Final Grading Information – Spring 2017

Please use the following instructions when completing the grade roster. Additional information regarding the grading policy is available in the **Undergraduate Catalog.** If any questions or problems arise that are not addressed in these instructions or in the policy, send email to **grading@umit.maine.edu.** The Office of Student Records will provide grading assistance in room 201, Wingate Hall for those who need help submitting their grade rosters using MaineStreet.

- **Grade rosters**: Grade rosters for the Spring 2017 term are now available on MaineStreet.

- **Grades are due:** Grades are due on **May 19, 2017**. Exceptions to the May 19 deadline apply to classes that end after May 12, 2017. Late submission of grades affects graduation, academic actions, Dean's List and financial aid eligibility.

- **Submitting Grades:** All grades must be submitted using MaineStreet. See instructions on page 3.

List of Approved Grading Symbols and Definitions

(Instructors have the option of adding plus and minus grades to the basic letter grades.)

> **A** - Superior
> **B** - Good
> **C** - Satisfactory
> **D** - Poor
> **F** – Failure - If student has not participated in at least 50% of the class, the L grade is appropriate
> **AU** - Audited
> **I** - Incomplete work (refer to **Incomplete Grade Policy**)
> **L** - Failure for lack of participation (less than 50% participation)
> **LP** - Low Pass (for pass/fail course - "D" range equivalent)
> **P** - Passed (for pass/fail course)
> **DG** - Deferred (for previously identified multi-semester classes only)
> **TH** - Deferred (undergraduate thesis only)

The grade choices available for assignment are based on the grading option selected by the student (ex**.** Students enrolled pass/fail may be assigned only a P, F, LP, L or I grade.)

- **No Blank Grades: All students must be graded** in order for the grade roster to be set to *Approved* status which then allows posting of the grades.

- **Grades Not Posted:** On **May 22, 2017** all grades entered, but not posted by the instructor, will be posted by the Office of Student Records.

- **Changing Grades:** Instructors may change grades for classes in any term using MaineStreet by accessing the grade roster for the appropriate class and selecting the "Request Grade Change" button. See instructions on page 3.

- **Incomplete Grades:** If a student has not completed the course and has requested an incomplete which you feel is justified, the incomplete grade may be assigned. Upon selecting the "I" grade during the grade input process, the instructor will be prompted to provide information related to the incomplete grade in accordance with the **Incomplete Grade Policy**. Students requiring an extension

to complete the course work beyond the stated policy must complete and submit the **Extension Form for Undergraduate Incomplete Grades** (PDF.) **(Note: Do not advise students to re-register for the course in a subsequent semester to complete the work. Incomplete grades will impact a student's eligibility to graduate.)**

- **Students Not Listed on Roster:** If a student is taking the course and is not shown on the Grade Roster, please send an email message **from your umit.maine.edu or maine.edu account only,** to **um.grading@maine.edu** and include the student's full name, Student ID, course, section, credits and grade. Grades cannot be accepted via telephone.

- **Students Not Attending:** Any registered students who have never attended, or who stopped attending resulting in less than 50% participation without officially dropping, should be considered for the "L" grade. This grade counts the same as an "F." When prompted during the grade input process, please provide the Last Date of Attendance or indicate if the student never attended. This information is helpful in serving students receiving financial aid and veteran's benefits.

- **Audit Students:** These students have paid tuition at the normal rate for the course and will receive a transcript entry indicating the audit. They are not required to complete assignments or take exams. These students should receive the grade of "AU." If they have never attended, send notification of this to **grading@umit.maine.edu.**

- **Withdrawn students:** Students who have officially withdrawn from the University or who withdrew from the course will have a grade ("W" or "F") in the grade column.

- **Review the completed roster:** Carefully check all entries and change the roster's status to *Approved* and *Post* the grades. Please retain a copy for your records.

Should questions arise or you encounter problems, send email to **um.grading@maine.edu** or contact the Office of Student Records at 581-1288.

Linda Reid
Associate Registrar

Instructions for MaineStreet Grading

1.	Sign into the MaineStreet Portal. The link is available at the Office of Student Records website at http://studentrecords.umaine.edu
2.	Select the Faculty Center the link.
3.	Be sure you have the correct term selected. In the *My Teaching Schedule* section, locate the class for which you want to assign grades and click the enter grades button found just to the left of the class number.
4.	If you have the grades for your class recorded electronically in a spreadsheet such as Excel, you may upload the grades using the upload grades from file button. For details on this function, skip to page 4 of these instructions, otherwise continue to Step 5.
5.	To assign a grade to a student, click on the drop-down arrow in the *Roster Grade* column just to the right of the student's name.
6.	Once all the grades for all students have been entered, change the *Approval Status* to *Approved* in the drop-down box just above the top of the grade roster. The post button then appears.
7.	Should you wish to leave the Grade Roster before Posting the grades, click the save button to save the grades entered.
8.	To officially submit the grades, click the post button. Notice that after posting the grades, the *Approval Status* field is grayed-out and the request grade change button appears on the page. Any changes that are necessary will have to be done using the change of grade process (see below).
9.	You can download your class' grades to Excel by clicking on the Download link located on the blue bar above the class list.

Changing A Grade After Posting

1.	Access the Grade Roster as indicated above in steps 1-3.
2.	Click the request grade change button.
3.	Click on the drop-down arrow in the *Official Grade* column for the corresponding student and select the new grade. Enter the reason for the grade change in the box provided.
4.	Click the SUBMIT button.

Instructions for MaineStreet Grading – Uploading Grades from an Existing File

1. Sign into the MaineStreet Portal. The link is available at the Office of Student Records website at http://studentrecords.umaine.edu

2. Select Faculty Center the link.

3. Be sure you have the correct term selected. In the *My Teaching Schedule* section, locate the class for which you want to assign grades and click the enter grades button found just to the left of the class number.

4. Grades may be uploaded to the Grade Roster using an existing file. To view the requirements of the file format, click the View Sample File Format link. The file must contain only the student ID, including leading zeroes, and grade separated by a comma, semicolon or tab. The easiest method to create a file of the required format is to save it as a Text (Tab delimited, *.txt) or CSV (Comma Delimited, *.csv). Remove all other data, as well as any headers, from the file.

5. Once you've created the file with the necessary formatting requirements, click the upload grades from file button.

6. Use the Browse... button to locate your file on your computer. Click the Upload button.

7. If no grading errors have been encountered during the upload of the file, you will be presented with a message box providing information on completing the grading process. Click the OK button to continue.

   If errors are encountered, you will be instructed to use the view error report button to review and correct the errors. The *Error Report* provides details and error handling instructions. If you have questions during the error resolution process, contact Linda Reid in the Office of Student Records at 581-1318.

8. Change the *Approval Status* to *Approved* in the drop-down box just above the top of the grade roster. The post button then appears to right of the *Approval Status* as well as at the bottom of the grade roster.

9. Should you wish to leave the Grade Roster before Posting the grades, click the save button to save the grades entered.

10. To officially submit the grades, click the post button.   Notice that after posting the grades, the *Approval Status* field is grayed-out and the *Request Grade Change* button appears on the page. Any changes that are necessary will have to be done using the change of grade process (see page 3).