Instructions for Entering Final Grades

1. Log in to the myUT portal at myut.utoledo.edu
2. Click on the Faculty and Advisor tab, and then click on final grades in the Teaching Toolkit.
3. Select the term for which you are submitting final grades. The default term may not be the current term. Once you have selected the term from the drop-down list, click Submit.
4. Select the CRN (course reference number) assigned to the course. Your class roster will display in alphabetical order.
5. If the registration status is “withdraw,” do not enter a last date of attendance or final grade. A grade of “W” will appear in the grade field.
6. Click in the “Grade” box and select the final grade for each student by clicking on it.
7. For students receiving an “F”, “NC”, “U”, or “IN” a last date of attendance or meaningful academic participation must be entered. Use the last known date of attendance or meaningful academic participation. Only students receiving those grades require a last date of attendance be entered.
8. For students that have never attended or have had no meaningful academic participation, enter the first date of the term as a last date of attendance. Enter a “0” in the Attend Hours field. For students that have stopped attending or participating, enter the last known date of attendance or participation.
9. When you are finished entering final grades, select Submit. If grades were successfully entered, look for the message “The changes you made were saved successfully.” If there are errors a message will appear. Locate the record with the error. The specific error will be displayed in the “Errors” column.
10. Submitting grades also resets the time out counter, which is set to 120 minutes.
11. To grade additional courses, select “Return to Menu” at the top of the page and select the CRN.
Additional Information

- The U.S. Department of Education requires the University to document satisfactory academic progress and the last date of attendance in an academically related activity. As stated in the Federal Student Aid Handbook:

  Academically related activities include but are not limited to:
  - physically attending a class where there is an opportunity for direct interaction between the instructor and students;
  - submitting an academic assignment;
  - taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
  - attending a study group that is assigned by the school;
  - participating in an online discussion about academic matters; and
  - initiating contact with a faculty member to ask a question about the academic subject studied in the course.

  Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:
  - student submission of an academic assignment,
  - student submission of an exam,
  - documented student participation in an interactive tutorial or computer-assisted instruction,
  - a posting by the student showing the student’s participation in an online study group that is assigned by the institution,
  - a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and
  - an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

- The only courses (also called CRNs) that display in the “Select a CRN box” are those to which you have been assigned. If your class is not listed in the drop down box, have your departmental representative contact the Registrar’s Office to update the record.

- Class rosters are considered to be final on midnight of the fifteenth day. Students are responsible to be registered for the course he/she is attending. The course instructor is responsible for the accuracy of the class roster. Students have until 5 p.m. on the Friday of the 10th week of the regular term to withdraw from a course. The course instructor’s signature is not required for a course withdrawal.
• If you need assistance with final grading during normal business hours, call 419.530.4830 for help. You may also email registrar@utoledo.edu

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