

- 3 Scroll down to your class roster and (using the dropdown menu) begin entering grades:

Once you have entered grades you must click the **Submit** button. Please note that online grade submission will time out after three hours. You should click **Submit** often so that you do not lose your work.

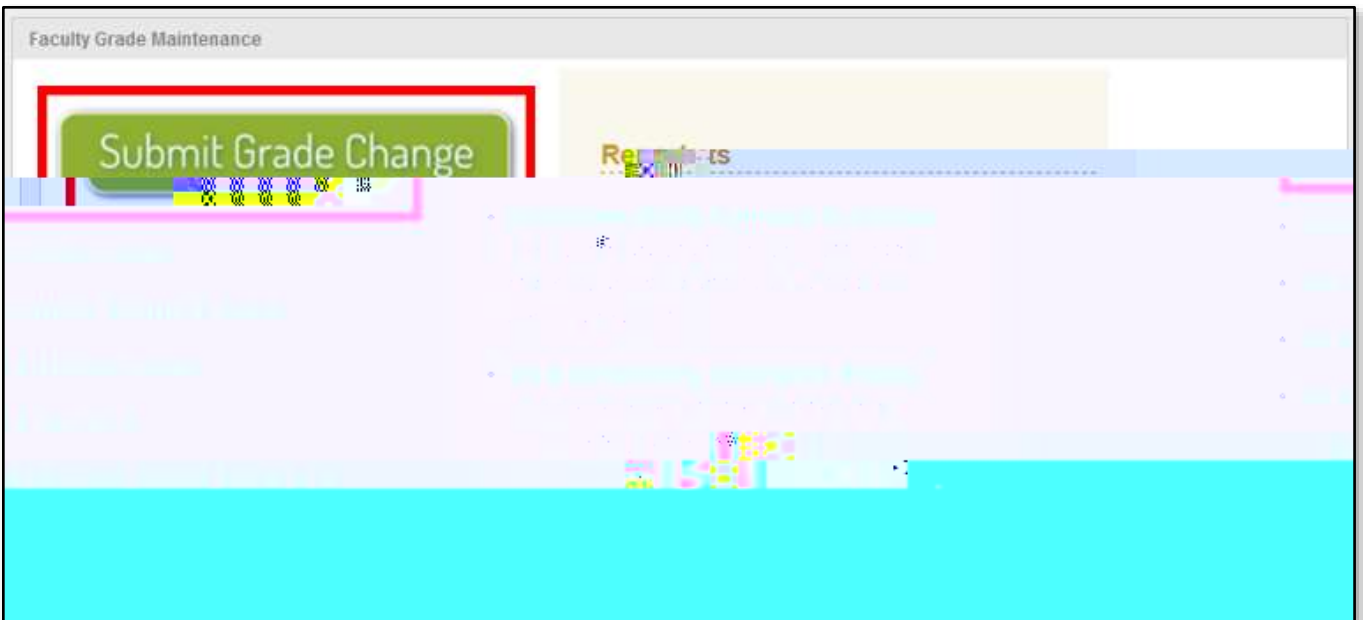
You do not have to submit all your grades at once.

You can change a grade until it has been rolled to academic history.

Grades are rolled daily at **1:00AM Eastern Time**.

Once a grade has been rolled to academic history it will become visible to the student.

- 4 Once a grade has been rolled to academic history you must submit a **grade change request** in order to change it:



This is also found on the **Grading** page in myUVM.

- 5 If a student does not receive a passing grade, you must enter a last date of attendance. Please review the following FAQs regarding this requirement:

1. **Why do I need to provide the last date of attendance for a student who did not earn a passing grade?**

Federal financial aid regulations require that we distinguish between students who did not pass a course due to poor academic performance and students who did not pass because they stopped attending. Students who stopped attending may be considered to have "unofficially withdrawn" from the University and a return of a portion of their financial aid may be required. Last date of attendance is required for students who did not earn a passing grade so we can identify which students have "unofficially withdrawn".

2. **Does this mean that faculty are now required to take attendance?**

No. Faculty are not required to take attendance by the University. Faculty should report a student's last date of attendance using the best information available, which may or may not include a formal attendance roster. If a faculty member voluntarily takes attendance, their attendance records could be used to establish a student's last date of attendance. A faculty member could also establish a student's last date of attendance based on the last grade the student received; the last exam or quiz the student took; the last date the student submitted an assignment; or other documentation available to the faculty member.

If a student has failed due to poor academic performance, the last date of attendance would generally be the date of the final exam - or, if no final exam was given, the last date the student participated in the course (e.g., the last date the class met or the date the student submitted a final assignment, whichever is later).

3. What date should I enter?

If the student completed the course and has failed due to poor performance, enter the date of the final exam. If no final exam was given, enter the last date the student participated in the course (by attending a class or other required course activity or turning in a paper or other assignment).

If the student failed because they stopped attending, enter the last date the student participated in the course. Use the best information available to you. If you voluntarily take attendance, you may use your attendance roster to determine the student's last date of attendance; however, faculty are not required to take attendance.

A student is considered to have participated in the course if the student: attended the class; submitted an academic assignment; took an exam; attended a study session which was organized and assigned by the instructor or; contacted the professor to ask a question about the academic subject studied in the course.

4. The course was offered online - since there were no physical classes, what should I use as the last date of attendance?

Merely logging in to an online class, without active participation, is not considered attendance. To demonstrate attendance in an online course, a student must do more than just log in - they must *participate* (e.g., in an online discussion, an exam or by submitting an academic assignment). To demonstrate attendance in an online course, a student must do more than just log in - they must *participate* (e.g., in an online discussion, an exam or by submitting an academic assignment).

6. I am not certain when a student last attended the course, what should I do?

You should report the last date for which you can *document* the student's attendance at an academic activity using the best information available to you.