



Submitting Final Grades in Ursa

[Click for deadlines for submitting final grades](#)

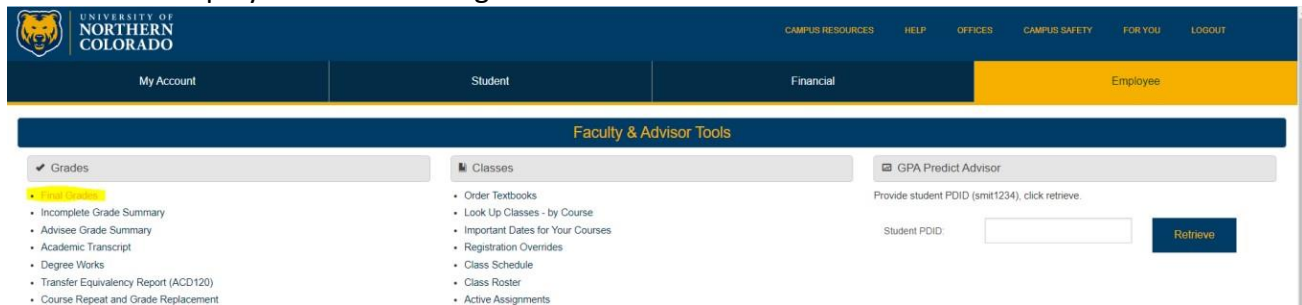
Faculty must submit grades via the Web to the Office of the Registrar by 5 pm of the third working day after the end of finals week of the semester in which the course was offered.

Grade changes or corrections must be submitted within the first six weeks of the following term, and must be signed by the instructor and the department chair/school director.

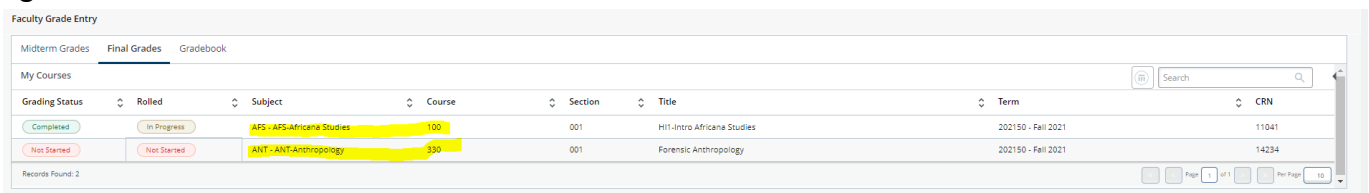
For information on the grading policies, including submissions, corrections, UW grades, and incomplete guidance please refer to the university catalog [Undergraduate Catalog](#) [Graduate Catalog](#) Faculty must have URSA access to enter grades online. If you do not have access to URSA, please go to <https://help.unco.edu> for further assistance.

1. Log on to URSA at <https://ursa.unco.edu> using your firstname.lastname and password.

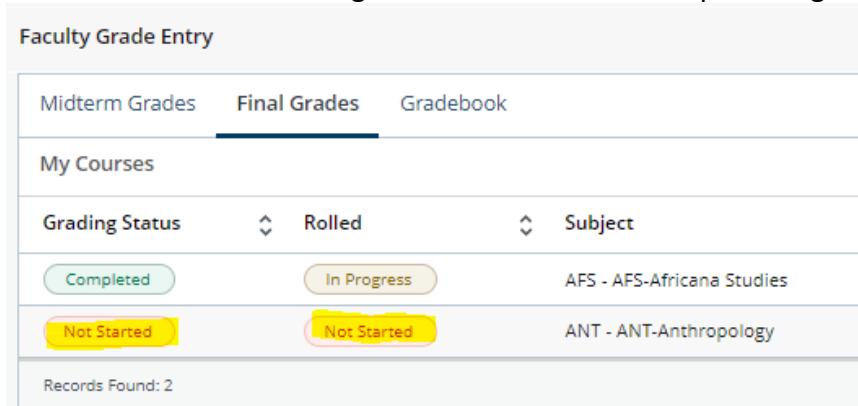
2. Click on the Employee tab and Final grades link



3. Under Faculty grade entry select Final Grades and click on the course title of the course that final grades need to be entered for



4. Courses that have no final grades entered will show up with a grading status and a rolled status of Not Started



5. Courses that have partial grades entered will show up as In Progress

The screenshot shows the top section of the Faculty Grade Entry interface. It includes a 'Grading Status' dropdown menu with 'In Progress' selected. To the right, there are fields for 'Rolled' (set to 'In Progress') and 'Subject' (set to 'AFS - AFS-Africana Studies').

6. For each student choose the appropriate grade from the drop down

This screenshot shows the 'Enter Grades' section of the Faculty Grade Entry interface. A table lists student records with columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. A dropdown menu is open for the 'Final Grade' column of the first student, showing options A, A-, B, B-, C, C-, D, and D-. The 'Records Found: 2' indicator is visible at the bottom.

7. Please make sure to **Save** often

8. Last Date of Attendance only needs to be entered for students who have failed the course. If a failing student does not have a last date of attendance entered the roster will not save. UNC does not use the Hours Attended option.

This screenshot shows the 'Enter Grades' section of the Faculty Grade Entry interface. The 'Last Attend Date' field is highlighted in yellow for the first student. A dropdown menu is open for the 'Final Grade' column. The 'Records Found: 2' indicator is visible at the bottom.

9. Continue selecting grades, while saving often until all students have a selected grade.

10. Hit Save

11. After all grades are submitted, please check that the Grading Status box has changed from 'In Progress' to 'Completed.'

This screenshot shows the 'Faculty Grade Entry' interface with the 'Final Grades' tab selected. The 'Grading Status' dropdown menu now shows 'Completed' instead of 'In Progress'. The 'Subject' remains 'AFS - AFS-Africana Studies'. The 'Records Found: 1' indicator is visible at the bottom.

This screenshot shows the 'Faculty Grade Entry' interface with the 'Final Grades' tab selected. The 'Grading Status' dropdown menu now shows 'Completed' instead of 'In Progress'. The 'Subject' remains 'AFS - AFS-Africana Studies'. The 'Records Found: 1' indicator is visible at the bottom.

12. The status of Rolled 'In Progress' means changes can still be made in Ursa and the student cannot view

their grade. A status of ‘Completed’ under rolled means the grade can only be changed using a Grade Change Request form and the final grade will appear on the student’s Ursa and transcripts. Final grades will roll (save to academic history) overnight.

Faculty Grade Entry

Midterm Grades	Final Grades	Gradebook		
My Courses				
Grading Status	⌵	Rolled	⌵	Subject
Completed	In Progress	AFS - AFS-Africana Studies		
Records Found: 1				

Faculty Grade Entry		
Midterm Grades	Final Grades	Gradebook
My Courses		
Grading Status	Rolls	Subject
Completed	Completed	AFS - AFS-Africana Studies
Records Found: 1		

Important Notes:

1. Please check for additional pages of student grades if the roster is longer than 25 students
2. Please remember to never share your passwords for any reason. Providing your URSA password gives others access to many other things you have access to such as your pay information, email, etc. Sharing passwords is a violation of the University Regulations. If you need access, you do not currently have, please call the Technical Support Center at 970-351-HELP.
3. 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 within 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 Marty Somero, Director of Financial Aid, at marvin.somero@unco.edu.

Reviewed July 2023