

# Online Class Roster Services including Online Grading

## A. How to View Your Class List and Send Email to Individual Students

**1. Logging in:** Log on to the Faculty Access web service at: <http://facultyaccess.uchicago.edu>. Enter your CNetID and password. (Fig. 1)

**Online Faculty Access**  
(Website Instructions)

**Please Login:**  
CNetID:   
Password:

**Technical Requirements**  
Using Online Faculty Access requires the following:

1. An IBM-compatible (PC) or Apple Macintosh computer system.
2. Microsoft Internet Explorer (tm) version 4.0 or higher, or Netscape (tm) version 4.0 or higher. Regardless of your computer platform, for the best experience, we recommend that you use the newest consumer version (not beta) available.
3. For security, your web browser must support 128-bit encryption. [Click here](#) to test your browser for 128-bit encryption. Recent versions of Microsoft Internet Explorer and Netscape have been 128-bit enabled.
4. A browser that is cookies-enabled. This site places cookies in memory while you are logged in, but does not save any information to your hard drive.

Figure 1

**2. Your Class List:** A list of your classes will appear (based upon your name appearing as an instructor in the *Time Schedules*). (Fig. 2)

**Online Faculty Access** Instructor Name  
(Website Instructions)

You are a proxy grader for the following courses:

HIST 13900 (Autumn 2007)

**Courses for Autumn 2008** Autumn 2008

- Set up proxy grading for any of your courses

Launch links in new window

Course Name	Section	Course Title	Class Roster	Grade Roster	Photo Roster	Fast Message	Evaluations
ARTH 28500	01	History Of Intl Cinema-1	<a href="#">View or Download</a>	<a href="#">View &amp; Submit</a>	<a href="#">Request</a>	<a href="#">Compose &amp; Send</a>	<a href="#">View/Manage Evaluations</a>
ARTH 38500	01	History Of Intl Cinema-1	<a href="#">View or Download</a>	<a href="#">View &amp; Submit</a>	<a href="#">Request</a>	<a href="#">Compose &amp; Send</a>	No online evaluation is available for this course
ARTV 26500	01	History Of Intl Cinema-1	<a href="#">View or Download</a>	<a href="#">View &amp; Submit</a>	<a href="#">Request</a>	<a href="#">Compose &amp; Send</a>	<a href="#">View/Manage Evaluations</a>
ARTV 36500	01	History Of Intl Cinema-1	<a href="#">View or Download</a>	<a href="#">View &amp; Submit</a>	<a href="#">Request</a>	<a href="#">Compose &amp; Send</a>	No online evaluation is available for this course

Figure 2

**3. Class Rosters:** To access class rosters, first specify the quarter in the “Change Quarter” box in the upper right corner of the page. All the courses and sections for which you were listed as an instructor in the *Time Schedules* during that quarter will then appear. Choose the “View” link in the column “Class Roster” for the roster you wish to view. (If the section also has break-out activities for which students have enrolled, you can select to see the roster either in a single alphabetical list or broken down by those activities.) You will then see a list of enrolled students showing name, UCID, a code representing their program of study, year of study (if applicable), course ident in which they are enrolled, units, the activity number (if applicable), college adviser (if applicable), and a hyper-linked email address. The course’s meeting pattern is displayed below the roster. (Fig. 3 – certain fields have been blacked-out to preserve privacy in the following screenshots.)

**Online Faculty Access** Instructor Name  
 (Website Instructions)

You requested the roster for: **BIOS 24208 Vertebrate Neural Systems (section 01) (NURB 31600, CPNS 30116, ORGB 32500)**  
 Quarter: **Autumn 2008**.  
 There are currently 19 students enrolled in this course:

Name	ID No.	Primary Dept.	Yr.	Course	Units	Act. Advisor	Email Address
[REDACTED]	[REDACTED]	475		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	475		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	475		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	475		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	475		CPNS 30116	100.00		[REDACTED]
[REDACTED]	[REDACTED]	095	3	BIOS 24208	100.00	WEST	[REDACTED]
[REDACTED]	[REDACTED]	146		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	105		ORGB 32500	100.00		[REDACTED]
[REDACTED]	[REDACTED]	146		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	475		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	146		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	146		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	146		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	105		ORGB 32500	100.00		[REDACTED]
[REDACTED]	[REDACTED]	107		CPNS 30116	100.00		[REDACTED]
[REDACTED]	[REDACTED]	105		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	146		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	146		NURB 31600	100.00		[REDACTED]
[REDACTED]	[REDACTED]	475		NURB 31600	100.00		[REDACTED]

**Meeting Pattern Information**

CourseName	Section	Activity	DOW	Times	Format	Building	Room
BIOS 24208	01		MWF	01:30PM-04:50PM	CRS	BSLC	305

Click [here](#) to view a list of department codes in a new window.

**Figure 3**

**4. Emailing a student:** Click on an email address and your email software should open, with the student’s email address entered in the “TO” field.

**5. Return to Class List:** To return to the list of your classes, click on “Return To Your Course Listings” near the bottom of the page. Do not use the “back” button on your browser.

**6. Fast Message:** To send an email to all students enrolled in a course, click on the “Compose & Send” link in the “Fast Message” column for the appropriate section (Fig. 2). This will open up a page where you submit the text you wish emailed to all students. Their email addresses appear as “blind copies” for security reasons. When you SUBMIT the message it will be emailed to each student, and you will also be sent a copy. The Fast Message service does not allow for attachments, neither should it be used for lengthy messages. Such communications are better served by the CHALK system.

**7. Downloading Class Rosters:** You can download the class roster to your local computer\* in a spreadsheet format by clicking on the “Download” link in the “Class Roster” column for any listed section (Fig. 2). Pop-ups and dialog boxes will open, depending on your browser, where you will indicate how you wish to open and/or save the roster on your local computer. Most computers will, by default, open the downloaded roster into EXCEL. If grades have been submitted for a course, they will be included on the downloadable roster.

**\* SECURITY WARNING:**  
 Please note that downloaded rosters saved on a local computer contain confidential information that may not be shared with 3rd parties. They should not be retained longer than is absolutely necessary. These downloaded rosters should not be saved to any local computer that is part of a public cluster (as in the lobby of Reynolds Club) or to an unsecured personal computer or laptop that may be accessed by individuals other than the instructor of the course.

**8. Photo Rosters:** Selecting the “Request” link in the “Photo Roster” column (Fig. 2) link will send a request to the ID Card Office in the Library a printed set of photographs—from the student ID cards—of enrolled students to be compiled. The following form appears which must be completed to direct distribution of the Photo Rosters. (Fig. 4)

**Online Faculty Access**  
(Website Instructions)

**Photo Roster Request**

Unless you indicate otherwise below, your photo roster(s) will be available for pickup in the ID & Privileges Office in the Lobby of the Regenstein Library. You will receive an email when the photo roster is available to be picked up.

Please include the following information, if applicable:

1. If you wish to have the roster(s) delivered through Faculty Exchange, **include your Faculty Exchange Mailing Address.**
2. If you would like to have more than one copy of your photo roster, **indicate how many copies are desired.**
3. If you would like to authorize someone else to retrieve the roster on your behalf, **let us know below and include their name(s).**

Submit

Figure 4

## B. How to Enter Grades

1. Log on to Faculty Access as above (Fig. 1). Make sure that the correct quarter is selected in the dropdown menu. In the “Grade Roster” column, click on the “View & Submit” link for the appropriate section.

2. After a few seconds (longer depending on the number of students enrolled and the number of cross-listings), an online grading web page will appear. This document will describe each section of the web page in turn.

### 3. Deadlines and Instructions:

The Graduating Students Deadline is the date and time grades for Graduating College students are to be SUBMITTED (not just “saved” but also “submitted”). This is usually 3:00 p.m. on the Friday one week before the Convocation ceremony (Fig. 5). **Graduating students will be highlighted in blue and have a ‡ by the name on the Grade Roster.**

The Regular deadline is the posted quarterly University-wide deadline for all other grades.

**GRADE CHANGES:** Note that as long as students remain active at the University, their grades can be changed online for up to two years following their enrollment in a course. However, once a student has graduated, you must submit grade changes directly to the Registrar’s Office. (Fig. 5)

**Autumn 2008 Deadlines**

- **Graduating Student Deadline:**  
December 05, 2008 03:00PM
- **Regular deadline:**  
December 17, 2008 03:00PM

**Additional Information**

- **Print Version of Grade Roster**
- **Grading Policy**
- **Proxy Grading Setup**
- **Submitting a Partial Roster**
- **College Incomplete (I) Grades**

**Submitting Grades & Grade Changes**

You may submit/change grades for this roster for up to 2 years (December 13, 2010 03:00PM) from the end of this quarter. After 2 years, please contact the Registrar’s Office to submit grade changes.

If a student on your roster graduates within those 2 years, you will no longer be able to update their grades online. Please contact the Registrar’s Office to change grades for graduated students.

**Late Grades:** Late grades for graduating students must be submitted to the Registrar’s Office directly. All other late grades may be submitted online.

Figure 5

**4. Print Version of Grade Roster:** Below “Additional Information,” the link “Print Version of Grade Roster” (Fig. 5) will bring up a printable version of the Grade Roster (Fig. 6), which can be used for your department’s records, or your own. Although the print version also includes a line for signature, note that by submitting your grades online, the Registrar does NOT need a signed hardcopy grade roster. The gray info box will not actually show up on the printed version. *Please note:* Grades will appear on the print version of the grade roster regardless of whether they have been saved or submitted. A note will appear and print if they are not yet submitted. (Fig. 6)

**Online Faculty Access**  
(Website Instructions)

**If you are NOT submitting grades online:**  
Please PRINT, ENTER GRADES, SIGN and DATE before submitting to the registrar by the due date (deliver or fax to 773-702-3562).

**If you ARE submitting grades online:**  
This print version of the grade roster can be used for your department's records, or your own. Although this version also includes a line for signature, note that by submitting your grades online, the Registrar does NOT need a signed hardcopy grade roster.

Please note: Grades will appear on the print version of the grade roster regardless of whether they have been saved or submitted. A note will appear and print if they are not yet submitted.

**Autumn 2007: Convocation deadline: November 30, 2007 03:00PM; Regular deadline: December 12, 2007 03:00PM**

**Grading Policy**

*This instruction box will not print.*

**Grades are not yet submitted.**

Sort roster(s):

**Advanced Developmental Biology (section 01) (DVBI 35400, GENE 35400, MGCB 35400) (Autumn 2007)**  
Course: BIOS 21227; Instructor(s): [REDACTED]

‡ [REDACTED] = Graduating Student  
To submit grades for graduating students only, click the *SUBMIT to Registrar: Graduating Student Grades* button below.

Name	ID No.	Primary Dept.	Yr.	Course	Units	Grade	Note
‡ [REDACTED]	[REDACTED]	Undergrad	4	BIOS 21227	100	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	DevBiol		DVBI 35400	100	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	Dev Biology		DVBI 35400	100	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	Undergrad	4	BIOS 21227	100	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	Undergrad	4	BIOS 21227	100	[REDACTED]	[REDACTED]

**ADDED STUDENTS Grade Roster for Advanced Developmental Biology (section 01) (DVBI 35400, GENE 35400, MGCB 35400) (Autumn 2007)**  
\* are required fields

Last Name, First Name	ID No.*	Primary Dept.	Yr.	Course	Units	Grade*	Note
signature of instructor - required		date					

**Figure 6**

**5. Proxy Grading Setup:** On the grade roster page, the “Additional Information” section has a link to “Proxy Grading Setup” for that course (Fig. 5). A proxy grader a designated individual who can ENTER and SAVE grades - - but who CAN NOT perform the final SUBMIT. Only an instructor-of-record (whose name is listed in the *Time Schedules*) may SUBMIT or CHANGE any grade. To set up a proxy, you will need to know his or her CNetID.

To set up the same proxy grader for multiple courses, return to your course listings, and click on the link “Set up proxy grading for any of your courses” which appears above your course list (Fig. 2). You can designate the same proxy to a single course or multiple courses by selecting the checkbox next to the course (Fig. 7). You do not have to select every ident to add a proxy grader to the course; the parent ident will suffice.

## Proxy Grading Setup for Autumn 2008

If you would like to allow a teaching assistant or administrator to enter grades on your behalf, you may set them up as a proxy grader. Please click on a course below to set up proxy grading permissions for this quarter.

Select a course to set up:

- BIOS 21227, Section 01
- BIOS 21236, Section 01
- DVBI 35400, Section 01
- GENE 35400, Section 01
- MGCB 35400, Section 01
- ORGB 49500, Section 22
- ORGB 49700, Section 22
- ORGB 49800, Section 22
- ORGB 49900, Section 22

Figure 7

Once selected, the Proxy Grading Setup page will appear (not shown). You can also designate the proxy as a “blind grader,” in which case when he/she enters grades only the students’ UCIDs will be displayed, no names. There is also an option for a proxy to be able save grades for up to two years (which the instructor-of-record must still subsequently SUBMIT), or for the proxy to be limited to the posted quarterly deadline the Tuesday or Wednesday after the end of the quarter. If you anticipate grading to continue past the grading deadline, choose the default two-year limit so your proxy has access after the grading deadline to save grades.


- 6. Sorting the names on the grade roster:** You may sort the names on your roster in one of three ways:
- A. Alphabetically by last name (combining all enrollments in any cross-listed sections into a single list)
  - B. By IDENT (i.e. by cross-listed course listed separately)
  - C. By Activity (should there be labs or discussion sessions in which students are officially enrolled)

Note that **Graduating Students are highlighted in blue** and have a ‡ by the name on the Grade Roster. (Fig. 8)

Sort roster(s):

**Rsch: ORGB-On Campus (section 24) (Autumn 2008)**  
Course: ORGB 49900; Instructor(s): Instructor Name

**Grades are not yet submitted.**

 = Graduating Student  
To submit grades for graduating students only, click the *SUBMIT to Registrar: Graduating Student Grades* button below.

Name	ID No.	Primary Dept.	Yr.	Course	Units	Grade	Note
‡Doe, John	987654	OrgBio/Anat		ORGB 49900	300	<input type="text"/>	

Figure 8

**7. Entering Grades:** Next to each student’s name is a “Grade” drop-down box (Fig. 9). Select from that list the final grade to be assigned to the student. The list of grades in each drop-down box contains just those grades that are available to the student based upon his/her enrollment status in the section and respective grade policy. For example, if a student has registered for the course as an “audit”, then the only grade that will appear is an “R” grade. For questions about grading policy, please follow the links on the page for “grading policy” (Fig. 5) or contact the University Registrar.

There is also a “NOTE” field next to each student (Fig. 9). This allows you to enter a short message to the Registrar about this student and his/her grade. Students will NEVER see these notes. This note is not saved to the permanent academic record, and is visible only to you through Online Grading and through Gargoyle access.

**Dev Genetics Non-Vert Model Systems (section 01) (MGCB 35500) (Winter 2009)**  
 Course: DVBI 35500; Instructor(s): [REDACTED]

Name	ID No.	Primary Dept.	Yr.	Course	Units	Grade	Note
[REDACTED]	[REDACTED]	Dev Biology		DVBI 35500	100	[Grade dropdown]	[Note field]
[REDACTED]	[REDACTED]	Dev Biology		DVBI 35500	100	[Grade dropdown]	[Note field]
[REDACTED]	[REDACTED]	Undergrad	4	DVBI 35500	100	[Grade dropdown]	[Note field]
[REDACTED]	[REDACTED]	DevBiol		DVBI 35500	100	[Grade dropdown]	[Note field]
[REDACTED]	[REDACTED]	DevBiol		DVBI 35500	100	[Grade dropdown]	[Note field]
[REDACTED]	[REDACTED]	BiophysicalSci		DVBI 35500	100	[Grade dropdown]	[Note field]

Roster Total: 6

Figure 9

**8. Adding Students:** Should a student have participated in your course but whose name does NOT appear on the roster of registered students, you can add that student’s name and additional information (if known), along with a grade and note, at the bottom of the Online Grade Roster form (Fig. 10). The last and first name of the student, and the 6-digit ID Number (UCID) are especially helpful to know (UCID and grade are required fields). The Registrar’s Office staff, upon receiving this added student, will attempt to discover why the student was not officially enrolled in the course, and will make every effort to register him/her and assign the listed grade. Often, students will attend a section of a multi-sectioned course different from the one in which they are enrolled, or the student may have participated in a course as part of a “make-up” of the same course registered in a previous quarter.

**ADDED STUDENTS Grade Roster for Rsch: ORGB-On Campus (section 24) (Autumn 2008)**  
 \* are required fields

Last Name, First Name	ID No.*	Primary Dept.	Yr.	Course	Units	Grade*	Note
						[Grade dropdown]	
						[Grade dropdown]	
						[Grade dropdown]	
						[Grade dropdown]	

**Please Note:** The students listed in the Grade Roster above are officially registered in your section. Should other non-registered students have attended this section, you can indicate names, ID numbers, and grades in the Added Students section above. *This does not officially register them.* The registrar will follow up with the area Dean of Students to review registration.

Added Students Total: 0  
 Roster Grand Total: 1

SAVE Grades IN PROGRESS    SUBMIT to Registrar: Graduating Student Grades    SUBMIT to Registrar: All Grades

PREVIEW Grade Rosters

Figure 10

**9. Saving & Submitting:** At the bottom of the form are “SAVE” and “SUBMIT” buttons (Fig. 10). The “SAVE” button records all grades entered, but does NOT post them to transcripts or cMore. Proxy graders can ONLY save the grades they enter (they do not see a submit button). The instructor-of-record must SUBMIT the grades for students to be able to view them in cMore, see them on transcripts, to be assigned credit, and for the grades to be included in GPA calculations. The “SUBMIT” button is equated to the electronic signature of the instructor. A grade roster does NOT have to have all grades entered for all students before it is submitted. However, once a grade roster IS submitted by the instructor-of-record then the “SAVE” button disappears. After the first submit, one can no longer save, but only submit changes. Proxy graders will also no longer be able to make any changes (since saving is disabled), though they can still view the roster. If an instructor submits only Graduating Student Grades, they will still be able to still save the remaining grades and submit them at a later date.

**10. Confirmation of submittal:** Once a grade roster is submitted, the following message appears: (Fig. 11)

## Grade Roster - Submitted

Thank you for submitting grades for BIOS 21236, 01 (Autumn 2008). If you submitted a partial roster, you may come back and add additional grades or make changes through December 13, 2010 03:00PM. Please remember that the official grades deadlines are:

### Autumn 2008 Deadlines

Convocation deadline: December 05, 2008 03:00PM

Regular deadline: December 17, 2008 03:00PM

Grade roster submitted: 02/24/09 1:05 pm

[Print this grade roster for your records](#)

[Notify students that grades are posted](#)

[NOTE: PLEASE DO **NOT** INFORM STUDENTS OF THEIR INDIVIDUAL GRADES VIA THIS LINK. IT IS NOT SECURED FOR SUCH CONFIDENTIAL INFORMATION.]

[Back to Grade Roster](#)

[Return To Your Course Listings](#)

[Log out](#)

Figure 11

Please use the link “Back to Grade Roster” to return to the roster you just submitted, or use the “Return To Your Course Sections” link to view your course list. . . Do not use the “Back” button on your browser.

## Specific Grade Information for College Students

**“I” (Incomplete) Grades:** College grading policy requires that a “Request for Grade of Incomplete” form be submitted along with any grade of “I”. To accommodate this policy, instructors should submit online grades of “I-Pend”. This PENDING incomplete will be replaced by a regular grade of “I” once the Registrar receives the completed form. Should the form be received BEFORE the grade is entered online, the instructor will see the “I” grade already in place for the student on the online roster. “I-Pend” grades for College students must be posted within one week of the end of the quarter. The I-Pend grading option becomes available in the drop-down starting 11th week.

**“Q” Grades:** These grades are administratively assigned should an online roster be submitted for College students with blank/missing grades after the grading deadline, or should an “I-Pend” grade not be followed by a completed “Request for Grade of Incomplete” form. “Q” grades will revert to grades of “W” at the end of the 4th week of the subsequent quarter (4th week of Autumn for Spring courses).

**Lowering a Grade:** When a submitted grade is subsequently lowered, it is important that the student and the College Dean of Students be informed as quickly as possible, as transcripts and grade reports may have already been distributed. The Registrar will monitor any grade change that results in a lowering of a submitted grade and notify the College Dean of Students by the end of the next business day. Whenever a grade is lowered it is requested that a NOTE be submitted explaining the reason for the new, lower grade.

For any questions about these services, please contact the Office of the University Registrar at: (773) 702-7876, or email [regsis@uchicago.edu](mailto:regsis@uchicago.edu) or contact the University Registrar directly, Gabriel Olszewski, (773) 834-3390, [golszewski@uchicago.edu](mailto:golszewski@uchicago.edu)