

Grade-Related Information for Faculty **2011- 2012**



Office of Admissions, Records and
Registration.

Faculty support provided by

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Grade-Related Information for Faculty

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GRADE-RELATED INFORMATION FOR FACULTY

Office of Admissions, Records and Registration
Contact: Shannon Williams, Associate Registrar (2-6105 or swilliams@uta.edu)

MyMav, UT Arlington's Student Information System

MyMav (www.uta.edu/mymav) is the website that faculty use to enter grades. MyMav is generally available for use 24 hours a day, seven days a week. Faculty members may connect via the Internet from anywhere in the world. Because MyMav is password protected, it is in compliance with federal privacy and confidentiality laws. Grades must be submitted online via MyMav.

Getting Help in MyMav.

If you cannot log onto MyMav or have navigation questions, contact the [OIT Help Desk](https://www.uta.edu/oit/cs/helpdesk/index.php) at <https://www.uta.edu/oit/cs/helpdesk/index.php>.

Online training materials and simulations for using the MyMav faculty center are available on the [MyMav Faculty/Staff tutorials](http://www.uta.edu/oit/cs/training/mymav/training_staff.php) web page (http://www.uta.edu/oit/cs/training/mymav/training_staff.php). Simulations are available in the Online Training Modules section. Turn off pop-up blockers and click Player to run a list of training topic simulations. For information on how to turn off pop-up blockers, http://www.uta.edu/ses/recordsandregistration/assets/pdf/problems_with_downloading_files_in_IE8.pdf. To view the material in a MAC friendly HTML format just click the HTML link. All of the step-by-step information from the simulated tasks is included.

The Office of Admissions, Records and Registration makes support available to faculty throughout the grade posting period, so please contact Shannon Williams, Associate Registrar (swilliams@uta.edu or 2-6105) with any questions or concerns.

Student Privacy and Confidentiality of Student Records

The University of Texas at Arlington has a legal obligation to protect the privacy of students and the confidentiality of student records. UT Arlington faculty are encouraged to use the greatest precaution in communicating with students regarding their grades. The recommended best practice is to have the student access his/her grade through the student's MyMav Student Center. While UT Arlington does not consider the emailing of grades a best practice, we ask that you strictly follow these guidelines in the event you need to email a grade to a student.

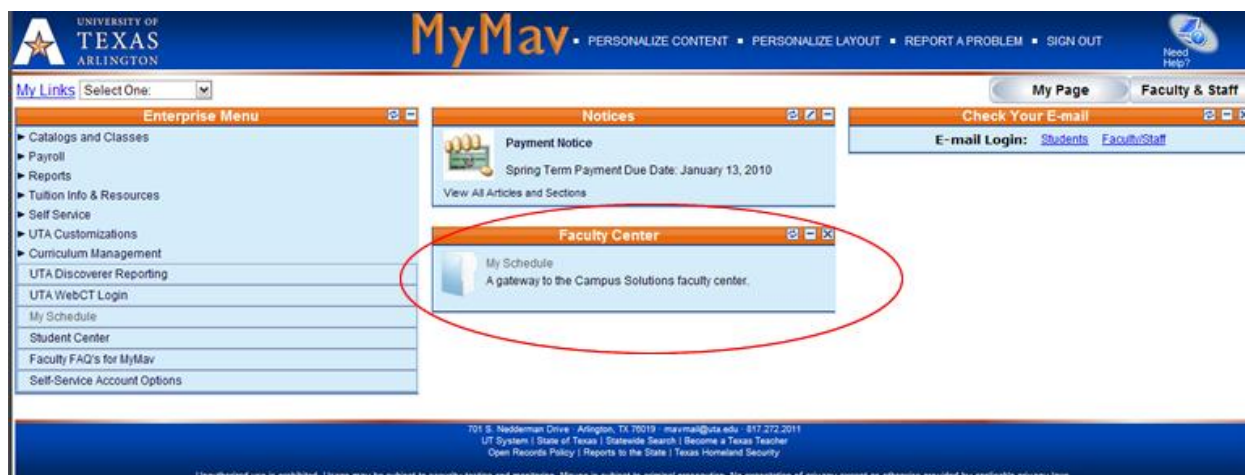
- You may only email grades to the student's official UTA email address, and only to that student.
- No information about a student's academic performance can be released to anyone other than the student without the student's written permission, including grades.
- Use extreme caution when using the MyMav class roster or grade roster to email academic information to students, so that no protected data is compromised or widely broadcast.

The public posting of grades on office, class or departmental doors or bulletin boards, or on the web, which uses student names or identifiers, including the UTA ID and NetID or any identifier that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty, is prohibited under federal law.

UT Arlington's FERPA statement is available on your faculty center and at https://web.uta.edu/ses/recordsandregistration/content/faculty_staff/ferpa_for_faculty.aspx.

Logging on to MyMav


Sign in to MyMav (www.uta.edu/mymav) through the link on the UTA home page (www.uta.edu) using your NetID and password. Click the faculty center link. The placement of the faculty center is in the center of the portal page.



Entering Grades

Clicking on the “My Schedule” link in the faculty center pagelet will take you into the faculty center. There, you will see a list of the classes you are teaching this term with class title, enrollment, days, times, location and class dates. Make sure that classes for the term or session that you are currently grading appear in your faculty center. The default should be to the current term. (However, if you have more than one security role, you will have to reset the default by selecting Set up SACR, and, on the User Defaults page, enter the current term in the Term box and save.)

Select the class for which you want to enter grades and click the Grade Roster link (the second icon from the left on the row where the class is listed (circled below), or use the navigation button "Grade Roster" at the top of the screen.



The screenshot shows the Faculty Center navigation bar with three buttons: 'my schedule', 'class roster', and 'grade roster'. The 'grade roster' button is circled in red. Below the navigation bar, the page title is 'Faculty Center' and the sub-section is 'My Schedule'. The current term is '2011 Summer | University of Texas, Arlington', with a 'change term' button and a 'My Exam Schedule' button. The display options are 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An icon legend includes 'Class Roster', 'Grade Roster', 'Assignments', and 'Learning Management'. The main content is a table titled 'My Teaching Schedule > 2011 Summer > University of Texas, Arlington'. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The first row is circled in red, showing a 'Grade Roster' icon next to the class 'POLS 2311-004 GOVT OF U S (Lecture) 16 TBA OFF WEB Jun 6, 2011-Jul 7, 2011'. Below the table are links for 'View Weekly Teaching Schedule' and 'Go to top'.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
POLS 2311-004 (51354)	GOVT OF U S (Lecture)	16	TBA	OFF WEB	Jun 6, 2011-Jul 7, 2011
POLS 2311-005 (51361)	GOVT OF U S (Lecture)	0	TBA	OFF WEB	Jun 6, 2011-Jul 7, 2011
POLS 2311-006 (51362)	GOVT OF U S (Lecture)	0	TBA	OFF WEB	Jun 6, 2011-Jul 7, 2011

You will see a list of all the students in the class. Beside each student's name is a Roster Grade dropdown menu. (The student name below has been redacted.)

This screenshot shows a grade roster interface. At the top, there is a header with a search bar containing '16 2115 51354' and a dropdown menu (circled in red and labeled '1'). Below the header is a table with columns for 'GRD', 'Undergraduate - Crim & Crim Just Online', and 'Junior'. A pagination bar shows 'View All | Download | Rows 1 - 16 of 16' (circled in red and labeled '2'). Below the table, there are buttons for 'Select All' and 'Clear All', and a dropdown menu (circled in red and labeled '4') with the text '<- add this grade to selected students'. There are also buttons for 'notify selected students' and 'notify all students'. At the bottom, there is a 'SAVE' button (circled in red and labeled '3') and an 'IMPORT' button. A note at the bottom states 'Grades can be uploaded from a .csv file.'

This is a duplicate of the screenshot above, showing the same grade roster interface with annotations 1, 2, 3, and 4.

To enter grades, click on the dropdown button to display a list of valid grade choices. See *Item 1 in the screenshot above*. Click on the desired grade. Continue down the list, selecting the appropriate grade for each student.

The grade rosters default to listing students in groups of 20. If you have more than 20 students in a class, you will need to go to each page to post the grades, or you can view up to 100 students per page. Make the selection below the grade roster. See *Item 2 for placement of this feature, in the screenshot above*.

Save frequently as you work through the grade roster. See *Item 3 in the screenshot above*.

Save by scrolling to the bottom of the page and clicking the save button. After saving you may wish to continue entering grades or you may completely exit MyMav and return to the grade roster later. When you input grades in your grade roster and try to leave the roster without saving, you will get this warning message, "You have unsaved data on this page. Click OK to go back and save, or Cancel to Continue." If you hit cancel, you will lose all the grades you submitted. You will need to select "OK" and save your grade submissions.

To assign the same grade, click the "Select All" button, which is located below the grade roster. See *Item 4 in the screenshot above*. Then enter the grade into the field immediately

below the "Select All" button and click on the link. Once the grade is entered, click on the "Add this grade to all students" tab. Both links are situated below the grade roster.

To move from one grade roster to another, go back to your Faculty Center using the navigation buttons at the top of the page, click on the class section you want to grade, then select the grade roster icon to the left of the class hyperlink, or click on "Grade Roster" from the tabs at the top of the page.

Approval Status

To indicate to the Office of Admissions, Records and Registration that your grades have been entered, set the approval status to "Approved." The approval status dropdown is located immediately above the grade roster on the right.

When the "Approved" setting is used, the system will not save and close the roster if any grades are not entered. This can serve as a means of self-verifying that all of grades are entered.

If you have set your roster to either Ready for Review or Approved and need to make a grade change before grades are officially posted, the Office of Records will need to reset the approval setting for you. Please send an email request to swilliams@uta.edu or leave a message at 817 272 6105.

The Office of Records and Registration will post the grades that are set using "Approval" status.

The screenshot shows the Faculty Center interface. At the top, there are navigation tabs: "my schedule", "class roster", and "grade roster". Below this is the "Grade Roster" section for the class "POLS 2311 - 004 (51354)". The class details include "GOVERNMENT OF THE UNITED STATES (Lecture)" and a table with columns: Days and Times, Room, Instructor, and Dates. The table shows "TBA" for days and times, "OFF WEB" for room, "Michael Moore" for instructor, and "06/06/2011 - 07/07/2011" for dates. Below the class details are "Display Options" and "Grade Roster Action" sections. The "Grade Roster Action" section has a dropdown for "Approval Status" set to "Not Reviewed" and a "save" button. The "Approval Status" dropdown is circled in red. At the bottom, there is a table with columns: *Term, Class Nbr, ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level.

*Term	Class Nbr	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
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Verifying Your Grades Have Been Submitted

To verify your grades have been entered, save by scrolling to the bottom of the page and clicking the save button. Then exit MyMav and log in again. The grades you entered will appear in the roster grade column (7th column from left). Withdrawals (W or Q) will pre-populate the official grade column, and you do not need to make a grade entry in those cases. Once the Office of Records and Registration officially posts the grades, they will also appear in the official grade column and be viewable by students. The Office of Records and Registration no longer sends email notifications when your grades have been submitted.

Updating or Changing Grades You Have Already Entered

Until grades are officially posted online, faculty can change any grades they have submitted for that term by going into the grade roster and selecting a different grade, then saving. Once grades have been posted online, faculty will need to use the Official Grade Change Form (paper form typically available in academic departments) to request a grade change unless no grade has yet been posted.

Unreported Grades

Grades that are not reported when grades become available to students online are shown as blank in the grade field. Students with questions about unreported grades will be directed to their faculty.

Faculty who miss the posting deadline should immediately contact the Office of Records and Registration when their grades have been entered, so that the grades can be processed and made available online to students. Contact salinger@uta.edu. Faculty who miss the grading deadlines are reported to the Office of the Provost. This pertains only to final grades, not progress report grades.

Unreported grades no longer convert to Incompletes.

Incomplete Grades

Incomplete grades (I) are typically used when a student has satisfactorily completed a substantial part of the coursework, and represents an arrangement for completion between the faculty and the student. Incompletes should be offered sparingly, as the student will not have online or library access if s/he is not otherwise enrolled while finishing the Incomplete.

Incomplete grades for Undergraduates must be changed to a permanent grade before the end of the grading period for the next long semester, or the grade will be automatically changed to an F. Incomplete grades for graduate students remain incomplete until the work is completed and the final grade is awarded. Incompletes were previously designated with an X. They are now designated with an I. Unreported grades no longer convert to Incompletes.

Uploading Grades from a File to the Faculty Center Grade Roster

Follow these instructions for uploading grades into the faculty center: [How to Upload Grades into MyMav \(PDF\)](http://www.uta.edu/ses/recordsandregistration/assets/pdf/DOWNLOADING%20AND%20UPLOADING%20GRADES.pdf), available at <http://www.uta.edu/ses/recordsandregistration/assets/pdf/DOWNLOADING%20AND%20UPLOADING%20GRADES.pdf>.

Downloading Your Class or Grade Roster to a Spreadsheet. To create an Excel spreadsheet:

- Open grade roster as outlined above.
- Select the download link below the roster on the left.
- Your grade roster will load into an Excel file.
- If the window to Excel does not appear or disappears while you are trying to download, it is likely to be a settings problem in Internet Explorer. In Internet Explorer, select Tools, Internet Options, Security tab from the menu. Select Internet for the Web content zone and select the Custom Level button. Scroll down to the Downloads settings. Select to enable the Automatic prompting for downloads option. Click the OK button on the Security Settings dialog box and the Internet Options dialog box.

Instructions for Printing Class and Grade Rosters

[Instructions to print Grade Roster for Moxilla Firefox.pdf](http://www.uta.edu/ses/recordsandregistration/assets/pdf/Instructions%20to%20print%20Grade%20Roster%20for%20Moxilla%20Firefox.pdf)
(<http://www.uta.edu/ses/recordsandregistration/assets/pdf/Instructions%20to%20print%20Grade%20Roster%20for%20Moxilla%20Firefox.pdf>)

[Instructions to print Grade Roster for Internet Explorer.pdf](http://www.uta.edu/ses/recordsandregistration/assets/pdf/Instructions%20to%20print%20Grade%20Roster%20for%20Internet%20Explorer.pdf)
(<http://www.uta.edu/ses/recordsandregistration/assets/pdf/Instructions%20to%20print%20Grade%20Roster%20for%20Internet%20Explorer.pdf>)

Emailing Your Students Using MyMav

You may want to communicate with your students by email. As a reminder, UT Arlington policy prohibits faculty from releasing grades to a student by telephone. You may release grades by email; however, do so only when strictly adhering to the guidelines outlined at https://www.uta.edu/ses/recordsandregistration/content/faculty_staff/grading.aspx#studentPrivacy. Instead of emailing grades, we encourage you to let your students know grades have been posted in their MyMav student center using the email functionality on the class roster.

In the faculty center, click the class roster link (not to be confused with the grade roster icon). The default setting will display enrolled students. At the bottom of the class roster you will see two links for sending email to students from your class. You can choose which students to email by putting checkmarks in the Notify column, on the left side. Once you have selected the students click the Notify Selected Students link. To send an email to all enrolled

students simply click the Notify All Students link. All students emailed in this way will be blind carbon copied to their UT Arlington email addresses only. The original email is sent to the instructor.

Photos as Part of Class Roster

You can now view all available student photos when you pull up your class roster, as well as students individually. The “Photo” column can now be activated to display all student photos as part of the class roster. See

https://wwwb.uta.edu/ses/recordsandregistration/assets/pdf/student_photos_now_available

Tips and Tricks

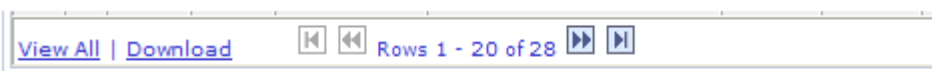
The most common fix to problems faculty encounter with their grade rosters is clearing the computer’s cache, also known as the browsing history. If you are experiencing problems accessing the system, please try the following steps before contacting the Help Desk:

For Internet Explorer:

- Click **Tools Menu**
 - a. Click **Delete Browsing History**
 - b. Be sure to check the options for **Temporary Internet Files** and **Cookies**
- Be sure to uncheck preserve favorites website data.
- Click the **Delete** button
- If you have a bookmark to MyMav, **right click** on the Favorite and **Choose Properties**
- Make sure that the URL points to: <https://sis-portal-prod.uta.edu/AEPPRD/signon.html>
- Save the bookmark
- Re-boot your computer

Other items that may assist you with grade entry:

- When all grades on a grade roster have been entered and saved, set the approval status to the **Approved** setting. When that setting is used, the system will not save and close the roster if any grades are not entered. This can serve as a means of self-verifying that all grades are entered.
- All correspondence from the Office of Admissions, Records and Registration will be sent to your UTA email address. Each term, one announcement will be sent to **all** teaching faculty for the grade collection period, when grade rosters open. All other grade-related communications will only be sent to faculty who have not yet submitted all grades.
- The grade rosters default to listing students in groups of 20. If you have more than 20 students in a class, you will need to go to each page to post the grades or you can view up to 100 students per page by selecting the “View All” button found at the bottom of the roster.



- If you have multiple security roles (for example, you have both a faculty role and an academic advisor role) and your term in your Faculty Center does not default to Spring 2011, you will need to update your user defaults by: *Select Set Up SACR -> Select User Defaults 1 -> Select Term 2112 from dropdown -> Select Save.*
- If you receive a notice that you have not yet entered all grades and think you have, please check your grade roster. Frequently, one or two grades are left blank, particularly in larger classes.

The Office of Admissions, Records and Registration makes support available to faculty throughout the grade posting period, so please contact Shannon Williams, Associate Registrar (swilliams@uta.edu or 2-6105) with any questions or concerns.

Calendar of Grade-Related Dates:

See

https://www.uta.edu/ses/recordsandregistration/content/faculty_staff/grades_reports_schedule.aspx.

Browser requirements.

See [Browser Requirements \(PDF\)](#),

<http://www.uta.edu/ses/recordsandregistration/assets/pdf/Browser%20Requirements.pdf>

Missing Grades Notifications

Lists at

http://www.uta.edu/ses/recordsandregistration/content/faculty_staff/grading.aspx are posted daily during grade collection periods, and show courses for which final grades have not yet been posted. Check the bottom tab on each Excel document for information on which term and the date and time the report was run (for ex., Fall 2009 GRAD 12-15-09 800 AM).

Late grades are forwarded from the Office of Admissions, Records and Registration to the Office of the Provost, who typically contacts the dean.

Logging Off

It is extremely important that you terminate your MyMav session by clicking the Logoff link in the upper right hand corner of the window. Leaving a MyMav session open on an unattended computer can jeopardize the security of the system and the sensitive data it contains. Always save after making any changes or additions in the grade roster, then log off.