

Online Grading Instructions

1. Go to the [UArts Portal](#)

2. Click the MyUArts Record link

The screenshot shows the University of the Arts website. The navigation menu on the left includes 'MyUArts Record (Grades, registration and more)'. A green arrow points to this link. The main content area displays 'Emergency Alerts and Important Notices', 'University News', and an 'Academic Calendar' for December 2013. The calendar shows a holiday on Wednesday, December 27th. On the right, there are sections for 'Sign up for UArts Emergency Alerts' and 'TECHNOLOGY NOTICES'.

3. Click **Faculty**

The screenshot shows the MyUArts Record website. The navigation menu at the top includes 'Log Out', 'Main Menu', 'FAQ & Printing Help', and 'Contact Us'. A green arrow points to the 'Faculty' link in the navigation menu. Below the navigation menu is a large image of a building with columns and red banners. Below the image is a 'Faculty' section with a 'Welcome Laurence!' message and a 'Select your point of entry to the left.' instruction. The navigation menu is repeated at the bottom of the page.

4. Click Grading

THE UNIVERSITY OF THE ARTS
MyUarts Record

Log Out | Main Menu | Faculty Menu | FAQ & Printing Help | Contact Us

FACULTY - FACULTY MENU Welcome [Name]!

User Account

[UArts Alert/E2 Campus Form](#)
[Address and Data Change](#)
[Pay on My Account](#)

Personal Profile

[Position Summary](#)
[My Stipends](#)

Faculty Information

[On-line Catalog](#)
[Advisees List](#)
[Class Roster](#)
[Grading](#) ←
[Search for Sections](#)
[My Class Schedule](#)
[Student profile](#)
[My Advisees](#)

Budgeting

[Budget selection](#)
[Budget summary](#)

Buildings and Rooms

[Display Bldg/Room Schedule](#)

Log Out | Main Menu | Faculty Menu | FAQ & Printing Help | Contact Us

5. Select the Term from the drop down menu, then click Submit

THE UNIVERSITY OF THE ARTS
MyUarts Record

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FACULTY Welcome [Name]!

Grading

Select a term to restrict your class list

Term:

- CS Summer II 2010
- Summer All 2010
- Summer II 2010
- Fall 2010

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6. Select the course to be graded, then click Submit

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MyUarts Record

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FACULTY Welcome [Name]!

Grading

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	GDES*201*03 Design Systems	09/02/10	12/20/10	TERR	1361	08:30AM - 11:20AM	MT		10/FA
<input type="radio"/>	GDES*301*02 Communications Studio	09/02/10	12/20/10	TERR	1321	01:00PM - 06:50PM	M		10/FA
<input type="radio"/>	GDES*331*01 Photographics I	09/02/10	12/20/10	TERR	1351	08:30AM - 11:20AM	W		10/FA

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7. Enter student grades into the **Grade** column, then click **Submit**



THE UNIVERSITY OF THE ARTS

MyUarts Record

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FACULTY

Welcome [Name]!

Final Grading

Class Name GDES*201*03
 Title Design Systems
 Location
 Term Fall 2010

Instructor

Student ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Names and ID numbers hidden for privacy	N	F	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		U2	3.00		
	N	B	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		U2	3.00		
	N	B	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		U2	3.00		
	N	F	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		U2	3.00		
	N	A	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		U4	3.00		
	N	C+	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		U2	3.00		
	N	A	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		U2	3.00		
	N	B	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		U2	3.00		
	N	A	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		U2	3.00		

SUBMIT

UArts Grade Options

Faculty may record the following grades for a student: A, A-, B+, B, B-, C+, C, C-, D+, D, F

Optional Pass/Fail

- o Faculty may have students enrolled in a course who have been approved to complete the course on an optional pass/fail basis. As per catalogue policy such students are not identified to the faculty member instructing the course. These students are to be evaluated and graded under the same metric as any other student enrolled in the course. Grades for these students will automatically be converted to a Pass or a Fail immediately upon a faculty member submitting their grades.

Pass/Fail Only Courses

- o Some courses have been approved to award pass/fail grades only. Faculty instructing a pass/fail only course should enter a grade of P or F when submitting grades for these courses.

The following grades cannot be assigned by the instructor:

- I (Incomplete): Requires prior approval of the instructor and the Dean of the College. A "Request for Grade of Incomplete" form, signed by the Dean, must be submitted to the Office of the Registrar for each "I" grade assigned. Forms are available for download in the forms section on registrar.uarts.edu.
- IP: Students enrolled in thesis courses will have "IP" (in progress) grades administratively assigned by the Office of Registrar.

- o W: Assigned by the Office of the Registrar.

You must assign grades to every student on your grade roster or the student will receive a grade of “F.”

Grades assigned to graduating students cannot be changed after the degree is awarded.

Grades are Immediately Visible to Students upon Submission

Once a grade is recorded for a student via WebAdvisor and the SUBMIT button is clicked, the grade entered will be transcribed and locked. These grades are immediately visible to students through their Portal accounts and locked from future changes. Any students for whom you have not submitted grades will still be available for you to grade online.