Submitting final grades via UAOnline
Updated 12/6/13

Step 1

Go to UAOnline at https://uaonline.alaska.edu

Choose Login to Secured Area.

Step 2

Log in using your User ID (your 8-digit ID number - 3XXXXXXX) and your pin. Don’t remember your pin? Please call Human Resources at 786-4608 to request a pin reset.

Step 3

At the Welcome Menu, click on the Faculty Services tab.

Step 4

On the Faculty & Advisors Menu page, select Summary Class List/Enter Grades.

You will be prompted to select a term and then a CRN from drop down menus.
Step 5
When you arrive at the Summary Faculty Class List, scroll to the bottom of the page and click on the Final Grades link.

Step 6
You will see a list of the students registered in the CRN you selected in step 4.

Enter each student’s grade by selecting the appropriate grade from each drop down menu in the Grade column.

Due to compliance requirements for institutions receiving federal money, any grades of ‘F’ or ‘NB’ will require a date of last attendance to be entered. Effective fall 2013, there is an additional requirement to indicate students who never attended. Faculty Senate passed the first bullet point below:

- **New Requirement for students who never attended:**
  - Faculty should enter the first day of the semester (or the first day of the course for late starting classes) in the Last Attend Date column AND enter a 0 (zero) in the Attend Hours column.

- **For last date of attendance:**
  - Enter the last date of attendance in the “Last Attend Date” column next to the letter grade. A best guess is fine.
  - The date must be entered in MM/DD/YYYY format. For example, if a student last attended your course on March 1st, you would enter 03/01/20XX.
  - Instructors utilizing centrally scheduled classrooms will not be able to enter a date of last attendance beyond the Friday before finals. However, you may enter 100 in the Attend Hours column to indicate the student took the final, if appropriate.

Step 7
Hit Submit. There is a 60 minute time limit on each session. Clicking on the Submit button at the bottom saves the grades you’ve entered thus far and restarts the 60 minute timer.

**Important Note:** After you enter your grades and click Submit, always check to be sure an error message hasn’t appeared near the top of the screen under the course information. If there is an error (i.e. you didn’t use the required date format when entering a date of last attendance), your grades will not submit successfully. You must correct all of the errors (each will be clearly marked) and then submit all of the grades again.

Step 8
If you have another course to grade, you may click the CRN Selection link at the bottom of the page to repeat this process.
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Be sure to exit completely from UAOnline and close your browser window for security purposes.

Thank you for submitting your grades on the web!

Special Notes

Incomplete grades: Incomplete grades may be submitted on the web in accordance with the Incomplete Grade Policy found in the faculty handbook or the UAA Catalog. The Incomplete Grade Contract with signatures and all required attachments will still need to be submitted through your normal department/college process. The Incomplete Grade Contract is maintained by the academic department. The Office of the Registrar does not need a copy.

Grade changes: To make a grade change, submit a “Change of Grade Form” to Enrollment Services. The form can be accessed from the Faculty & Staff Resources tab on the Office of the Registrar’s webpage (www.uaa.alaska.edu/records).

If you have questions that your administrative assistant cannot answer, feel free to contact the Records team at records@uaa.alaska.edu.