



## Online Class Grading FREQUENTLY ASKED QUESTIONS

### What help is available in grading online?

It depends on the type of assistance you require.

- If you are a Blackboard user experiencing difficulty within Blackboard or its Grade Book, contact Blackboard Support at **513-556-1602** (Monday-Friday: 8:00 a.m. – 12:00 midnight; Saturday: 12:00 Noon–6:00 p.m.; Sunday: 2:00 p.m. – 12:00 midnight);
- For non-Blackboard technical issues 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.).

### 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.

- If you are a Blackboard user, you may find the **End User Configuration Guideline** provided in the Blackboard Academic Suite helpful;
- If you are not a Blackboard user, 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.

### If I use Online Class Grading, what should I do with my paper grade lists?

You do not need to complete the paper grade lists if you have used Online Class Grading to submit your grades. Please thoroughly destroy your paper lists to protect the privacy of the student information.

### What is the difference between “saving” my grades and “submitting” them?

- **“Saved” Grades.** “Saving” your grades stores them as a work-in-progress for that particular class section. You will “save” your grades within Online Class Grading, even if you are exporting them from Blackboard. After saving, you may log off from Online Class Grading. When you return to the application, the grades you have saved will display, and you may continue grading the rest of the class and/or change the grades you had saved.

- **“Submitting” Grades.** “Submitting” your grades to the Registrar’s Office finalizes them within Online Class Grading. Once you have entered a grade for each student and are satisfied that your entries are correct, you will click the button that “submits” grades for the entire class to the Registrar’s Office. Upon submission, you may no longer change grades for that class through the Online Class Grading application. To change a grade after submission, you must submit a completed “Change of Grade” paper form to the Registrar’s Office.

### **I have exported grades from Blackboard to Online Class Grading. I have saved but not submitted them. How can I change my grades?**

You may change your current grades within Blackboard and then **re-export the entire set of class grades** to Online Class Grading or you can enter Online Class Grading directly to change the grades. Please note, however, that changing the grades in Online Class Grading **will not** automatically change them within Blackboard. This must be done manually.

### **Can I choose not to assign a grade for one or more students?**

In May 2003, the Faculty Senate resolved that “all course instructors have a professional responsibility to submit a grade for every student using only the approved UC grades.” Consequently, Online Class Grading requires that you enter a valid grade for every student displayed on the electronic grade list. You cannot submit a class that contains blank fields. Please enter an “NG” (No Grade) for each student if you have not assigned another valid grade.

### **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. Click the “Grading Scale” button for a list of valid grades. You also will receive an error message should you attempt submitting a class containing blank grade fields. You cannot submit class grades to the Registrar’s Office until you have issued either a valid grade (or NG) to all students listed. Please remember that the university grading scales do not support the following grades: “A+”, “N”, “Y”, “F+”, “F-“, or “S”.

### **I “submitted” my grades electronically. How do I know that the Registrar’s Office has received them?**

Upon successful receipt of your “submitted” grades for each class, Online Class Grading will return a separate e-mail confirmation to your UC e-mail account. In addition, a “Y” marker will appear adjacent to the course under the “Submitted to Registrar” column of the class listings page within Online Class Grading. 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.

### **I submitted grades for my class electronically but I did not receive the e-mail confirmation. Should I notify the Registrar’s Office?**

Yes. If you submitted your grade lists online and did not receive a confirmation e-mail in your UC e-mail account for each class, please contact Associate Registrar Wendy Lambing at 513-556-9924. If you are unfamiliar with your UC e-mail account, please contact the UCit Help Desk (513-556-4357) for account access instructions.

### **What if I do not submit grades for a particular class, either online or by paper, by the deadline?**

The Registrar's Office will record the "NG" (No Grade) mark for all students currently enrolled in the class. Students who have officially withdrawn from the class will receive a "W" (Official Withdrawal). Following the close of Online Class Grading access each quarter, you must return late paper grade lists to the Registrar's Office (University Pavilion, 5<sup>th</sup> floor).

### **How do I submit a grade change for grades I have "submitted" through Online Class Grading?**

It is appropriate for instructors to change those grades they discover were submitted in error. "Change of Grade" forms are available through your department office and may be submitted to the Registrar's Office for processing. All grade changes should be submitted to the Registrar's Office within 12 months following the end of the class.

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

Don't panic! Contact Associate Registrar Wendy Lambing at 513-556-9924 for assistance.

### **When will my students see the grades I have assigned?**

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. If you submit the paper grade list rather than using Online Class Grading, grades must first be recorded manually by the Registrar's Office and will be available to students the day after they are fully processed.

### **What if a student is not on my grade list?**

Students who do not appear on your grade list (using either the paper form or Online Class Grading) are not officially enrolled in your class. Only those students who are officially enrolled in your class may receive your grade. Please refer students not appearing on your grade list to the One Stop Student Service Center (University Pavilion, 2<sup>nd</sup> floor) for assistance. Online Class Grading cannot accept "write-in" listings for students who do not appear on the grade list for that class.

### **How do I grade an entire class Pass/Fail in Online Class Grading?**

A button exists on each individual grade list that allows you to elect grading an entire class using the Pass/Fail option. By choosing this option, all students still enrolled in your class will have their grade type switched from Normal (N) to Pass/Fail (P). Students who have withdrawn from the class or have registered as an audit will not be affected by this election. Please note that this decision is irreversible in Online Class Grading.

### **Who can use Online Class Grading?**

The Online Class Grading system can be used by undergraduate and graduate faculty who are identified as the primary instructor for a given class. Upon log in, the system will display the classes for which you are recorded as the primary instructor. Contact your department office if this list is incomplete or inaccurate.

### **A class I am teaching is missing from my Online Class Grading display. What should I do?**

There are two possible answers to this question: 1) You may not be listed as the primary instructor for the class; or 2) no students currently are enrolled in the class. Contact your department or college offices to verify either condition should you believe a class is missing from your display.

### **Can I delegate my class grades entry to someone else?**

No, grade entry authority may not be delegated. Online Grading will accept only your User ID and Password to display the courses for which you are the primary instructor and to accept grade submissions accordingly.

### **My grade list (either online or paper) is pre-populated with an “EW” or “W” for a particular student. What does this mean?**

Both marks indicate the condition of a withdrawal. The “EW” mark indicates that the student has withdrawn from your class via the web. The “W” mark indicates that you signed a withdrawal slip for the student. In both situations you may either leave the mark as presented (thus allowing the student to withdraw from the class with a “W” grade) or you may enter an “F” grade. For students that have officially withdrawn without any participation or attendance, please record the "WX" grade.

### **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.

### **Can I change an “EW” or “W” to an “F”?**

Yes. Both marks indicate the condition of a withdrawal. The “EW” mark indicates that the student has withdrawn from your class via the web. The “W” mark indicates that you signed a withdrawal slip for the student. In both situations you may either leave the mark as presented (thus allowing the student to withdraw from the class with a “W” grade) or you may enter an “F” grade.

For students that have officially withdrawn without any participation or attendance, please record the "WX" grade.

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

Enter Online Class Grading 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 do I do about adds for students in my class when they are not on the system?**

To add a class, students must adhere to the established deadline for each quarter. If a student seeks permission to add your course after that deadline and you support that request, sign a completed Add Form for the student and direct him or her to your college office. Adding a class after the established UC deadline should be approved only in exceptional circumstances.

## **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.

## **One of my classes was cancelled but the class appears within Online Class Grading with students enrolled within it. What should I do?**

Please contact your department or college office. A class will appear in your listing only if there are student enrollments in that class.

## **A student on my grade list stopped attending or has never attended the class.**

### **What grade should I assign?**

At its October 20, 2005 meeting, the Faculty Senate voted to approve the creation and of two new grades, effective Autumn Quarter 2005: “X” and “WX”.

#### **1) “X” (non-attendance)**

Instructors will record an “X” on the final grade roster for students **who never attended any classes and did not submit any assigned work.**

The “X” will appear on the transcript and will carry zero (0.00) quality points, thus computed into the GPA like the grades of “F” and “UW”.

#### **2) “WX” (official withdrawal, non-attending)**

Instructors will record a “WX” for those students **who officially withdrew from the class** (as denoted on the grade roster by either “EW” or “W”) **but who never attended any classes and did not submit any assigned work.**

The “WX” may be entered to overwrite a “W” appearing on the grade roster. An assignment of “WX” has no impact on the student’s GPA. A “W” will appear on the student’s online grade report and on the transcript. The “WX” recognizes the student’s official withdrawal from the class and only records the fact of non-participation.

Instructors will record a “UW” (unofficial withdrawal) only for students **who cease to attend a class following some participation.**