The Office of the Registrar and Michigan Administrative Information Services (MAIS) are implementing Web Grades. Web Grades replaces the current paper grade rosters that are submitted for entry to the Registrar’s Office. Instructors enter grades directly into the system via Teaching Support in Wolverine Access. The departments currently using Web Grades are listed below. All departments will use Web Grades in Fall 2005.

Benefits:
- Instructors can submit grades from anywhere in the world using the internet.
- Grades are entered by the instructor (person who determines the grade), which is more efficient, accurate, and faster than the current paper method.
- Paperless process. Paper grade rosters will not have to be generated, distributed, filled out, and collected before data entry of grades can begin.

Web Grades Basics
- The ability to enter grades and/or approve grades depends on how departmental staff has identified instructors’ grade roster access in Wolverine Access. Instructors can only access grade rosters for classes which they have been granted grade roster access to either enter and/or approve grades.
- Instructors will receive an e-mail from the Registrar’s Office when the online grade rosters have been generated by the system. Instructors can then start to enter and/or approve grades online via Teaching Support.
- It is expected that most instructors will enter their own grades.
- An exception to an instructor entering grades for a class section is to assign a proxy. Proxies are assigned by Instructors via Teaching Support. Assigning a Proxy for a class section allows someone other than the instructor to enter and/or approve grades for the class.

Grade Entry Steps

1. Enter Grades
2. Select Approval Status based on access
3. Save

Action Required to prepare for the Web Grades before the grading period begins:

Verify that your uniqname and UMICH (Kerberos) password are active (required to enter/approve grades).
1. Type https://wolverineaccess.umich.edu in your web browser.
2. Click University Business.
3. Click Teaching Support.
4. Log in using your uniqname and UMICH (Kerberos) password.

If you encounter problems with your uniqname and UMICH (Kerberos) password, please visit: http://www.itd.umich.edu/accounts.
5. View the options in Teaching Support (i.e., View Class Roster).

Resources/Training:
For directions and more information about grade entry, grade approval, and proxy assignment go to: http://www.umich.edu/~regoff/webgrades.html.

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