



Midterm grades are required fall and spring semesters for all freshman, first-term undergraduate transfer students, student athletes, students on probation, students without a declared major, and undergraduate students advised through the Center for Human Enrichment and Cumbres.

Faculty will have access to enter the midterm grades beginning the 6th week through the Monday of the 8th week of the term. Grade submission deadlines are available on the university's online calendar at www.unco.edu/calendar/calendar.asp.

1. Log in to Ursa at <http://ursa.unco.edu> using your University of Northern Colorado Personal Digital Identity (PDID) information (network user name and password).
2. Click on the **Faculty** tab. (Fig. 1)
3. The lists of students for which midterm grades are mandatory are available in the **Insight Reporting Portal**. Log in to Insight. (Fig. 1)
4. In Insight, select **Views** in the upper right corner, select the **Academic** view, and then click on the **Course** tab. (not shown)

Report number **CRS034** will list all students in all courses requiring a midterm grade by instructor.

Report number **CRS033** will list all students requiring a midterm grade by course.

5. In the **Faculty** tab of Ursa, Under the **Faculty Grade Assignment** channel, select the **Midterm Grades** option in the drop-down menu at the bottom of the channel. (Fig. 2)
6. To select the course for which you want to submit grades, click on the green or yellow triangle to the right of the course. (Fig. 2)

- 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

Fig. 1

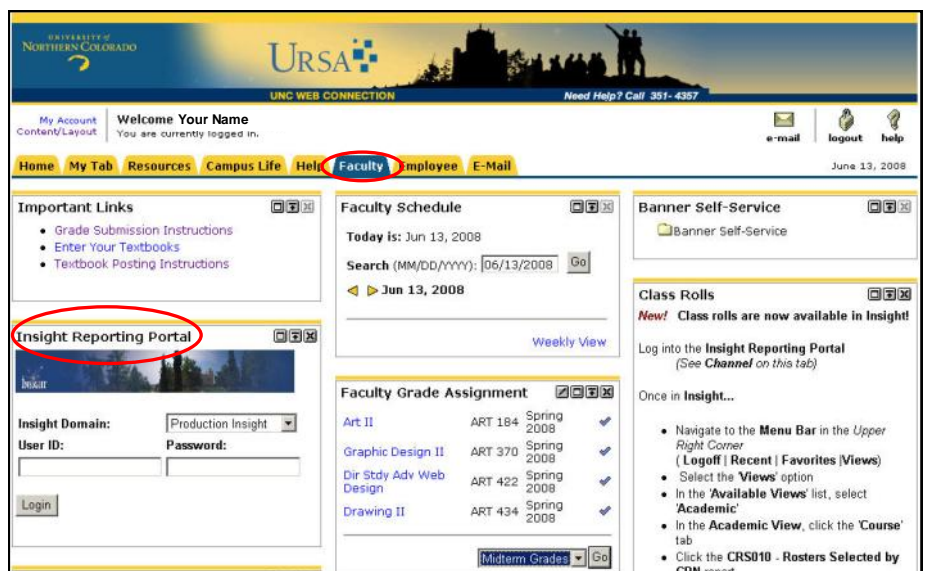
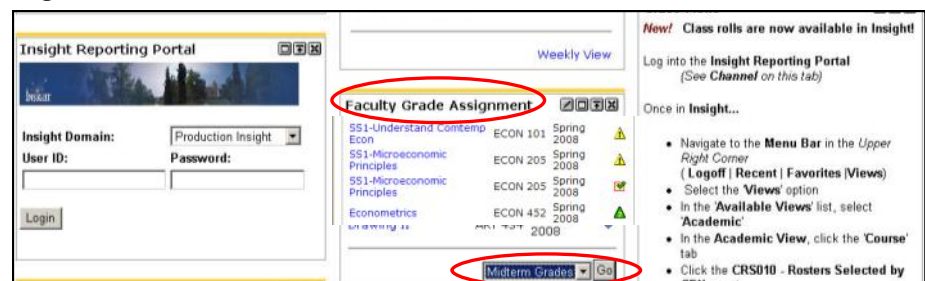


Fig. 2



7. Use the **Drop-Down Menu** in the **Grade** column to select a grade for each student. (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. 3

Course Information
Drawing I - ART 234 008
CRN: 11610
Students Registered: 24

Please submit the grades often. There is a 30 minute time limit starting at 10:48 am on Nov 07, 2006 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student Name	000000000	3.000	Registered-Web Apr 19, 2006	None	N			14
2	Student Name	000000000	3.000	Registered-Web Apr 19, 2006	None	N			10
3	Student Name	000000000	3.000	Registered-Web Apr 27, 2006	None	N			22
4	Student Name	000000000	3.000	Registered-Web Apr 27, 2006	None	N			20

Fig. 4

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

24 Student Name 000000000 3.000 Registered-Web Apr 24, 2006 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.

[Return to Previous](#)

[Term Selection](#) | **CRN Selection** | [Class List](#) | [Faculty Detail Schedule](#) | [Mid Term Grades](#) | [Student Menu](#) | [Summary Class List](#)

You can also 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.