Online Grading Instructions

1. Go to the UArts Portal

2. Click icon to access WebAdvisor | MyUArts Record

3. Click Faculty
4. Click **Grading**

5. Select the **Term** from the drop down menu, then click **Submit**

6. Select the **course** to be graded, then click **Submit**
7. Enter student grades into the **Grade** column, then click **Submit**

- The following is a list of the **only** grades that may be assigned by the instructor:
- The following grades cannot be assigned by the instructor:
  - I (Incomplete): Requires prior approval of the instructor and the Dean of the College. A “Request for Grade of Incomplete” form, signed by the Dean, must be submitted to the Office of the Registrar for each “I” grade assigned. Forms are available for download in the forms section on registrar.uarts.edu.
  - Pass/Fail: Faculty should enter a letter grade. The assignment of a “P” or an “F” is then automatically calculated from the grade assigned. Grades of C or higher will result in a “P”. Grades of C- or lower will result in an “F.”
  - IP: Students enrolled in thesis courses will have “IP” (in progress) grades administratively assigned by the Office of Registrar.
  - W: Assigned by the Office of the Registrar.
- You must assign grades to every student on your grade roster or the student will receive a grade of “F.”
- Grades assigned to graduating students cannot be changed after the degree is awarded.