



Faculty must have Ursa access to enter grades online. If you don't have access to Ursa, go to the Personal Digital Identity (PDID) Request Form at www.unco.edu/it/Forms/PDIDAccessRequest.pdf and follow the instructions for completing and submitting it. Online grading is available at the start of each session and available for full-term courses 5 days prior to the last day of the class. Grade submission deadlines are available on the university's online calendar at www.unco.edu/calendar/calendar.asp.

1. Log on to Ursa at [http:// ursa.unco.edu](http://ursa.unco.edu) using your University of Northern Colorado Personal Digital Identity (PDID) information (network user name and password).
2. When you're in Ursa, your name will appear under the Ursa header. (Fig. 1)
3. Click on the **Faculty** tab. (Fig. 1)
4. Under the **Faculty Grade Assignment** channel, select the **Final Grades** option in the drop-down menu at the bottom of the channel. (Fig. 2)
5. To select the course for which you want to submit grades, click on the green or yellow triangle to the right of the course.
 - Green Triangle = grade submission not yet started
 - Yellow Triangle = Missing grades still out for this course.
 - Red Circle = No enrollment in the course
 - Green Check Mark = Grades submitted for all students and rolled to academic history
6. Use the **Drop-Down Menu** in the **Grade** column to select a grade for each student. Complete the **Last Attend Date** only when assigning grades of F or UW (Fig. 3)

Fig. 1



Fig. 2

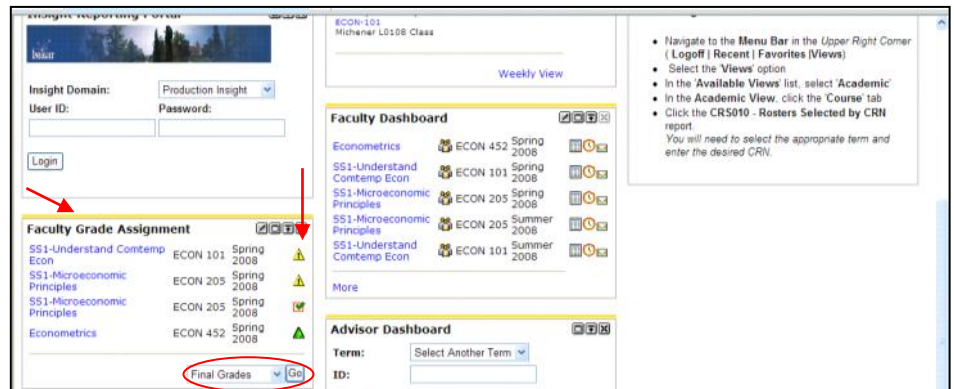
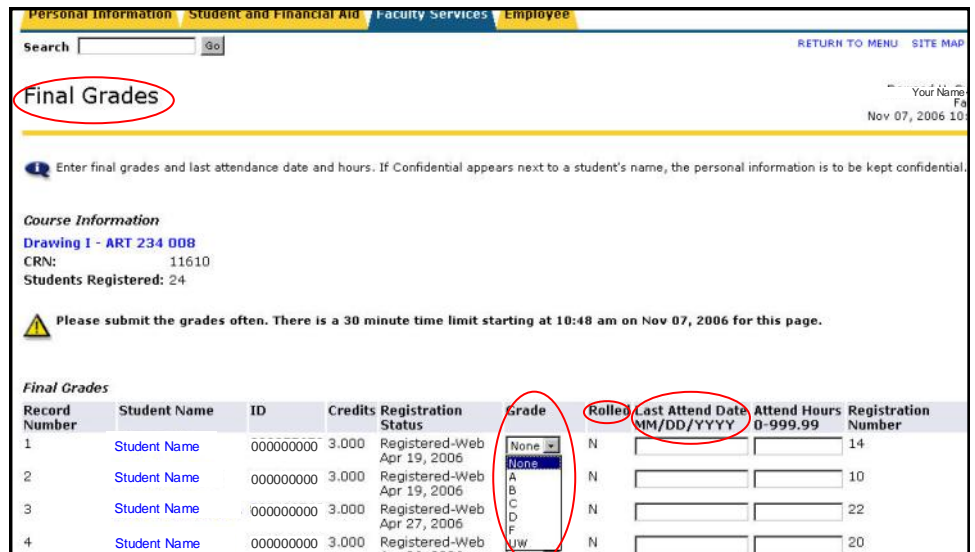


Fig. 3



8. Click on the **Submit** button at the bottom left of the page to record grades. (Fig. 4) See **Important Notes** below for additional information.
9. You will see the following message when grades are submitted successfully: "**The changes you made were saved successfully.**"
10. Assigned grades will be reflected in the Summary Class List. You can resume selecting grades for the course, if necessary, or select another course by clicking on **CRN Selection** at the bottom of the page and selecting another class in the drop down menu, or by using the **back to the Faculty** tab link in the upper left-hand corner of the page to return to the **Faculty Grade Assignment** channel.
11. Be sure to log out of Ursa when you're done.

Important Notes

- The maximum number of names listed per class roster page is 25.
- Classes with more than 25 enrolled must have grades submitted on each page before accessing the next.
- Once you have successfully submitted grades, click on the enrollment numbers listed at the top of the roster, e.g. 1-25, 26-50, 51-75 (not shown) to get to the next page.

Fig. 4

23	Student Name	000000000	3.000	Apr 19, 2006	Registered-Web	None	N			18
24	Student Name	000000000	3.000	Apr 24, 2006	Registered-Registrar	None	N			27

Submit Reset

Please submit the grades often. There is a 30 minute time limit starting at 01:36 pm on Nov 06, 2006 for this page.

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You can still submit grades through the faculty self-service channel.

Access the course through the Banner Self Service folder and the Faculty and Advisors link.

Select Final Grades and then the course that you want to submit grades for through "CRN" selection and follow steps 5-7.

Ursa Help

If you have problems logging in to or using Ursa, please contact the Technical Support Center at 970-351-4357 or www.unco.edu/it/SupportU.htm 24 hours a day, seven days a week, 365 days a year.

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**Submitting Grades for Students Who Receive
an F or UW Because They Stopped Attending a Course**

Beginning with the 2007 spring semester, all faculty should complete the Last Attend Date field in the Ursa Final Grades form for any student who is assigned a grade of F or UW (Unauthorized Withdrawal) because they stopped attending the course at any point during the term but did not officially withdraw.

The Last Attend Date is defined as the last date that a student participated in the course in any way, such as handing in an assignment, taking a test or being physically in the classroom. If you can't document a Last Attend Date, leave the field blank.

You do not have to complete the Last Attend Date field for students who participate in the course beyond the midway point of the semester (March 14 for 2007 spring term) and "earn" an F grade based on unsatisfactory performance during that participation.

A grade of UW should be assigned only if a student never attended class at all. If a student officially withdraws from a class, a grade of W is automatically assigned.

The Office of Financial Aid will use Ursa-generated Last Attended Date information to comply with federal financial aid reporting regulations related to financial aid recipients who are not making satisfactory academic progress. This will preclude OFA staff sending e-mails to faculty after each semester asking for last dates of attendance for affected students.

If you have any questions regarding the federal financial aid reporting requirements for satisfactory academic progress, please contact Carlos Barrientos in the Office of Financial Aid at 351-2502 or carlos.barrientos@unco.edu.