

# Online Class Grading *Quick Guide*

## If You Are a Blackboard User

Use Blackboard as you would normally to calculate final grades for each class.

- To submit grades to the Registrar's Office, **first you must export them** from Blackboard to the Online Class Grading application.
- 1) Log in to Blackboard using your current Blackboard Username and Password.
  - 2) In the "My Courses" pagelet, click the link for the class you wish to export.
  - 3) Click "Control Panel". Within "Course Tools", click 'Export to Online Class Grading'.
  - 4) On the resulting "Export Gradebook" page:
    - Step 1: select the column to use as final grade;
    - Step 2: select the grade scale;
    - Step 3: click "Ok" to export grades from Blackboard to Online Class Grading.
  - 5) You will be transferred to Online Class Grading. **You do not need to log in again.** Click the appropriate Class Number to review exported grades.
  - 6) If all grades are correct, click "Submit to Registrar". Please read #7 on the reverse of this *Quick Guide*.

## If You Are Not a Blackboard User

- 1) Open a web browser (*for best results, use the latest version of Internet Explorer*) and go directly to **<http://classgrading.uc.edu>**
- 2) Log in to Online Class Grading.
  - **Your Login ID is your "6+2" signifier.**
  - **Your Default Password is your "4+4".** (*i.e., MMDD of your DOB + the last four digits of your SSN*).
  - You will be required to change your Default Password on first entry.
  - Your new Password **must** be a minimum of five characters and should be alpha/numeric using a combination of upper and lower case letters (no special symbols).
  - Should you forget your new Password, contact the UCit Help Desk to reset to the default.
- 3) Follow the steps on the reverse of this *Quick Guide* to enter your grades.

# Entering and Submitting Grades

- 1) Follow the log in **or** Blackboard export steps on the reverse of this *Quick Guide*.
- 2) Online Class Grading will list the classes for which you are the primary instructor.
  - Contact your department office if this list is incomplete or inaccurate.
- 3) Note the “Submitted to Registrar” column on the far right. At first entry, this field is blank.
  - A “Y” will appear for each course that you have fully graded and have submitted electronically.
- 4) Click the Class Number link to select that class for grading. The list of enrolled students will appear.
  - Online Class Grading can record grades **only** for students who are officially enrolled.
- 5) Click the cursor into the “Grade” field to enter a grade. Use the “Tab” key to advance to the next student.
- 6) You may save grades as a work in progress at any time by clicking “Save Grades”.
  - Correct any invalid grades as noted in the “Messages” column and click “Save Grades”.
  - Once grades are “saved” you may enter grades for other classes or log off. Saved grades will appear when you reenter that class listing.
  - “Saved” grades **are not** final.
  - Grades **must be submitted to the Registrar** to be considered final and to appear on the transcript.
- 7) Once you have successfully saved a valid grade for all students, click “Submit to Registrar” to finalize grades for that class.
  - Every student must have a valid grade (**no invalid grades or blank fields**) before you can submit the class to the Registrar’s Office.
  - You should receive an immediate e-mail confirmation that the Registrar’s Office has received your grades submission. Contact the Registrar’s Office if this message does not arrive.
  - “Submitted” grades **cannot** be changed using Online Class Grading. You must submit a Change of Grade form to the Registrar’s Office.

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## Technical Problems or Policy Questions?

**Blackboard Support:** 513-556-1602

Through Exam Week (M-F: 8-12; S 12-6; U 2-12)

Break Week (M-F: 8-6)

**UCit Help Desk** (non-Blackboard technical issues and password reset): 513-556-4357 (M-F: 7-9; S-U: 8-9).

**Grading Policy issues:** call Associate Registrar Wendy Lambing at 513-556-9924 (M-F: 8-5).

**Other Questions?** See the Online Class Grading FAQ page on the Registrar’s Office web site at <http://www.uc.edu/registrar/grading/faq>