GRADE SUBMISSION MANUAL

USING THE ONLINE GRADE SUBMISSION TOOL:

- Log in to AUP Public Website
- Click on 'My AUP' in the bottom left corner, then 'My Tools,' then 'Faculty Portal'
- Read through and accept the FERPA agreement and click on 'My Courses' on the left hand side of the page
- Make sure you are in the appropriate semester. The selected term is by default the ongoing semester.
- Select the course that you want to grade. Keep in mind that if your course is cross listed, it will appear twice, once for each discipline, and that you must submit grades for the students in each course list
- After selecting your course, under 'Course Grade Book' click on 'Direct Grade Submit' and select the grade type Midterm or 'Final'
- You can now submit your grades using the dropdown lists. Once you are done, click 'Submit Grades'

IMPORTANT NOTES ON GRADE SUBMISSION:

- In the drop-down list of grades you will notice that it includes grades like 'W', 'CR, and 'NC'; please do not use any of these grades, enter only letter grades 'A' to 'F' or 'IN' for an incomplete grade
- Incomplete grades are negotiated between the Instructor and the student, a paper form is not required. If you want to grant an incomplete grade, just enter IN as a final grade through the direct submission tool. The student will have until mid-semester of the following semester to complete the work, or the "IN" grade will be changed into an "F" by the Registrar Office.
- Once you click 'Submit Grades' your grades are saved and can no longer be changed using the online tool
- Do not use the 'Final Number Grade' column, enter letter grades only using the drop-down lists of letter grades
- You will no longer receive a confirmation email upon grade submission, however, you can always consult your submitted grades by going back into the Direct Grade Submit tool
- Don't forget, your NetID grants you access to student records so for security reasons, be sure to log out of your Faculty Portal and close your browser once you are done. Do not leave your computer unattended while logged in, share your passwords with others, or choose passwords that are easy to guess
- If you choose to use the online Direct Grade Submit tool during the weekend or while University offices are closed, no technical support will be available
- If you want to modify one of the submitted grades, use the Grade Change Request webform on the left side menu of the Faculty Portal.

31 January 2018