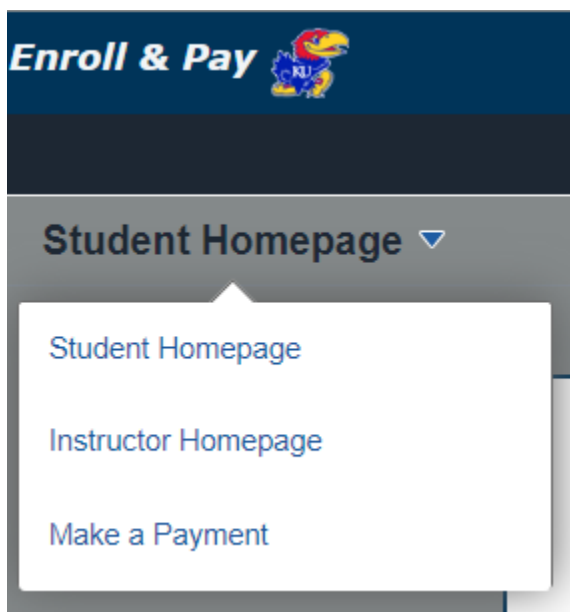


## Online Grading for Faculty

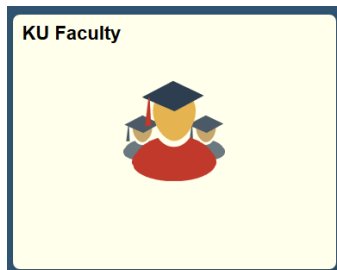
This guide will summarize the general steps for instructors to grade classes online. More specific instructions can be found by clicking on the appropriate link below:

[Enroll & Pay Faculty How To's](#)

Log onto the Enroll & Pay system (<https://sa.ku.edu/psp/csprd/?cmd=login>) using your KU Online and password. Ensure that you are on your Instructor Homepage. You can select a different homepage by clicking on the name of the current homepage and selecting the Instructor Homepage.



Click on your **KU Faculty** tile to begin.



Make sure that you have the correct term displayed. If you need to view a different term, click on the **Change Term** button. To view your grade roster, click on the grade roster icon for the course. Please note that if you are the instructor of multiple classes, you may need to click on the **View All** link in order to see all of your classes.

[Instructor Homepage](#) [Faculty Center](#)

KU Faculty

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Faculty Center

My Schedule

2020 Fall | University of Kansas Change Term

Select display option

Show All Classes     Show Enrolled Classes Only

My Teaching Schedule > 2020 Fall > University of Kansas

Class Roster	Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		<a href="#">MATH 2-1200</a> <a href="#">11814</a>	Intermediate Mathematics (Lecture)	31	MWF 8:00AM - 8:45AM	Wescoc 3139	Aug 24, 2020- Dec 11, 2020
					TBA	On-line Lawrence	Aug 24, 2020- Dec 11, 2020
		<a href="#">MATH 103-1000</a> <a href="#">11838</a>	Trigonometry (Lecture)	25	MW 10:00AM - 10:45AM	KS Union MAL	Aug 24, 2020- Dec 11, 2020

[View Weekly Teaching Schedule](#)    [Blackboard Courses - Lawrence](#)  
[Photo Rosters-Lawrence/Edwards](#)


There are a few methods to assign grades to students.

1. Add a particular grade to selected students: You can assign the same grade to all students, which is particularly useful for pass/fail courses.

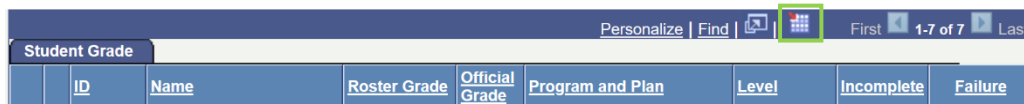
ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Incomplete	Failure
<input checked="" type="checkbox"/>	1 1111111 Jay, Baby	A		Liberal Arts&Sci Undergraduate	Freshman	<a href="#">Note</a>	<a href="#">Attendance</a>
<input checked="" type="checkbox"/>	2 2222222 Jayhawk, Blue	A		Liberal Arts&Sci Undergraduate	Sophomore	<a href="#">Note</a>	<a href="#">Attendance</a>
<input checked="" type="checkbox"/>	3 3333333 Jayhawk, Crimson	A		Liberal Arts&Sci Undergraduate	Freshman	<a href="#">Note</a>	<a href="#">Attendance</a>
<input checked="" type="checkbox"/>	4 4444444 Student, Jayhawk	A		Liberal Arts&Sci Undergraduate	Freshman	<a href="#">Note</a>	<a href="#">Attendance</a>
<input checked="" type="checkbox"/>	5 5555555 Student, Journalism	A		Journalism Undergraduate	Freshman	<a href="#">Note</a>	<a href="#">Attendance</a>

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

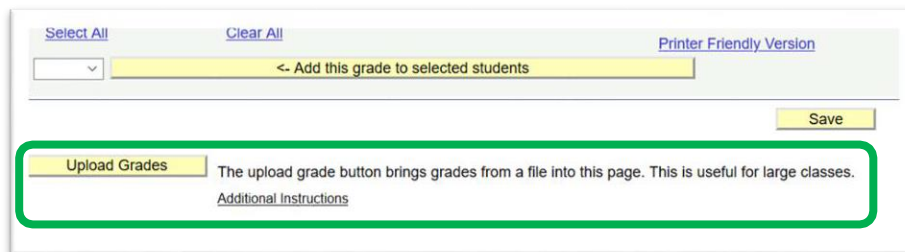
A    <- Add this grade to selected students

2. You can import the grades from Canvas. Instructions on how to set up that process are located here [Grades Import from Canvas to Enroll and Pay \(ku.edu\)](#).
3. You can download the grade roster by clicking the  link in the Student Grade area of the grade roster. You will be able to upload the file by using the instructions here - [Upload Grades from a File](#).

To  
Download  
Roster:



To  
Upload  
Roster:



4. You can also manually enter grades in for each student. You can select a letter grade for each student by using the drop down or you can type in the letter grade for each student. If typing the letter grades, the tab key can be used to go from person to person. For plus/minus grading, you can select the grade from the drop down menu or use the keyboard. If using a keyboard, you will need to repeat the letter to get to the other options. For example:
  - for a C, press "C" once
  - for a C+, press "C" twice
  - for C-, press "C" three times.

If you have a large class, we suggest that you save grades every 15 minutes. Instructors are also able to save the grades on the roster at any time and come back later to finish entering grades.

There are a few additional steps that are required no matter which method you use to enter grades.

- If a grade of [Incomplete \(I\)](#) is assigned, a note about the incomplete must be added. This also includes completing a due date for the incomplete. If a student completes their work prior to the incomplete deadline, the instructor would need to complete an [Online Change of Grade](#).
- If a student has earned a [Failure \(F\)](#) grade, instructors are asked to fill out additional information for the student's attendance in the course.
- If a student has arranged to complete an Honors Course Contract or a Collective Honors Contract, an additional tab will appear on the grade roster. Instructions for students with an honors designation is found here: [Honors Designation](#).

Once all of your grades are entered, you need to change the approval status to “Approved.”

The screenshot shows two main sections. On the left, under 'Display Options', there is a dropdown for '\*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. On the right, under 'Grade Roster Action', there is a dropdown for '\*Approval Status' set to 'Approved' and a 'Save' button. A green box highlights the 'Approval Status' dropdown and the 'Save' button. Below this, a text box contains the statement: 'By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.'

The majority of classes are set to allow instructors to post grades immediately. Once you have approved and saved your grades, you can scroll down to the bottom of the grade roster and click on Post:

The screenshot shows the bottom of the grade roster interface. At the top, there are links for 'Select All', 'Clear All', and 'Printer Friendly Version'. Below these are two buttons: 'Save' and 'Post'. The 'Post' button is highlighted with a green box. Below the buttons, there is a section for 'Upload Grades' with a text description: 'The upload grade button brings grades from a file into this page. This is useful for large classes.' and a link for 'Additional Instructions'.

The Office of the University Registrar has a process that will run overnight to post any classes that have been approved but not manually posted. If you have any questions about the process, please contact them at (785) 864-4423.