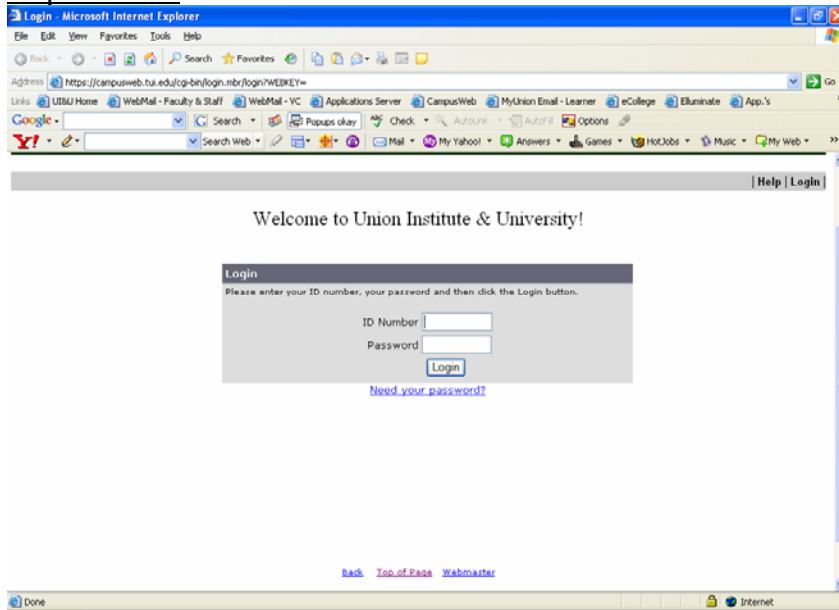


Instructions for Online CampusWeb Grading for Instructors

Step 1. From the UI&U homepage www.tui.edu , click on CampusWeb.
Log into Campus Web using your ID# and Password.

- If you forget your ID# or password, contact the Computer Services HelpDesk @ ext. 1137(from on campus/ext. 8695 if on our Montpelier campus)
- 1.888.899.8501 from off campus
- help@tui.edu



Step 2. Click on the “Faculty” button on top of the navigation bar to view your Spring Semester 2005-06 classes.

- Confirm you are accessing the correct semester/session for grade entry (e.g., Spring Semester 2005-06). To select another semester/term, click on the drop down box under “Term & Academic Year” located in the top right box of the screen, then select.
- You will see those classes for which you are designated as the official instructor. Contact your Center Dean if the list of classes is inaccurate or incomplete.

Step 3. Click on the “View” link, under Class Roster, for the class/learners you are ready to grade.

- Your class roster shows all learners and credit hours officially registered under your instructor ID#.
- You can enter grades only for the learners officially enrolled in each course.
- Any inaccurate credit hours, or learner who should or should not be registered in your class, must be immediately reported to your Center Dean for resolution.

Step 4. When ready to grade, click on the “**Enter Grades for this Class**” button.

- The Grade Scale column denotes the type of grade option for each learner when he/she was registered.
- “02” grade scale can only be assigned the grades of “S”, “U”, or “I”.
- “03” grade scale can only be assigned the grades of “A”, “B”, “C”, “U”, or “I” (most grade scale options will be “03”).
- If the grade scale code is incorrect for any learner in your class(es), contact your Center Dean’s Office to request a manual change of the code.

Step 5. Click on the drop down box arrow under “Final Grade Code”. The grade options You view are those available for the grade scale indicated (i.e, “02” or “03”)

Step 6. Enter the assigned grade for one or more learners. You can enter this grading screen as many times as you need to finish grading all learners, until the day when web grading access officially closes for a specific semester/term (i.e., 7 days after the end of each term).

NOTE: Access to Online Web Grading for 2005-30 and 35 will begin on June 5, 2006 and close on June 26, 2006 at 12 midnight.

- Every registered learner must have a valid grade assigned.

Step 7. GRADE ENTRY ERRORS BEFORE FINAL GRADES ARE SUBMITTED

If a grade entry error, click on the “Clear” button. This will remove all grades entered, but not officially submitted, for this class. Then re-enter the correct grades. NOTE: Refer to the instructions for correcting grade entry errors after official submission (see Step 9).

- When your grades are entered, click on “Continue”.
- Verify the accuracy of your grades. Read the **instructions highlighted in yellow** on this screen.

Step 8. When your grade entries are correct, click on the “Submit Grade” button.

- You and your learners have 24/7 access to view the grade entries on Campus Web. Therefore, resolve any grade entry errors immediately (see Step 9.).

Step 9. CORRECTING GRADE ENTRY ERRORS AFTER FINAL GRADES ARE SUBMITTED

If you identify a grade entry error, or need to change a grade **AFTER** officially submitting grades, you must notify the Registrar’s Office by email to request a change of grade. Change of Grades will be processed in the Registrar’s Office (including the conversion of “I” grades to the final grade). Email amy.rose@tui.edu with your change of grade requests.

Enhancements to Web Grading currently under construction include:

- An evolving list of Frequently Asked Questions/Answers about Online Web Grading.
- Electronic (online) Change of Grade request form to be submitted directly to the Registrar's Office.
- E-mail confirmation of grades entered through Web Grading/Campus Web sent directly to the instructor, learner, and registrar.

You will be notified as soon as these enhancements are accessible.

Technical Problems or Grade/Registration Policy Questions???

Contact UI&U Computer Services HelpDesk (technical issues, CampusWeb access, log in and/or Password issues)

- HelpDesk @ ext. 1137
- 1.888.899.8501 from off campus
- help@tui.edu

Contact Your Academic Center Dean's Office (grading policy issues or registration entry questions)

Contact Lew Rita Moore, Associate Registrar @ x1105 or lewrita.moore@tui.edu (change of grade questions)

PROTECT YOURSELF AS WELL. Don't leave your computer unattended if you're signed on to Campus Web. Always log off once you've finished your CampusWeb session. If you are inactive or forget to log off, the site will log off automatically after 15 minutes of inactivity.

** We welcome your suggestions to enhance this CampusWeb online grading tool. Email your ideas for continuous improvement to lewrita.moore@tui.edu. **

