

**\*\*This document now includes information regarding Mid-term grades.\*\***

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". Verify the term and click on 'Change Term' if needed.

Click on the grade roster icon to the left of roster you wish to view. If you have a grade roster with more than 20 students, only the first 20 names will appear on the page. At the bottom of the page, use the double-arrow button to advance.

### **Preferred Name on Class and Grade Rosters**

All class and grade rosters now display a student's preferred name – if the student has requested the use of a preferred name. Please verify the last name and student ID number when assigning grades.

### **Grading Instructions:**

#### **Mid-term Grades –**

- 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:** For purposes of mid-term grading, a standard 'F' grade may be entered for those currently failing the course. No grade of EF, UF, or NP is required.
- If using the Blackboard Import, the 'F' grades should carry over.
- When you complete grading, **click on the Save button.**
- At this time, you should make a final review of the mid-term grades. Enter any changes and **click on the Save button.**
- 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.

#### **Importing Mid-term grades from the Blackboard Grade Center to the PeopleSoft Grade Roster:**

Instructors who use the Blackboard Grade Center now have the option of uploading students' mid-term letter grades from the Grade Center directly into the PeopleSoft Grade Roster within the Faculty Center. All standard letter grades may be uploaded, including 'F'. To learn more about this process, please view the instructions at

<http://louisville.edu/delphi/resources/-/files/blackboard/ImportingGradesFromBlackboardMidTerm.pdf>.

### Final Grades –

- 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 requests additional information whenever a grade of F is given. To record a failing grade, the instructor is 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 code 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. After selecting UF, a message will be displayed requesting the last date attended. Click "OK". 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).
- 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.
- When you complete grading, **click on the Save button**.
- At this time, you should make a final review of the grades. Enter your changes and **click on the Save button**.
- 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.
- 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**.
- 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.
- Once the roster has been saved and approved, a **POST** button will appear. Click **POST** and all grades will be posted for students to view immediately.

### Importing Final grades from the Blackboard Grade Center to the PeopleSoft Grade Roster:

Instructors who use the Blackboard Grade Center now have the option of uploading students' final letter grades from the Grade Center directly into the PeopleSoft Grade Roster within the Faculty Center. All standard letter grades may be uploaded except for failing grades (EF, UF, NP), which must be entered directly into the PeopleSoft Grade Roster. To learn more about this process, please view the instructions at

<http://www.louisville.edu/delphi/-/files/blackboard/ImportingGradesFromBlackboardFinal.pdf>.

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

**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 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 service account Regoff ([regoff@louisville.edu](mailto:regoff@louisville.edu)). This is checked several times a day. You may call our office at (502) 852-7192 and someone will record the problem you are experiencing and we will get back to you promptly.

Questions regarding the Blackboard Grade Import process may be directed to the Blackboard Help Desk at (502) 852-8833, or by email at [bbsupport@louisville.edu](mailto:bbsupport@louisville.edu).

**4. When are grades due?**

Final grades are due within 48 hours after the scheduled final exam. For special session courses with irregular dates, grades are due within 48 hours after the last day of class. For Mid-term grades, deadlines will be communicated by the Provost's Office.

**IF YOU ARE READY TO BEGIN THE GRADING PROCESS, LOG INTO ULINK AND FOLLOW THE ABOVE INSTRUCTIONS.**