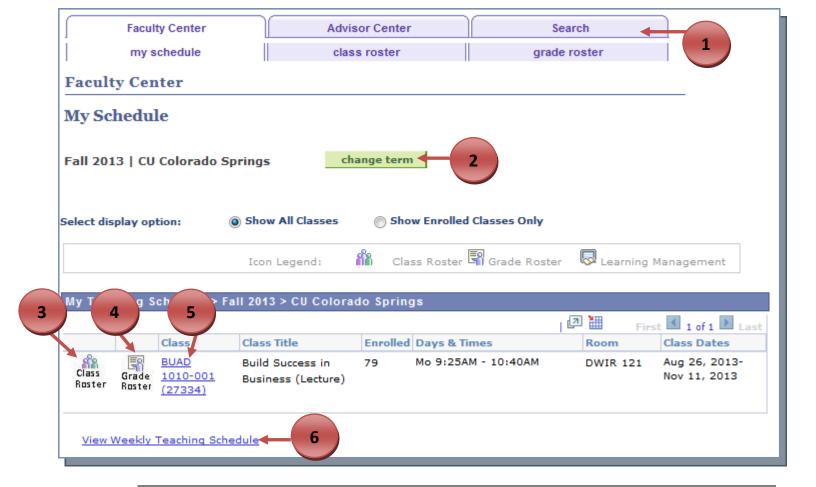
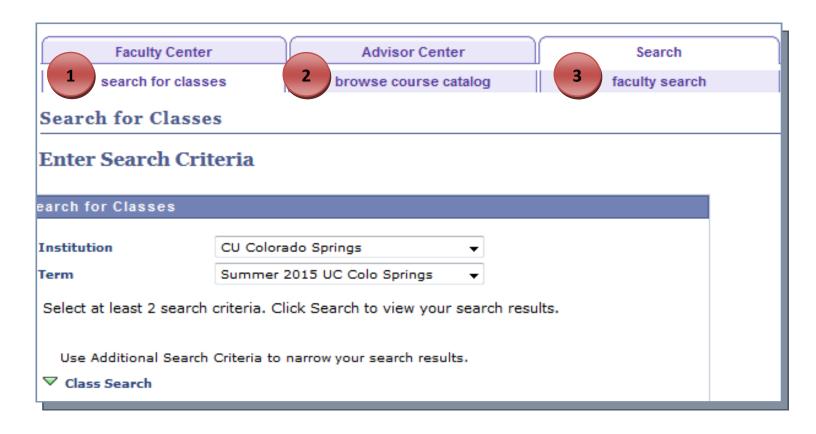
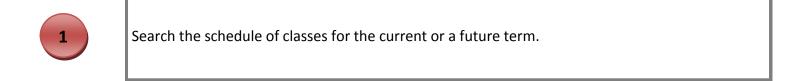


- Class/grade rosters, teaching schedules.
- Digital Measures: T, TT, NTT annual scholastic reporting.
- Submit course textbook selection to the UCCS Bookstore.
- Report Academic Ethics Code Violations here.
- View FCQs (Faculty Course Questionnaire). 6
- ⇒ Select a specific course section to view class details (a drop-down will appear). Access each class roster to review enrolled, dropped, waitlisted, and withdrawn students.
 - Access each grade roster (when available) and submit grades.



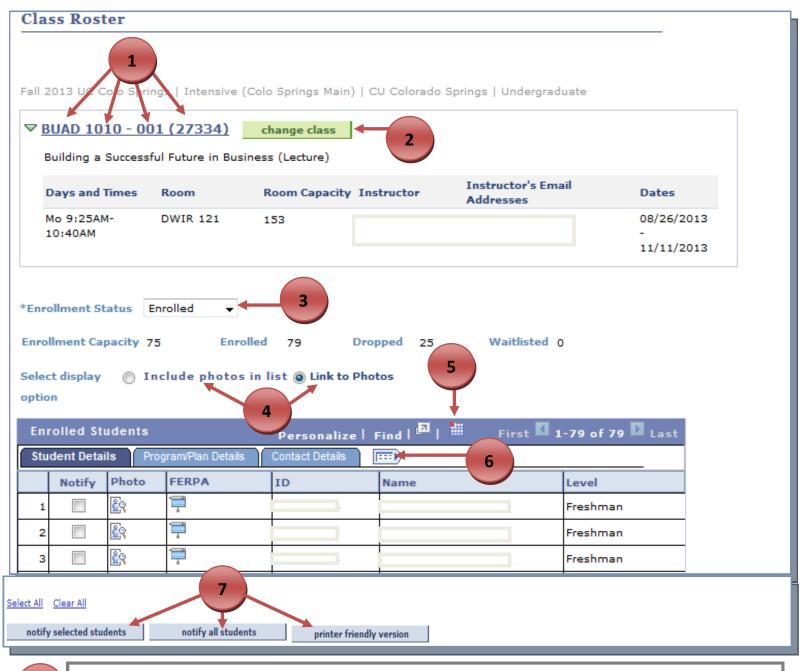
- Use the search function to find semester class schedules, course descriptions, and faculty.
- Change term to view a different semester's teaching schedule.
- Click here for your class roster. For detailed class roster instructions see page 5.
- Click here for your grade roster. Grade rosters are only available towards the end of each semester. For detailed grading instructions see page 6.
- Click here for specific information about this class (course description, special meeting patterns, class notes, pre-reqs, etc.).
- 6 View your weekly teaching schedule.



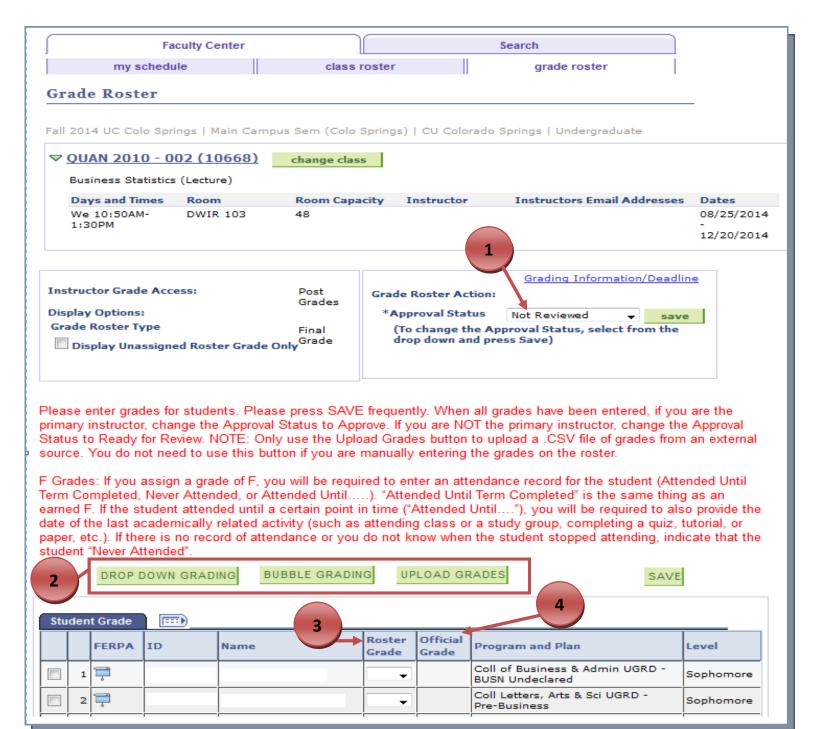


Browse the course catalog for any CU course offerings and course descriptions.

A faculty directory.



- Subject, Catalog Number, Section Number. The number in parenthesis is the unique system code (specifically called a "Class Number") for this exact class offering for this specific term
- **2** Teaching multiple classes? Switch between courses within the term.
- 3 Use the drop down to list Enrolled, Dropped or Waitlisted students in this class section.
- Toggle between radio buttons to list your students with or without student photo.
- Select this graph icon to download this class roster to an Excel file.
- 6 Select this expand icon to expand the table for additional student information.
- Use these buttons to email students and/or print your Class Roster.



1 In ord

In order to enter grades, ensure that the **Approval Status** says **Not Reviewed.**

2

You can choose to enter grades through a drop down grading option, a bubble grading option, or for large classes you may upload a CSV file.

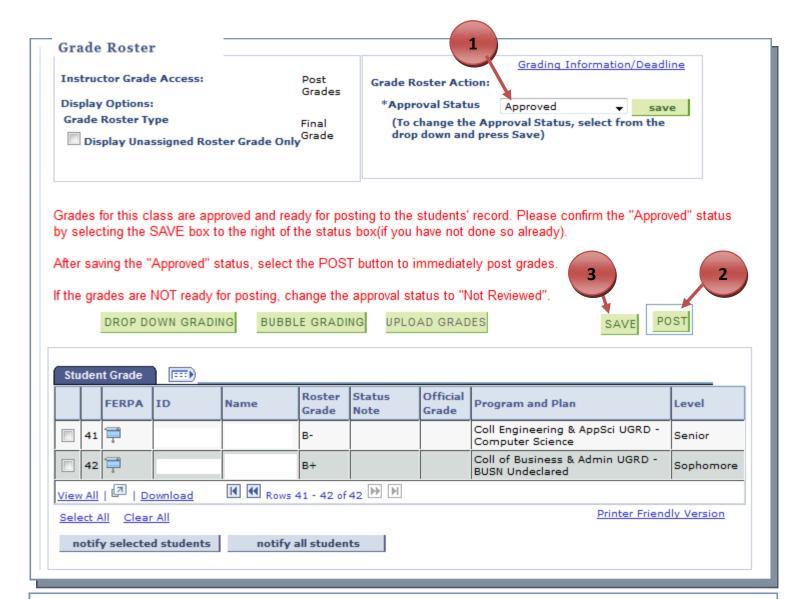
3

Roster Grade: Displays only grades assigned on the grade roster. After grades are posted, this field displays the originally assigned roster grade, but is not available for updating.

Official Grade: Displays the grade after the roster grades are officially posted. This grade may differ from the Roster Grade (rarely) if a grade change is made after the grade roster has posted.

4

If you enter a failing (F) grade, you must also enter a "F Grade Attendance Record" and "Date of Last Attendance" when prompted.



Post Confirmation

The grades will be posted to the student records and that once grades are posted all changes require a Grade Change Request.



- Once your grades are entered, select "Approved" and click save.
- The final step to submit your grades is to post the grades by clicking **POST.**
- If you are not ready to post your grades, use the save button to save your progress and post your grades at a later time.
- After you have posted your grades, you will be asked to confirm. Click **OK**.