

Online Class Grading – Change of Grade FREQUENTLY ASKED QUESTIONS

What help is available in grading online?

It depends on the type of assistance you require.

- For assistance with access or for Password reset, contact the UCit HelpDesk at 513-556-4357 (Monday-Friday: 7:00 a.m. – 9:00 p.m.; Saturday and Sunday 8:00 a.m. – 9:00 p.m.);
- For grade policy questions, contact Wendy Lambing, Associate Registrar & Director of Student Records, at 513-556-9924 (Monday-Friday: 8:00 a.m. – 5:00 p.m.).

When can I enter grades through Online Class Grading? Online Class Grading is available from 6:00 a.m. through 12:00 midnight, 7 days a week. Grades may be changed online for up to one year after the class has ended.

Why can't I change a grade online for a class that I taught more than a year ago? Current University policy permits the instructor of record to change a grade on his or her own authority for one year following the quarter in which the class was taught. After this period has expired, additional authorizing signatures are required. Changing grades for classes older than one year requires submission to the Registrar's Office of the completed standard form.

Can I print a grade list? Yes! Grade lists that have been submitted to the Registrar's Office may be printed by clicking on the printer icon in the far right hand column for the class. Clicking this icon will open a new window with a "printer friendly" grade list displayed. By clicking on the Print button displayed on this new page, you will be able to select the appropriate printer.

Can I use a MAC as well as a PC? You may use either a PC or a MacIntosh computer to enter Online Class Grading but the version of both the operating system and your web browser may have an impact up your success. The latest version of Internet Explorer is recommended for best results. Assistance in updating your browser can be obtained through the UCit Help Desk at 513-556-4357.

What is the difference between "Change All Grades" and "Change Selected Grades"?

- **"Change All Grades"** – If you are submitting your final grades AFTER the published grade processing deadline, you may find this option helpful. A New Grade box will appear for each enrolled student, allowing you to change all of the grades more efficiently.
- **"Change Selected Grades"**- If you are changing only one grade or a few grades you may select the student(s) for whom you are ready to change the grade(s). By selecting the student(s) needed and then clicking "Change Selected Grades", a New Grade box will appear for only those students for which you are ready to submit a change of grade.

Can I export grade changes from Blackboard to Online Class Grading? No. You may only change a grade via the Registrar's Online Class Grading application.

Why do some students not have a box in the "Change This Grade" column? These students have officially withdrawn from the class. Additional processing that cannot be completed online is necessary to modify their enrollment status and grade.

Why can't I change a grade online for a student who has withdrawn? Changing a grade for a withdrawn student is an exceptional request and requires additional approval. Contact your college office or the Registrar's Office for assistance in submitting these changes via the traditional paper process.

I have received an error message. What should I do?

The error messages will alert you to the cause of the problem. The error message you will receive most often is prompted by the entry of an invalid grade. Either you have entered a typographical error or a grade that is not valid for the student's enrollment condition in the class. Please remember that the university grading scales do not support the following grades: "A+", "N", "Y", "F+", "F-", or "S".

I need to change a grade from a failing grade ("F") to a passing grade ("A", "B", "C", etc). Can I do that? That depends. Current Graduate School policy restricts the change of an "F" grade without Graduate School authorization. As a result, a graduate credit "F" grade cannot be changed online. A similar rule is not in place for undergraduate credit, however, therefore an undergraduate credit "F" grade CAN be changed online.

Are there other types of grade changes that are invalid and so cannot be processed online? Yes, but these requests are rare and typically are only necessary to correct a previous data entry error. The system will tell you if you attempt to make an invalid grade change, but a good rule of thumb is that a change from a permanent grade to a temporary grade is invalid. Examples would include such changes as "A" to "I" or "B" to "NG".

I "submitted" my grade change electronically. How do I know that the Registrar's Office has received it?

Upon successful receipt of your "submitted" grade change, Online Class Grading will return a separate e-mail confirmation to your UC e-mail account. If the confirmation e-mail fails to arrive within one hour of submission or if you receive a confirmation message for a class for which you did not submit grades, immediately contact Associate Registrar Wendy Lambing at 513-556-9924.

Does anyone monitor the grades changed online to ensure these have been submitted by the authorized instructor? Our instructors are our best gatekeepers. Just like Online Class Grading, only the instructor of record for a class is authorized to a grade online. To help insure the integrity of your grading, please do not release your Central Login Service username and password to anyone. Additionally, check your UC email account frequently and look for those emails that pertain to grading. Notify the Registrar's Office of any suspicious changes to your grades and grade lists.

How can a grade be changed if the instructor of record no longer is available? These changes cannot be made online. If this circumstance should arise, college/departmental officers may take timely action via the traditional paper process.

Can I delegate my class grades entry to someone else? No, grade entry authority may not be delegated. Online Grading will accept only your Central Login Service username and password to display the classes for which you are the primary instructor and to accept grade submissions accordingly.

I clicked the "Submit to Registrar" button prematurely. What should I do?

Don't panic! You may go back into that grade list and change those grades that were submitted prematurely.

When will my students see the grades I have assigned?

Students will receive an email notification that will alert them to a grade change. New grades will be available to students online through the One Stop web site on the day following each of your “submissions” through Online Class Grading.

What if a student is not on my grade list?

Students who do not appear on your grade list are not officially enrolled in your class. Please refer students not appearing on your grade list to the One Stop Student Service Center (University Pavilion, 2nd floor) for assistance.

What does “grade type” mean?

The “Grade Type” column is meant to assist you in identifying the condition of the student’s enrollment. Reviewing the Grade Type column will be especially helpful in resolving invalid grade errors. Although most students will be graded in an “N” (Normal) mode, anticipating an “A”, “B”, “C” type of grade, you may also see these grade types:

- “P”: indicates that the student is taking the class on a pass/fail basis and expects a “P” or “F” grade;
- “A”: indicates the student is auditing the class and expects a “T” grade demonstrating the student has met the conditions to earn the audit grade;
- “W” indicates the student has withdrawn from the class. Online grade changes may not be submitted for withdrawn students.

Where can I see a list of students enrolled in my class?

Enter Online Class Grading, select the term, and double-click the link for the class you wish to review. A list of the students enrolled will display. If a student does not appear on this list, then he or she is not officially registered for your class. Remember, you may only enter grades for those students officially enrolled in the class.

Can I change the number of students displayed per screen?

No. Online Class Grading has been designed to display up to 50 students per screen.

What grade can I assign for a zero credit hour class?

Zero credit hour classes may only be graded on a Pass/Fail basis. Valid grades include “P” (Pass) and “U” (Unsatisfactory). This is the only condition where a “U” grade is valid.

I was mistaken about a student’s lack of class participation for Title IV compliance. Can I change that grade online? That depends. If the student has officially withdrawn from the class (indicated by a Grade Type of “W”), you cannot change that grade online. If the student has not officially withdrawn from the class, however, you may change the “X” grade to another final grade.

A student has an “NG” mark that I did not assign. Can you explain that to me? All grade lists not received by the deadline will be submitted for processing with the “NG” (No Grade) mark. The “NG” mark may also be seen on a previously submitted list if a student becomes enrolled in a class after final grading has occurred.

Is there someone available to help me with my first online grade change? Sure! Contact Wendy Lambing, Associate Registrar & Director of Student Records, at 513-556-9924 (Monday-Friday: 8:00 a.m. – 5:00 p.m.), or stop by the Registrar’s Office, located on the 5th floor of the University Pavilion during normal business hours.

