

Entering Grades in ConnectCarolina

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Overview

The ConnectCarolina **Faculty Center** enables faculty members to manage class and student-related activities from one centralized location.

Faculty Center can also be used to manage and approve grade rosters for classes. Access to the grade roster is restricted to:

- Primary instructor
- Secondary instructor
- Teaching Assistant
- Proxy Access (*staff member*)

Access to **Faculty Center** is accomplished by departmental schedulers entering the faculty member's name on a class.

Entering Grades in ConnectCarolina

Grading Roles

Faculty members have access to the rosters of the classes that they are assigned to teach. Having access gives the ability to review the class details, student information for those enrolled in the class, as well as being able to communicate with selected students or even the entire class.

TA's and staff members with proxy access will also be able to enter grades using **Faculty Center**. Once the grades are entered they will be submitted for approval by the primary instructor of the course.

Assigning a grade proxy including a TA

Important points to remember:

- No student should be granted a grading role for a course in which they are enrolled.
- Only authorized individuals, such as a graduate assistant, should be assigned TA access. The departments will determine if TA's should have approve or grade access for a class.
- The instructor listed on the Schedule of Classes file is ultimately responsible for all grading issues in the course.

Grade Roster Availability

Grade rosters are generated by the **Registrar's Office** and made available to you in the **Faculty Center**. You must be assigned to the class as the primary instructor, secondary instructor, teacher's assistant (*TA*) or proxy (*staff role*) by your departmental scheduler in order for the **Faculty Center** information to appear. If a term or a class is not listed, contact your departmental scheduler.


Saving Grades

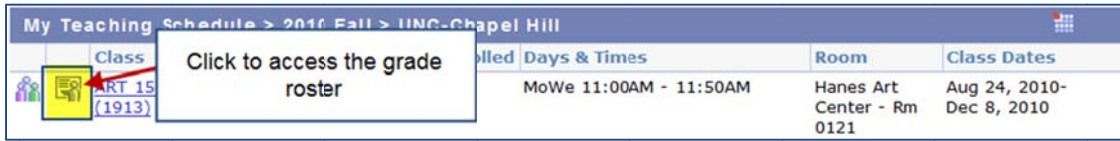
The most important tip we can convey to the user community is to **Save early and Save often**. There is a **20-minute** time-out period during the grading period, and any unsaved data will be lost. You may save a roster as many times as you wish.

Entering Grades in ConnectCarolina

Access a Grade Roster

Navigation: *Self Service > Faculty Center > My Schedule*

1. Click **My Schedule** to view the classes assigned to you in **ConnectCarolina**.
2. Click the **Grade Roster** icon  next to the class for which you wish to enter grades.

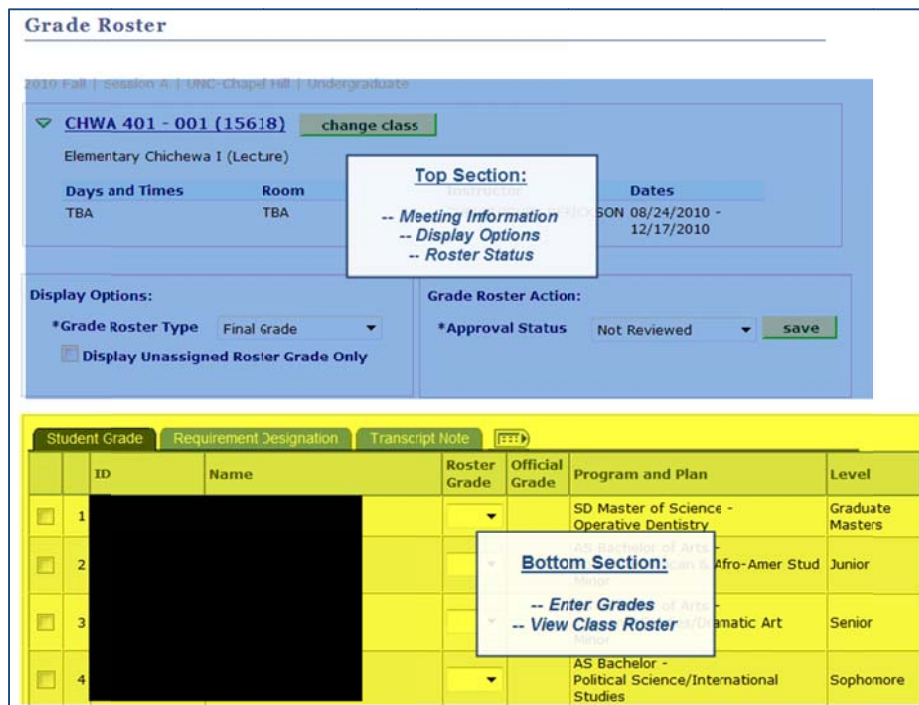


Note: There will be a slight pause as **ConnectCarolina** assembles the Grade Roster.

Review the Grade Roster

The **Grade Roster** is divided into 2 sections.

- The **top section** includes meeting information, display options and the roster status.
- The **bottom section** displays the students enrolled in the class in alphabetical order.



Entering Grades in ConnectCarolina

Top Section - Class and Roster Details

The **top section** of the **grade roster** can be used to do the following actions.

1. Class Header

Grade Roster

2010 Fall | Session A | UNC-Chapel Hill | Undergraduate

▼ CHWA 401 - 001 (15618) [change class](#)

Elementary Chichewa I (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	CHRISTOPHER DERICKSON	08/24/2010 - 12/17/2010

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed [save](#)

- Click the **Class title** to view the class detail page.

Class detail includes course summary information, enrollment and meeting information, seating details and the course description.

- Click the **Change Class** button to return to **My Class Schedule** to view another roster for this term or to change the term and view more classes that you are assigned to teach.

2. Display Options

- Grade Roster Type**

Displays Final Grade or Mid-term grades.

- Display Unassigned Roster Grades Only**

Check this box to view only the students who have not been assigned a grade.

Grade Roster

2010 Fall | Session A | UNC-Chapel Hill | Undergraduate

▼ CHWA 401 - 001 (15618) [change class](#)

Elementary Chichewa I (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	CHRISTOPHER DERICKSON	08/24/2010 - 12/17/2010

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed [save](#)

****This feature is helpful when grading large classes****

3. Grade Roster Action

The **Approval Status** displays the approval status of the roster's grades.

Grade Roster

2010 Fall | Session A | UNC-Chapel Hill | Undergraduate

▼ CHWA 401 - 001 (15618) [change class](#)

Elementary Chichewa I (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	CHRISTOPHER DERICKSON	08/24/2010 - 12/17/2010

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed [save](#)

Entering Grades in ConnectCarolina

There are 3 possible values:

1. **Not Reviewed** is the preliminary roster status where grades can be entered and updated.
2. **Ready for Review** all students have been graded and no changes can be made.
If you have **Approve** access, and need to make changes in the grades, you can change the status back to **Not Reviewed** and do the work needed.
3. **Approved** means that the roster is in its final status, ready to be posted.

Once set to Approved, the Registrar's Office can post these grades to a student's record, so please be certain that you are ready to submit your grades before choosing Approved.

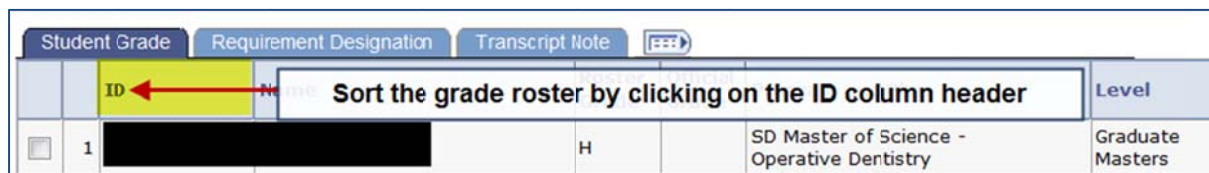
Bottom Section – Student Records

How to View Students

The students are listed in alphabetical order on the roster.

To change how the students are displayed click any column title to sort the list by that field. Click the title twice to sort in descending order by that field.

Best Practice: Please sort the grade roster by PID (*ID*).



The screenshot shows a table with several columns. A callout box with a red arrow points to the 'ID' column header. The text inside the callout box reads: "Sort the grade roster by clicking on the ID column header". The table has tabs at the top: "Student Grade", "Requirement Designation", and "Transcript Note".

ID	Requirement Designation	Transcript Note	Level
1		H	SD Master of Science - Operative Dentistry
			Graduate Masters

Only the **first 20 students** will display in the grade roster.

To **view** or assign grades to additional students use the links below the last name in the list to view the rest of the grade roster.




The screenshot shows a table with a footer bar. A callout box points to the "View 20 or 100 student records at a time." link. Another callout box points to the "Select the next group of students to view and assign grades" link. The footer bar contains "View 20", "Download", and "Rows 1 - 103 of 291".

AS Bachelor - Studio Art	Freshman
AS Bachelor - Studio Art	Junior
AS Bachelor - Studio Art	Junior

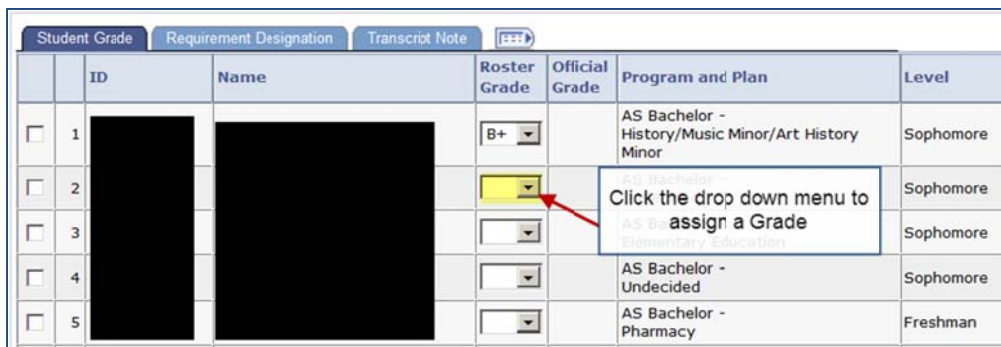
View 20 | Download | Rows 1 - 103 of 291

Assigning Student Grades

Note: There is a **20-minute** time-out period during the grading period, and any unsaved data will be lost. You may save a roster as many times as you wish. **It is recommended that you save early and save often.**

1. Locate the student to assign a grade to.
2. Select the student's grade from the **Roster Grade** drop down menu.
3. Click the **Save**  button located at the bottom or top of the grade roster.

Note: Move slowly through the process as it is easy to enter an incorrect grade.



	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1		B+		AS Bachelor - History/Music Minor/Art History Minor	Sophomore
<input type="checkbox"/>	2				AS Bachelor - History/Music Minor/Art History Minor	Sophomore
<input type="checkbox"/>	3				AS Bachelor - History/Music Minor/Art History Minor	Sophomore
<input type="checkbox"/>	4				AS Bachelor - Undecided	Sophomore
<input type="checkbox"/>	5				AS Bachelor - Pharmacy	Freshman

It is recommended that you save early and save often.

The grades that can be entered are based on the student's status (*undergraduate, graduate, etc.*).

Please reference the University grading policies as needed. The full grading policy can be found at: <http://regweb.unc.edu/resources/rpm24.php>

Click the drop-down arrow to select a valid value. Only **valid values** can be accepted in the roster grade box.

The selected value will be displayed as the **official grade after the roster has been posted.**

Note: There is a **20-minute** time-out period during the online grading session, and any unsaved data will be lost. You may save a roster as many times as you wish. **It is recommended that you save early and save often.**

Saving and Changing Grades

Best Practice: It is recommended that **each time you enter a grade, you should save your work.**

You can return to the grade roster to add more grades and change erroneous grades. This can be done as long as the grade roster is in **Not Reviewed** status.

Entering Grades in ConnectCarolina

If you plan on entering grades in multiple sessions, you may find it convenient to check the **Display Unassigned Roster Grades Only** box. This way, you only are presented with students without grades assigned.

The screenshot shows the 'Grade Roster' page for '2010 Fall | Session A | UNC-Chapel Hill | Undergraduate'. The class is 'CHWA 401 - 001 (15618)'. A callout box points to the 'Display Unassigned Roster Grade Only' checkbox in the 'Display Options' section, which is highlighted in yellow. The 'Grade Roster Action' section shows the approval status set to 'Not Reviewed'.

Approving Grade Rosters

When the grade roster is first generated, the approval status is set to **Not Reviewed**.

The screenshot shows the 'Grade Roster' page with the 'Approval Status' dropdown menu open. The status is set to 'Ready for Review'. A callout box points to the dropdown menu, which is highlighted in yellow. The 'Display Options' section shows the 'Display Unassigned Roster Grade Only' checkbox is unchecked.

Once all of the grades have been entered, the approval status can either be set to **Ready for Review** or **Approved**.

If you do not approve grades, set the status to **Ready for Review**.

The screenshot shows the 'Grade Roster Action' section with the 'Approval Status' dropdown menu set to 'Ready for Review'. The 'save' button is visible next to the dropdown.

The setting **Ready for Review** indicates to the **Primary Instructor/Approver** that grades have been entered and the grade roster is ready for final review. The drop-down boxes for choosing grades will disappear when this setting is selected.

If you need to **change** a grade, you must set the approval status back to **Not Reviewed**.

Entering Grades in ConnectCarolina

If you do approve grades, you will have the option of setting the approval status to **Approved**.

Grade Roster Action:

*Approval Status

Important: Only set the approval status to **Approved** when the grades are ready to become official. Once you change the status to **Approved**, the drop-down boxes for changing grades will disappear.

The Registrar's office will run a "post" process nightly to detect Grade Rosters that have been set to **Approved**. Once the official grades are posted, you will **not** be able to change the approval status or change grades through the **Faculty Center**.

Once grades are posted, any changes would have to be handled by submitting an approved Grade Change Form to the Registrar's Office.

Steps to Approve a Grade Roster:

When finished entering grades for all student on the roster, select the appropriate approval status:

- For Teaching Assistants, Proxies and Secondary Instructors, select Ready for Review
- For Primary Instructors, select Approved.
- Click the **Save** button.

To verify that grades were successfully submitted

When the grade roster has been posted the Official Grade column will be populated with the grade you submitted.

Student Grade	Requirement Designation	Transcript Note				
	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1		H		SD Master of Science - Operative Dentistry	Graduate Masters
<input type="checkbox"/>	2		B-		AS Bachelor of Arts - Sociology/African & Afro-Amer Stud Minor	Junior

Student Grades Availability

The grades will be available for students when the Registrar's Office runs their process to post approved grades to student records. For questions regarding the grade posting schedule, please contact the **Records area of the Registrar's Office**.

Entering Grades in ConnectCarolina

Tips

- All roster grade boxes must be populated (*all students have a valid grade*) before you can change the roster status to approved.
- **No Blank Grades: All students must be graded** in order for the grade roster to be set to Approved status which then allows posting of the grades.
- In most cases, only the primary instructor may **approve** the grade roster.
- Only approved grade rosters will be posted by the Registrar's Office.
- **SAVE Often!** – If your session is inactive for more than **20 minutes**, it will timeout and **any grades entered but not saved will be lost**. If you only have time to enter some but not all of your grades, you can save the partial roster and return to it later.
- **Approve and Submit to Registrar** - Once all grades have been entered and saved, **they will not be submitted** until you click the Approve button.
- During the grading period **approved rosters are posted overnight to students' academic records**.
- **To verify that grades were successfully posted** – Once the grades are successfully posted, a message will appear at the top of the roster that says, "Posted".
- **For roster questions or questions about final grade entry** - Contact the Records area of the Registrar's Office.

Frequently Asked Questions

The questions below can be used to help resolve common questions concerning Entering and Approving grades in ConnectCarolina. If you still have questions after using this list please contact the **Records area of the Registrar's Office**

Why did the University transition to submitting grades online?

Students benefit from web-based grade entry since grades are available for students to view the day after the faculty member submits grades rather than having to wait for several weeks for the processing of paper forms to be completed.

Submitting grades directly via the web instead of using paper based forms is faster, more cost effective and efficient for the University because there is less room for error. Many faculty members now use computer-based grade files (e.g., Excel or Word) rather than paper grade rosters. Submitting grades online will be consistent with many computer based files, making the submission of grades more cost effective and efficient.

How can I determine if I have Access to enter grades?

Security roles for grading have already been attached to all faculty and staff profiles; if you have passed the online FERPA quiz (*required to access student information in ConnectCarolina*) and can see class rosters in the ConnectCarolina Faculty Center, you will be able to enter grades, as long as you are assigned to the class and your department scheduler has listed your grading access as either "Grade" or "Approve."

When can I begin to enter grades in my class roster?

Grade rosters will be available through Faculty Center in ConnectCarolina beginning **Dec. 9, 2010**

What is the deadline to enter grades in my class roster?

Final grades are due no later than 72 hours after a class's scheduled final exam.

Why can't I see a grade roster for the class I teach in Faculty Center?

Contact your departmental scheduler or the Records area of the Registrar's office to determine if you have the proper access to view the grade roster.

Where is Faculty Center?

Self Service > Faculty Center

Entering Grades in ConnectCarolina

Who has access to enter grades?

- Faculty assigned as Primary Instructors and Secondary Instructors
- Teaching Assistants
- Approved staff members with proxy access

Who is responsible for approving the grade roster?

The primary instructor listed on the schedule of classes file is ultimately responsible for all grading issues in the course.

Who is responsible for generating the grade rosters?

The Records area of the Registrar's Office.

Where can I find additional information on grading?

Please reference the University grading policies as needed. The full grading policy can be found at: <http://regweb.unc.edu/resources/rpm24.php>

The Registrar Document Repository also contains important information on the grading process in ConnectCarolina. http://regweb.unc.edu/train/training/doc_repository.html

I set the grade roster to ready for review but detected an error in an entered grade. How can I change a student grade once the grade roster has been set to ready for review?

Go back to the Grade Roster Action area and set the Grade Roster to not reviewed.

When will the students' grades be posted?

With web submission of grades, students' grades will be posted to their records on a nightly basis, so students will be able to view their grades the next day. Grades submitted on the weekend can be viewed the next day. This means that students may be seeing grades "trickle" in, instead of seeing all or most of their grades on one specified date.

Is there assistance available if I need help?

- If you **cannot view a class roster** through the Faculty Center, contact your departmental scheduler.
- For questions regarding **how to use ConnectCarolina**, contact your student services manager or the Records area of the Registrar's Office at either 962-0495 or its listserv at records@listserv.unc.edu.
- **For technical support**, contact the Help Desk (help.unc.edu or 962-HELP).
- For **questions about final grade entry**, contact the **Records area of the Registrar's Office**

Entering Grades in ConnectCarolina

Can my Teaching Assistant (TA) enter final grades for a course?

Yes, if your TA is entered into the ConnectCarolina instructor table with the proper settings he or she can enter and submit the final grades. You can also have your TA assigned as a "proxy" for a course and then he or she can enter and submit the grades.

Can I designate someone else to enter grades?

Yes, the web-grading system has proxy access.

This means that someone else can be given rights to access your class roster, and submit the grades via the web. Proxy access must be established prior to entering grades in order for the proxy to be able to access the system. The departmental scheduling coordinator sets up proxy access.

Note: The primary instructor will still need to approve all entered grades.

Will I see the grading basis for the students in my classes?

Grading basis is not displayed for their courses, and therefore it will not.

Once the grades are entered and submitted, can I make changes?

No, once your grade roster has "posted" you cannot change the grades. If you submitted a grade in error or discover an error in calculating a student's grade, please contact the records area of the Registrar's office.

Will the system let me know if I am missing any student grades?

Yes, the web grading system **will not** allow you to submit a partially completed grade roster to the registrar. Also, the system will notify you if there is a problem with the grading file you are uploading.

Can I submit a partially completed grade roster?

No. You must enter a grade for each student on your grade roster before the system will permit you to submit your grades.

What are the browser requirements for using the web grading system?

The web grading system works best in Internet Explorer.

If I complete only some of the grade roster, will the system automatically save my submissions?

No. You must save your work. When you click on the "save" button on the grade roster your work will be saved in the web grading system, not your computer. When you return to complete your grading or if something happens to break your connection to the web grading system, you can resume entering grades at the point of your last save. **It is recommended that you save your work regularly.**

Entering Grades in ConnectCarolina

What if I don't want the instructor or TA entering the grades for the course?

Your departmental scheduling coordinator can set up this feature.

What if there is no grade roster icon displayed for a class on my teaching schedule?

If a grade roster does not appear to be available for a course, there are a few common issues to look for:

First, verify that the correct term is displaying on your Faculty Center.

If you are indeed viewing the correct term, verify that you are within the dates for the grading period. Grade Rosters are not generated until the beginning of the grading period. Please contact the Registrar's Office if you need details on the grading period dates.

If your course has multiple components (i.e., multiple pieces that must be taken together as in a lecture/lab course), a grade will only be assigned to one portion of that course. If you do not see a grade roster for one piece of a multiple-component course, check the corresponding part of the course to verify that a roster is available there. (Note: If another portion of the course is assigned to a different instructor, you can check with that instructor or your academic department to verify which portion of the class is the graded portion).

Finally, it's possible that you have not been given access to grade. Your grading access for each class is based upon information your department enters into the schedule of classes. Contact your departmental scheduler to verify the level of grading access you've been given.

Scenarios

Grade Roster is missing

- **Access the class roster through Faculty Center.** If your class roster is missing, then you have not been assigned to the class as an instructor. Contact your departmental scheduler.
- If you can access your class roster but not the grade roster for a specific class, please have your departmental scheduler confirm that you have either **Grade** or **Approve** access on the class meetings page of the class. If you have **Grade** or 'Approve' access and you still cannot see the grade roster, the grade roster may not have been generated by the Office of the Registrar. Please contact the Office of the Registrar for assistance.

Student is missing on Grade Roster

The student may have dropped the class. This can be verified by checking the drop-down on the class roster page. Contact the Records area of the Registrar's Office for assistance.

Grade basis displayed on the roster is incorrect

If a student's grade basis is incorrect, contact the Records area of the Registrar's Office for assistance. You will only be able to select a valid value as determined by the grading basis defined during enrollment for that student

The Grade Roster icon is not present in Faculty Center

If a grade roster does not appear to be available for a course, there are a few common issues to look for:

- First, **verify that the correct term is displaying on your Faculty Center.**
- If you are indeed viewing the correct term, **verify that you are within the dates for the grading period.**
Grade Rosters are not generated until the beginning of the grading period. Contact the Records area of the Registrar's Office for assistance if you need details on the grading period dates.
- Finally, it's possible that **you have not been given access to grade.** Your grading access for each class is based upon information your department enters into the schedule of classes. Contact your departmental scheduler or the Records area of the Registrar's Office for assistance to verify the level of grading access you've been given.

I've entered my grades but the students cannot view them. What's going on?

Your grades can only be viewed on the student end once they've been posted by the Registrar's Office. If your grades have not been posted yet, you will need to wait until the next scheduled posting date for your grades to be posted. Contact the Records area of the Registrar's Office for further details regarding the grade posting schedule.

I entered my grades before the last scheduled posting date but they are still not showing up for the students. What's going on?

When grades are being posted, the process only looks for rosters where the Approval Status value has been set to "Approved". If you left your roster in "Not Reviewed" status, it would have been skipped by the post process. You can return to your roster, change the Approval Status to "Approved" and the grades will be posted when the next process is run.

I've entered grades already and now I want to make a change. What should I do?

The procedure for changing grades depends upon whether or not grades have been posted. If your grades have been posted (*i.e., the Official Grade column is populated and "Posted" appears to the right of the Approval Status field*), you will need to submit any grade changes to the Registrar's Office on paper. Contact the Records area of the Registrar's Office for details on this process.

If your grades have not yet been posted, you can change your grades online. If the Approval Status of your roster still says **Not Reviewed**, you can simply re-open the roster and edit as necessary. If your roster's Approval Status says **Approved**, you will need to change this value back to **Not Reviewed** before you can edit the roster. (*Remember to change your roster's Approval Status to **Approved** and save your data when finished.*)

The grading deadline has passed and I can no longer enter grades online. What can I do?

Once the grading period has ended, you will need to submit any outstanding grades to the Records area of the Registrar's Office on paper. Contact the Records area of the Registrar's Office for details on this process.

Grade Roster Layout

Faculty Center
Advisor Center
Search
Learning Management

my schedule
class roster
grade roster

Grade Roster

Class Title/Details
Change Grade Rosters

2010 Fall | Session A | UNC-Chapel Hill | School of Law

LAW 241 - 001 (10831)

change class

ENVIRONMENTAL LAW (Lecture)

Days and Times	Room	Instructor	Dates
TuWeTh 1:00PM-1:55PM	Van-Hecke-Wettach - Rm 5052	CHRISTOPHER DERICKSON, VICTOR FLATT	08/30/2010 - 12/17/2010

View Students Who Have Not Been Assigned Grades

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed

Save Early and Save Often

Student Grade
Transcript Note

ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1				SL J Law	2nd Year Law School
2		_AB		AS Non Degree Undergraduate visitor	Foreign Exchange
4				SL Juris Doctor - Law	2nd Year Law School
				SL Juris Doctor - Law	1st Year Law School

Download to Excel

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

Save Early and Save Often

Grading Process Flow

The chart below shows the process for entering and approving grades in **ConnectCarolina**.

