

Entering Grades in ConnectCarolina Faculty Center

The ConnectCarolina Faculty Center enables faculty members to manage class and student-related activities from one centralized location.

Faculty members have access to the rosters of the classes that they are assigned to teach.

Having access gives the ability to:

- Review the class details
- Student information
- Notify selected students or the entire class

Note: Review the University Registrar's [Grades Manual](#) for a complete explanation of entering grades in ConnectCarolina.


ACCESSING YOUR CONNECTCAROLINA FACULTY CENTER

1. Go to connectcarolina.unc.edu.
2. Login via the [Faculty, staff & alumni ConnectCarolina](#) link.
3. Once logged in, you will be routed to your main page. Click the blue "**Student Administration**" tab on the left side of the page.
4. Select "**My Schedule.**" - This will list your classes for a given term.
5. Classes will be listed under "My Teaching Schedule – 2014 Fall"

Login to ConnectCarolina
and InfoPorte
(Faculty, staff & alumni)

- a. Change the term by selecting the "change term" button

change term

6. Beside each class there is a "Grade Roster" icon  - select it.
7. Make sure Grade Roster Type = Final Grade.

Display Options:

*Grade Roster Type

☐ Display Unassigned Roster Grade Only

ASSIGNING STUDENT GRADES

There is a 20-minute time-out period during the grading period, and any unsaved data will be lost.

You may save a roster as many times as you wish. It is recommended that you save early and often.

1. Select the student's grade from the Roster Grade drop down menu.
2. Click the Save button located at the bottom or top of the grade roster.

Note: Move slowly through the process as it is easy to enter an incorrect grade.

Student Grade		Requirement Designation		Transcript Note			
	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	
<input type="checkbox"/>	1		B+		AS Bachelor - History/Music Minor/Art History Minor	Sophomore	
<input type="checkbox"/>	2				AS Bachelor -	Sophomore	
<input type="checkbox"/>	3				AS Bachelor - Elementary Education	Sophomore	
<input type="checkbox"/>	4				AS Bachelor - Undecided	Sophomore	
<input type="checkbox"/>	5				AS Bachelor - Pharmacy	Freshman	

Click the drop down menu to assign a Grade

Note: Reference the [University grading policies](#) as needed:

Click the drop-down arrow to select a valid value. Only valid values can be accepted in the roster grade box. The selected value will be displayed as the official grade after the roster has been posted.

Pass/Fail Grading:

For students who elected to make an elective course Pass/Fail grading, please use the below grading scale:

Pass C- or better

Fail D or below

CHANGING GRADES

Each time you enter grades, you should save your work.

You can return to the grade roster to add more grades and change erroneous grades. This can be done until the grades have been approved. If you plan on entering grades in multiples sessions, you may find it convenient to check the “Display Unassigned Roster Grades Only” box. This way, you only are presented with students without grades assigned.

Display Options:
***Grade Roster Type**
☒ **Display Unassigned Roster Grade Only**

Continue to next page.....

SETTING THE APPROVAL STATUS OF THE GRADE ROSTER

When the grade roster is first generated, the approval status is set to “Not Reviewed.” Once all of the grades have been entered, the approval status can either be set to “Ready for Review” or “Approved.”

Ready for Review If you do not approve grades, set the status to “Ready for Review.” This will indicate that grades have been entered and are ready for final review. The drop-down boxes for choosing grades will disappear. If you need to change a grade, you must set the approval status back to “Not Reviewed.”

Approved If you do approve grades, you will have the option of setting the approval status to “Approved.” Only set the approval status to “Approved” when the grades are ready to become official. Once you change the status to “Approved,” the drop-down boxes for changing grades will disappear. Once the official grades are posted, you will have to submit an online request to change the grades through the faculty center.

Grade Roster

The screenshot shows the 'Grade Roster' interface for the 2010 Fall session. At the top, it says '2010 Fall | Session A | UNC-Chapel Hill | Undergraduate'. Below this, there's a section for 'ART 151 - 001 (1913)' with a 'change class' button. A red box highlights the 'Set the approval status' text, with a red arrow pointing to the '*Approval Status' dropdown menu in the 'Grade Roster Action' section. The dropdown menu is currently set to 'Not Reviewed' and has a 'save' button next to it. Below the class information, there's a table with columns: Days and Times, Room, Instructor, and Dates. The table shows 'MoWe 11:00AM-11:50AM', 'Hanes Art Center - Rm 0121', a redacted instructor name, and dates '08/24/2010 - 12/08/2010'. To the left of the table, there's a 'Display Options' section with a '*Grade Roster Type' dropdown set to 'Mid-Term Grade' and a checked checkbox for 'Display Unassigned Roster Grade Only'.

2010 Fall | Session A | UNC-Chapel Hill | Undergraduate

▼ **ART 151 - 001 (1913)** [change class](#) **Set the approval status**

History of Western Art I (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 11:00AM-11:50AM	Hanes Art Center - Rm 0121	[REDACTED]	08/24/2010 - 12/08/2010

Display Options:

*Grade Roster Type:

☒ [Display Unassigned Roster Grade Only](#)

Grade Roster Action:

*Approval Status: [save](#)

Follow these steps to approve a grade roster:

1. In “Not Reviewed” status, continue to add and update student grades.
2. When finished entering grades for all students on the roster, select the appropriate approval status.
 - a. **For Teaching Assistants, select “Ready for Review.”**
 - b. **For Instructors, select “Approved.”**
3. **Click the Save button.**
4. Once the grades are successfully posted, the word “Posted” will appear at the top of the roster.