

# UWinsite Student

---

## ENTERING AND SUBMITTING GRADES

---

UWinsite Student replaces eGrade for grade submissions.

---

Icon Legend



Class Roster



Grade Roster



Learning Management

---

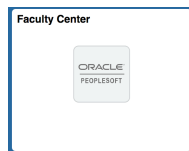
### HOW DO I ENTER FINAL GRADES?

You can enter grades in UWinsite Student using any of the following methods:


- Direct manual entry to grade roster
- Uploading grades from Excel spreadsheet
- Uploading grades from Blackboard

#### METHOD 1: DIRECT ENTRY

This method is best for small classes.



**STEP 1:** Click on  tile on your homepage.

**STEP 2:** Click on  **My Schedule with Exams** in menu.

**STEP 3:** Click on  next to the class you wish to submit grades for.


**STEP 4:** Enter grade for each student in the  box.

**STEP 5:** You are now ready to submit grades for approval.

## VIA EXCEL



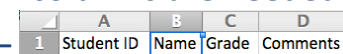
**STEP 1:** Click on  tile on your homepage.

**STEP 2:** Click on  **My Schedule with Exams** in menu.

**STEP 3:** Click on  next to the class you wish to submit grades for.

**STEP 4:** Click  to download excel spreadsheet for class.

**STEP 5:** Open the excel spreadsheet and add grade values in appropriate column.

**STEP 6:** Only four columns are needed for successful upload, in the following order – . Other columns are superfluous and can be deleted.

**STEP 7:** Save this new excel spreadsheet as a  file.

**STEP 8:** Upload the  by clicking on 

**STEP 9:** You are now ready to submit grades for approval.

## VIA BLACKBOARD

The process for uploading grades from Blackboard to *UWinsite Student* is essentially the same as it is for uploading grades to eGrade previously.

See this helpful video for uploading grades from Blackboard to *UWinsite Student*: <https://www.youtube.com/watch?v=-qtLfiesd1g>.

Once the grades have been successfully transferred, you are now ready to submit the grades for approval.

---

## HOW DO I SUBMIT GRADES FOR APPROVAL?

Once grades have been entered in the grade roster, they are ready to be submitted for approval.

To review a summary of the grades entered, click on: 

To see how the grades will be routed and the status, click on: 

To see the approval history of the grades, click on: 


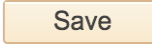
### Example: Approval Lifecycle



### Example: Approval History

Grade Approval Status	Status Description	Action Date and Time	Notes
1 Initiated	Initiated		
2 Pending Approval	Approval Pending from HOD	10/22/2018 1:27PM	Everybody gets 75!

**STEP 1:** Under Grade Roster Action, set the \*Roster Approval Status to

 and click on 

**STEP 2:** Add comment in Approval Notes  if desired.

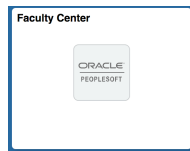
**STEP 3:** Grades will now be routed to the First Level Approver who, in FAHSS, is generally the department head.

---


## HOW DO I CHANGE A GRADE AFTER ITS BEEN APPROVED?

Grade changes can be entered once the initial grades have been approved and posted.

Grade changes are subject to grade approval deadlines and cannot be requested in-system after a certain time period has elapsed.



**STEP 1:** Click on  tile on your homepage.

**STEP 2:** Click on  **My Schedule with Exams** in menu.

**STEP 3:** Click on  next to the class you wish to submit grades for.

**STEP 4:** Request Grade Change

**STEP 5:** Enter new grade and click Approval Notes to add rationale for change of grade.

**STEP 6:** You are now ready to submit grade change(s) for approval.