

GRADING INSTRUCTIONS

From the UNCA homepage, click on the **OnePort** icon at the bottom of the page.

The Log-in screen for OnePort will come up first and prompt you for your username (the name configuration on your email account) and your password.

The OnePort main page will come up. Click on the **Faculty Services** tab.

Click on **Academic Services**.

Click **Continue** under **Banner Services**.

Click on **Faculty** and choose **Final Grades**.

Select the appropriate term from the drop-down menu box. Be sure to select the **current** term.

Select the course you wish to grade by using the drop-down box and the **Submit** key.

Move your cursor to the box under the **Grade** column and enter the appropriate grade for each student. **NOTE:** On the grading screen, you will only see the first 25 students in your class. If your class has an enrollment greater than 25 students:

- 1) Hit submit after you have entered grades for the first 25 students
- 2) Look in the **Record Set** area at the bottom left of the page and click on the next group of students to enter their grades.

When you finish entering the grades, click **Submit** at the bottom of the form. **THE GRADES WILL NOT BE RECORDED UNTIL YOU HIT SUBMIT!**

After one course has been graded, you can access another grade roll by clicking on **Return to Previous**.

IMPORTANT NOTES:

- 1) Since there is a 30 minute time limit on the grading page, it is recommended that you hit submit several times while you are entering grades. This is a security measure. If you are interrupted while loading the grades, hit the **Submit** button to lock in the ones you have entered to that point. You can always go back and finish the rest of the class later.
- 2) After hitting **Submit**, wait for the message saying that your changes were saved successfully before closing your browser.
- 3) The **Attend Hours** and **Last Attend Date** columns do not need to be completed for every student. If you are assigning a grade of F because the student stopped attending, you may use the Last Attend Date column to record that information but it is not required.

PROBLEMS??

Call the Office of the Registrar for assistance.
350-4500