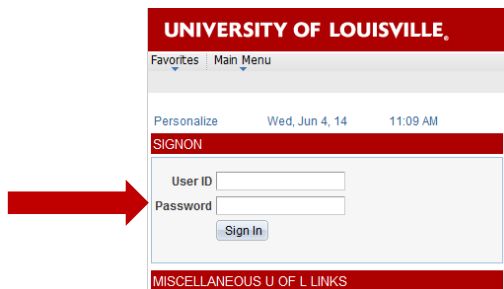
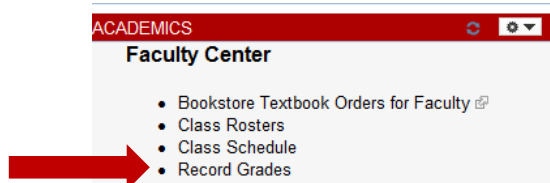
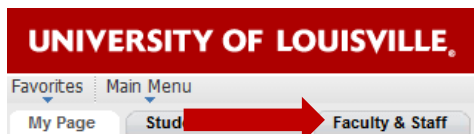


You may now enter your grades over the web. Before going to the web, please read these instructions.

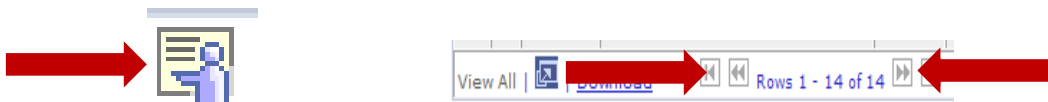
1. **LOGIN ID and PASSWORD:** You may access your grade rosters from PeopleSoft by logging in to: <http://ulink.louisville.edu>. Your account and password are the same as what you use to access your pay stub. If you are unsure about your PeopleSoft account or password, please read the information provided under the "For first-time users" link on the ULink log on page.



2. **ONCE YOU LOG ON: For grading:** Click on **Faculty/Staff Services** tab (across the top), go to the menu item, "Academics", then click on "Record Grades".



Click on the grade roster icon to the left of roster you wish to view. If you have a grade roster with more than 40 students, only the first 40 names will appear on the page. At the bottom of the page, use the double-arrow button to advance.



Grading Instructions:

- a. Enter grades by using the drop down button next to the Roster Grade box to choose from a list of valid grades.



- **Recording "F" grades:** To meet [federal requirements for aid management](#) and to reduce the university's liability for the return of federal aid monies, the online grading process will now request additional information whenever assigning a grade of F is required. In the new process, the instructor will be asked to select one of the following codes:
 - "EF" (earned failure--student completed the course but did not pass);
 - "UF" (unearned failure—student stopped attending). If a grade of UF is assigned, the last date of the student's participation in any academically related activity for the course must be recorded on the system. Click on the tab "Transcript Note" at the top of the grade roster and click on the word "Note" at the far right of the student's name you want to assign a grade of UF. Enter the last date of participation in the "Transcript Note" text box, then click "OK";
 - "NP" (never participated—the student never attended the class). Instructors are not expected to take extraordinary efforts to document participation but should draw on the records they customarily use in evaluating course work, such as roll call responses, participation in a group activity, or test grades. The transcript and online grade reports will show only the grade of "F," regardless of the code entered by the instructor.
- Note: **A Blackboard login** (recorded as "Last Access" in the Blackboard Grade Center) is NOT a valid "last date of participation" in any course (including courses entirely online through Distance Education).
- b. If you want to enter a partial list of grades, **click on the Save button** at the top or bottom of the page. You may then return to the roster later to complete grade entry.
- c. When you complete grading, **click on the Save button**.
- d. At this time, you should make a final review of the grades. Enter your changes and **click on the Save button**.
- e. When you are satisfied that all grades are appropriately entered and Saved, change the approval status to **Approved** and **click on the save button** again at the bottom of the page.
- f. To change a grade on an approved roster, move the status marker back to **Not Reviewed**, enter your changes, and click on the **Save button**.

- g. Approved rosters are posted several times a day, after which the roster no longer shows an Approval Status box or grade input column. Any changes to grades after this point must go through your school's normal channels for grade changes. Students can access posted grades via ULink.

Remember: **ENTER** grades, **SAVE** grades, **APPROVE** grades, **SAVE** approval.

****NEW**** The ability to **POST** your grade roster immediately!!

Once the roster has been saved and approved, a POST button will appear at the bottom of the roster. Click POST and all the grades will be posted for students to view immediately.

3. **Where do I go if I need help?**

If you experience any difficulties with your account ID or password, you should contact the HelpDesk, (502)-852-7997) for assistance. The Registrar's Office staff does not have access to your password and cannot reset your password. If you log on successfully but do not have the menu options to get to the **Record Grades** page, or you are missing **Class Rosters**, contact the Registrar's Office through the methods described below to resolve those problems.

You may address questions to our Outlook Exchange service account Register (register@louisville.edu). This is checked several times a day. You may call our office at (502) 852-7192 or (502) 852-2137, and someone will record the problem you are experiencing and we will get back to you promptly.

4. **When are grades due?**

Grades are due within 48 hours after the scheduled final exam.