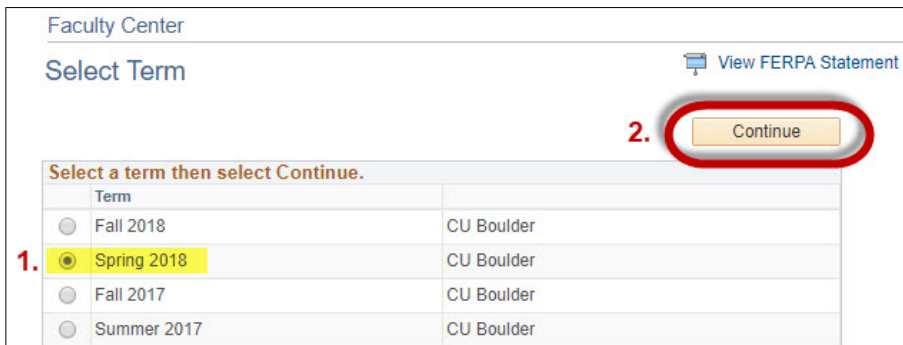


4. In **Faculty Center: My Schedule**, make sure the correct term is selected. To change the term:

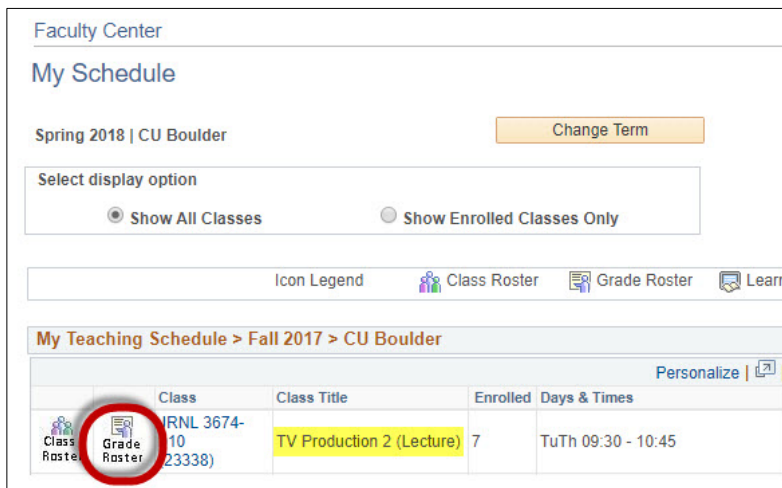
a. Click **Change Term**.



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



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



6. Select your grading method and enter your grades.

Grade Roster

Spring 2018 UC Boulder | Boulder 16-Wk Session/Full Sem | CU Boulder | Undergraduate

JRNL 3674 - 010.(17041) Change Class  
 Television Production 2 (Lecture)

Days and Times	Room	Room Capacity	Instructor	Instructor Email Addresses	Dates
TuTh 09:30-10:45	STAD 136C	27	Ralphie Buffalo		16/01/2018 - 03/05/2018

**Instructor Grade Access:** Post Grades

**Display Options**

Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

**Grading Information/Deadline**

**Grade Roster Action**

\*Approval Status: Not Reviewed Save

(To change the Approval Status, select from the drop down and press Save)

Request Grade Change

Please enter grades for students. Please press SAVE frequently. When all grades have been entered, if you are the primary instructor, change the Approval Status to Approve. If you are NOT the primary instructor, change the Approval Status to Ready for Review. NOTE: Only use the Upload Grades button to upload a .CSV file of grades from an external source. You do not need to use this button if you are manually entering the grades on the roster.

F Grades: If you assign a grade of F, you will be required to enter an attendance record for the student (Attended Until Term Completed, Never Attended, or Attended Until.....). "Attended Until Term Completed" is the same thing as an earned F. If the student attended until a certain point in time ("Attended Until....."), you will be required to also provide the date of the last academically related activity (such as attending class or a study group, completing a quiz, tutorial, or paper, etc.). If there is no record of attendance or you do not know when the student stopped attending, indicate that the student "Never Attended".

DROP DOWN GRADING
BUBBLE GRADING
UPLOAD GRADES
Save

- 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.

DROP DOWN GRADING
BUBBLE GRADING
UPLOAD GRADES
Save

Student Grade		FERPA ID	Name	Roster Grade	Official Grade	Lab Section	Rec Section	Program and Plan	Level
<input type="checkbox"/>	1			A- ▼		011		Coll of Media, Comm&Info UGRD - Journalism/Political Science	Sophomore
<input type="checkbox"/>	2			▼		011		Coll of Media, Comm&Info UGRD - Strategic Communication/Journalism	Junior
<input type="checkbox"/>	3			A		011		Coll of Media, Comm&Info UGRD - Journalism/Business Minor	Junior
<input type="checkbox"/>	4			B-		011		Coll of Media, Comm&Info UGRD - Journalism/Media Production	Junior
<input type="checkbox"/>	5			C+		011		Coll of Media, Comm&Info UGRD - Journalism/Business Minor	Junior
<input type="checkbox"/>	6			D-		011		Coll of Media, Comm&Info UGRD - Journalism/English	Sophomore
<input type="checkbox"/>	7			F		011		Coll Engineering & AppSci UGRD - Aerospace Engineering Sciences	Junior

View All | [Download](#) | Rows 1 - 7 of 7

Select All
Clear All
[Printer Friendly Version](#)

<- Add this grade to selected students

Notify Selected Students
Notify All Students

- 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.

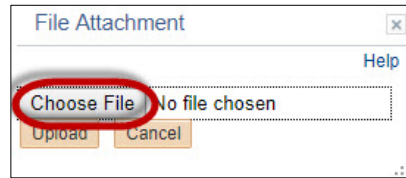
- i. Sync your grades or format a grading spreadsheet for upload.

- **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.

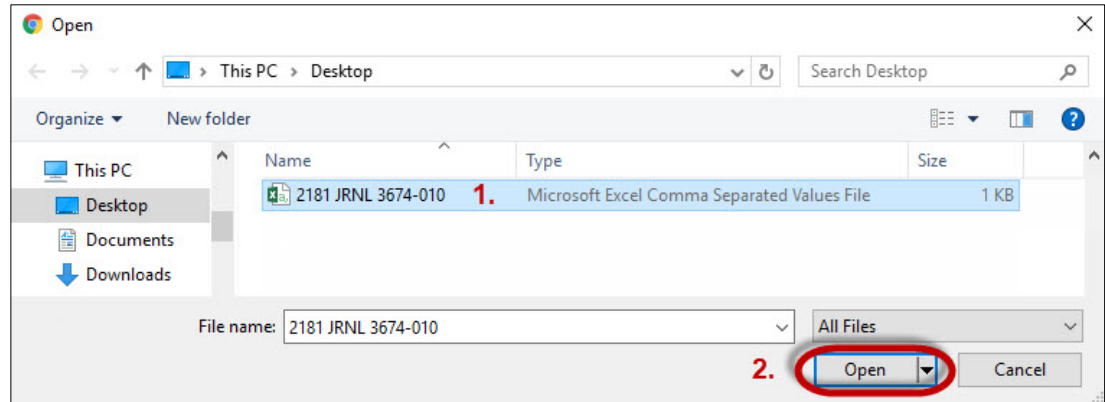
- ii. Click **Attach File**.

123456789	A
976543210	B+

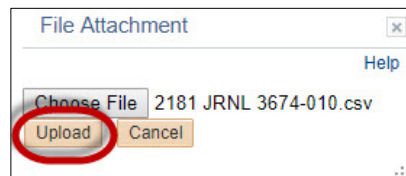
iii. Click **Choose File**.



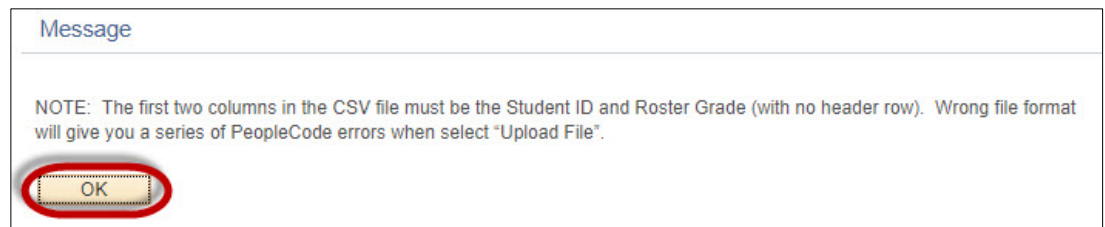
iv. Browse for your CSV file, select it, then click **Open**.



v. Click **Upload**.



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



- vii. Click **Upload File**.

<b>Academic Institution:</b>	CUBLD	CU Boulder
<b>Term:</b>	2181	Spring 2018
<b>Instructor ID:</b>	<input type="text"/>	Ralphie Buffalo
<b>Class Nbr:</b>	17041	TV Production 2
<b>File Path and Name (ANZ):</b>	/opt/pscust/icstst/files/GradeUpload/	
<b>File Name:</b>	2181_JRNL_3674-010.csv	
<b>Attached file successfully. Click on <b>UPLOAD FILE</b> to upload the Grades, <b>RETURN TO ROSTER</b> to Cancel</b>		
<input type="button" value="ATTACH FILE"/> <input type="button" value="UPLOAD FILE"/> <input type="button" value="RETURN TO ROSTER"/>		

- 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.

<b>Academic Institution:</b>	CUBLD	CU Boulder
<b>Term:</b>	2181	Spring 2018
<b>Instructor ID:</b>	<input type="text"/>	Ralphie Buffalo
<b>Class Nbr:</b>	17041	TV Production 2
<b>File Path and Name (ANZ):</b>	/opt/pscust/icstst/files/GradeUpload/	
<b>File Name:</b>	2181_JRNL_3674-010.csv	
<b>Errors in Upload:</b>	1	<b>Records Successfully Uploaded: 6</b>
<input type="button" value="ATTACH FILE"/> <input type="button" value="UPLOAD FILE"/> <input type="button" value="RETURN TO ROSTER"/>		

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

<b>Academic Institution:</b>	CUBLD	CU Boulder
<b>Term:</b>	2181	Spring 2018
<b>Instructor ID:</b>	<input type="text"/>	Ralphie Buffalo
<b>Class Nbr:</b>	17041	TV Production 2
<b>File Path and Name (ANZ):</b>	/opt/pscust/icstst/files/GradeUpload/	
<b>File Name:</b>	2181_JRNL_3674-010.csv	
<b>Errors in Upload:</b>	1	<b>Records Successfully Uploaded: 6</b>
<input type="button" value="ATTACH FILE"/> <input type="button" value="UPLOAD FILE"/> <input type="button" value="RETURN TO ROSTER"/>		

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

**Student Grade**

	FERPA	ID	Name	Roster Grade	Official Grade	Lab Section	Rec Section	Program and Plan	Level
<input type="checkbox"/>	1	<input type="text"/>		A- ▼		011		Coll of Media,Comm&Info UGRD - Journalism/Political Science	Sophomore
<input type="checkbox"/>	2	<input type="text"/>		B ▼		011		Coll of Media,Comm&Info UGRD - Strategic Communication/Journalism	Junior
<input type="checkbox"/>	3	<input type="text"/>		B+ ▼		011		Coll of Media,Comm&Info UGRD - Journalism/Business Minor	Junior
<input type="checkbox"/>	4	<input type="text"/>		A- ▼		011		Coll of Media,Comm&Info UGRD - Journalism/Media Production	Junior
<input type="checkbox"/>	5	<input type="text"/>		A ▼		011		Coll of Media,Comm&Info UGRD - Journalism/Business Minor	Junior
<input type="checkbox"/>	6	<input type="text"/>		C+ ▼		011		Coll of Media,Comm&Info UGRD - Journalism/English	Sophomore
<input type="checkbox"/>	7	<input type="text"/>		<input type="text"/>		011		Coll Engineering & AppSci UGRD - Aerospace Engineering Sciences	Junior

View All |  | Rows 1 - 7 of 7

- xi. Click **Save**.

**Student Grade**

	FERPA	ID	Name	Roster Grade	Official Grade	Lab Section	Rec Section	Program and Plan	Level
<input type="checkbox"/>	1	<input type="text"/>		A- ▼		011		Coll of Media,Comm&Info UGRD - Journalism/Political Science	Sophomore
<input type="checkbox"/>	2	<input type="text"/>		B ▼		011		Coll of Media,Comm&Info UGRD - Strategic Communication/Journalism	Junior
<input type="checkbox"/>	3	<input type="text"/>		B+ ▼		011		Coll of Media,Comm&Info UGRD - Journalism/Business Minor	Junior
<input type="checkbox"/>	4	<input type="text"/>		A- ▼		011		Coll of Media,Comm&Info UGRD - Journalism/Media Production	Junior
<input type="checkbox"/>	5	<input type="text"/>		A ▼		011		Coll of Media,Comm&Info UGRD - Journalism/Business Minor	Junior
<input type="checkbox"/>	6	<input type="text"/>		C+ ▼		011		Coll of Media,Comm&Info UGRD - Journalism/English	Sophomore
<input type="checkbox"/>	7	<input type="text"/>		B ▼		011		Coll Engineering & AppSci UGRD - Aerospace Engineering Sciences	Junior

View All |  | Rows 1 - 7 of 7

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**.

<p>Instructor Grade Access: Grade Grades Display Options</p> <p>Grade Roster Type Final Grade</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p style="text-align: right;">Grading Information/Deadline</p> <p>Grade Roster Action</p> <p>*Approval Status <b>Ready for Review</b> <span style="float: right;">Save</span></p> <p>(To change the Approval Status, select from the drop down and press Save)</p>
--	--

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**.

<p>Instructor Grade Access: Post Grades Display Options</p> <p>Grade Roster Type Final Grade</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p style="text-align: right;">Grading Information/Deadline</p> <p>Grade Roster Action</p> <p>*Approval Status <b>Approved</b> <span style="float: right;">Save</span></p> <p>(To change the Approval Status, select from the drop down and press Save)</p>
---	--

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**.

<p>Instructor Grade Access: Grade Grades Display Options</p> <p>Grade Roster Type Final Grade</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p style="text-align: right;">Grading Information/Deadline</p> <p>Grade Roster Action</p> <p>*Approval Status <b>Not Reviewed</b> <span style="float: right;">Save</span></p> <p>(To change the Approval Status, select from the drop down and press Save)</p>
--	--

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**.

Instructor Grade Access: Post Grades  
Display Options

Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grading Information/Deadline

Grade Roster Action

\*Approval Status Approved Save

(To change the Approval Status, select from the drop down and press Save)

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".

DROP DOWN GRADING
BUBBLE GRADING
UPLOAD GRADES
Save
Post

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

**Post Confirmation**

Post Confirmation. The grades will be posted to the student records. Once grades are posted, all changes require a Grade Change Request.

OK
Cancel

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

Instructor Grade Access: Post Grades  
Display Options

Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grading Information/Deadline

Grade Roster Action

\*Approval Status Approved Posted

(To change the Approval Status, select from the drop down and press Save)

Request Grade Change

The roster has been posted and changes can only be made through the Grade Change Process.

DROP DOWN GRADING
BUBBLE GRADING
UPLOAD GRADES

Student Grade		FERPA ID	Name	Roster Grade	Official Grade	Lab Section	Rec Section	Program and Plan	Level	
<input type="checkbox"/>	1	<input type="text"/>		A-	A-	011		Coll of Media,Comm&Info UGRD - Journalism/Political Science	Sophomore	Posted
<input type="checkbox"/>	2	<input type="text"/>		B	B	011		Coll of Media,Comm&Info UGRD - Strategic Communication/Journalism	Junior	Posted
<input type="checkbox"/>	3	<input type="text"/>		B+	B+	011		Coll of Media,Comm&Info UGRD - Journalism/Business Minor	Junior	Posted
<input type="checkbox"/>	4	<input type="text"/>		A-	A-	011		Coll of Media,Comm&Info UGRD - Journalism/Media Production	Junior	Posted
<input type="checkbox"/>	5	<input type="text"/>		A	A	011		Coll of Media,Comm&Info UGRD - Journalism/Business Minor	Junior	Posted
<input type="checkbox"/>	6	<input type="text"/>		C+	C+	011		Coll of Media,Comm&Info UGRD - Journalism/English	Sophomore	Posted

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.