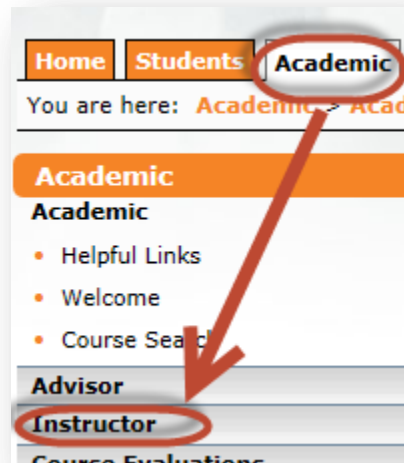


Entering Grades in MyUnion

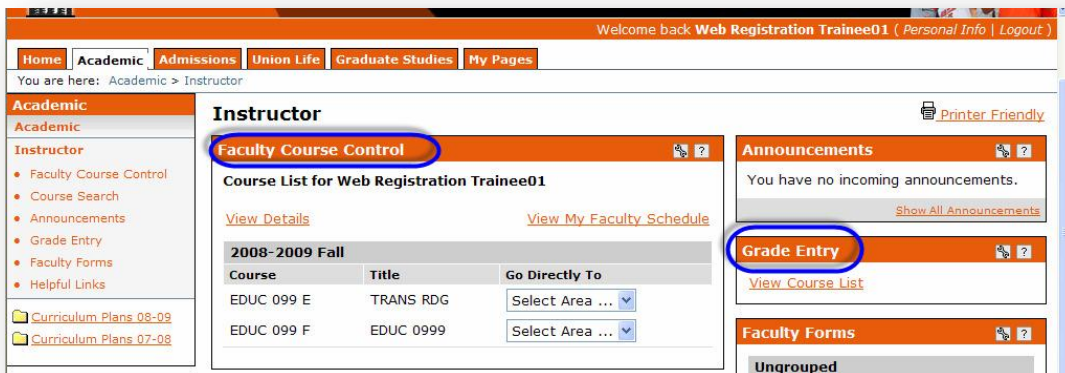
First, navigate to the MyUnion page <http://my.unionky.edu> and log in.

Once you have logged in, click on the **Academic** Tab.

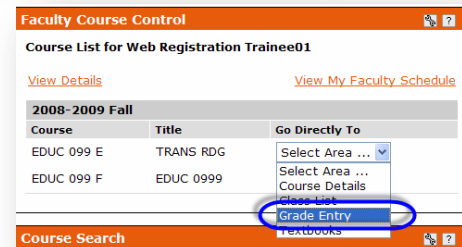
You will then click on the “**Instructor**” link on the left-hand side of the page to go to the area for your course information.



Once you are on the *Instructor* page, you will see a listing of your current courses in the “**Faculty Course Control**” portlet, just under the *Instructor* heading on the page. You will also see a portlet entitled “**Grade Entry**.” Either portlet can be used to navigate to the grade entry screen.



In the *Faculty Course Control* portlet, to the right of each course listed, there is a drop down menu box under “**Go Directly To.**” Click on the arrow on the right-hand side of the drop down menu to activate it. Then, click on “**Grade Entry.**”



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If the grading period is open, then you will be able to enter grades for that period.

NOTE: Disregard the "Default Grade" option that is circled below.

Faculty Course Control - Update Student Grades

Faculty Course Control > Update Student Grades

EDUC 099 F EDUC 0999 - Update Student Grades

Student List for: Undergraduate 2008-2009 Fall EDUC 099 F EDUC 0999

Instructors: Web Registration Trainee01

Cross-listed Courses:

Course Grading Type: LETTER GRADE Default Grade: [Dropdown] Set Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to rows that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

To the right of each student's name is a drop down menu that contains all grades that our institution recognizes.

Some things to note:

- If you are teaching a **Pass/Fail** course, you should only select either a **P** or an **F** as a grade.
- **AU** is for a student who is **auditing** your course.
- **CR** is used only for **internships**.
- If you wish to give a grade of **Incomplete**, then you must contact the **Registrar's Office**.

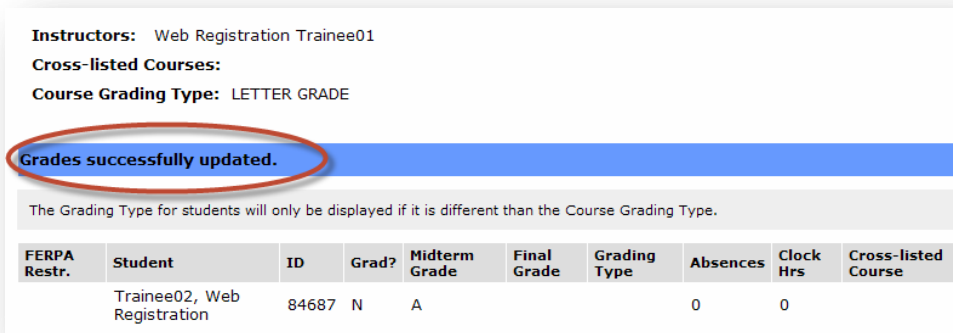
FERPA Restr.	Student	ID	Grad?	Midterm Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course
	Trainee02, Web Registration	84687	N	[Dropdown: A, Select...]		0	0	
	Trainee04, Web Registration	84689	N	[Dropdown: A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, AU, **, CR, P]		0	0	
	Trainee05, Web Registration	84690	N	[Dropdown: A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, AU, **, CR, P]		0	0	
	Trainee06, Web Registration	84691	N	[Dropdown: A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, AU, **, CR, P]		0	0	
	Trainee06, Web Registration	84691	N	[Dropdown: A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, AU, **, CR, P]		0	0	

[Save] [Cancel]

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Once you have completed this process for each student, please review your choices for accuracy before submission. Once you are satisfied that the grades entered are correct, then click the **“Save”** button in the lower left-hand corner of the portlet.

After you click **“Save,”** then you will receive a message on your screen that your submission is being processed. Once this is completed, it will return to the *Faculty Course Control* portlet. If the grades were successfully updated in the database, then you will see the following message in blue above your class list and you will no longer have the option to enter or change grades until the next open grading period occurs.



Instructors: Web Registration Trainee01
Cross-listed Courses:
Course Grading Type: LETTER GRADE

Grades successfully updated.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Midterm Grade	Final Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course
	Trainee02, Web Registration	84687	N	A			0	0	

To use the **“Grade Entry”** portlet, click on the link inside the portlet that states **“View Course List.”** This will bring up a list of your current courses and students enrolled.

In the **“Grade Entry”** portlet, click on the link **“View Course List”** in order to go to a list of your current courses. You will then click on the name of the course for which you want to enter grades and then follow the same instructions to select the grades for each student as in the **“Faculty Course Control”** instructions above.

SPECIAL NOTE: If, for some reason, a grade was entered incorrectly or you need to change a grade, then you will have to do so through the Registrar’s Office. Their phone number is (606) 546-1208. They are located downstairs in Speed Hall across from the receptionist’s desk and are open M-F 8 a.m. to 4:30 p.m.

If you have technical issues with this process, please submit a ticket to the [Help Desk](#) or call the Technology Support Desk at (606) 546-1626.