Web Grade Entry Steps in Teaching Support (Approve Access)

To enter and approve web grades, staff in your department must set up the appropriate access. This job aid is for people who only have APPROVE access. If you have access to only enter grades, see: Web Grade Entry Steps in Teaching Support (Grade Access).

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.
   **NOTE:** You will be required to re-enter your password when approving grades.
   *If you encounter problems with your uniqname and UMICH (Kerberos) password, please visit: http://www.itd.umich.edu/accounts.*

5. Click **Record Grades**

6. Select the **Term**.
   **NOTE:** Click **Return to Teaching Support** to go back to the Teaching Support page.

7. Select the **class**.
   **NOTE:** You can only view classes that you have access to grade and approve and for which a grade roster has been generated.
   **NOTE:** Click **Select a Different Term** to return to the Record Grades page.

8. Enter grades or select grades with the **Lookup**
   **NOTE:** See the next page to learn how to use the Lookup.
   **NOTE:** If the class has been set up to meet the ULWR requirement, a C- or better automatically satisfies the requirement. A separate ULWR grade does not need to be entered.

9. Change the **Approval Status** to “Approved.”
   **NOTE:** You cannot save the grade roster with an “Approved” status until a grade has been entered for each student in the class section. Partially completed grade rosters can be saved with a status of “Not Reviewed,” but grades cannot be submitted until the grade roster has an Approval Status of “Approved.”

10. Click **Save**.
    **NOTE:** If you would like to keep a paper copy, click File->Print from your web browser.
    **NOTE:** You will receive an e-mail to confirm that the grade roster has been saved.
    **NOTE:** Click **Select a Different Class** to enter and/or approve grades for another class. Repeat steps 7-11.
    **NOTE:** The grades will be posted to the students’ records for all grade rosters with an Approval Status of APPROVED after a batch process is complete. The grades’ status will change from “Pending” to “Posted.”

11. Review the Grade Roster Submittal Confirmation.
12. Perform the 4-step logout process.
   - **Sign Out** of Teaching Support.
   - **Log Out** of Wolverine Access.
   - Click **Logout** on the Logout screen.
   - Click **Yes** on the Security Alert screen.
How to use the Lookup to Select Grades

1. Click on the **Lookup** for the student that needs a grade selected.

2. Click **Lookup**.

3. Click on the desired grade from the **Search Results**. (Only grades valid for your grading scheme will appear.)

   **NOTE:** You will return to the Grade Roster and the selected grade will be in the **Grade Input** field for the student.

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### About the Grade Roster

Students listed in the Grade Roster for a class are those who have officially elected the class.

- If a student has elected the Pass (P)/Fail (F) option for a letter graded (A-E) course, instructors must submit a grade of A-E. This letter grade will convert to reflect the P or F (on the student’s record) according to the School/College rules for the individual student.
- If a student has been attending the class and is not listed, please submit the grade on a Supplementary Grade Roster (SGR) and also submit an Election Worksheet.
- If a student is listed on the Grade Roster who has not been attending this class, enter NR (No Report) in the Grade Input field. The NR will be converted to appropriate unit symbol after the Grade Roster is successfully submitted.
- Grades may be given only for courses and credit hours indicated on the grade roster.
- There are times when a student already has a grade entered, e.g. W, VI. These grades cannot be changed on the grade roster. If you believe the grade is incorrect, please submit a grade change on a Supplementary Grade Roster (SGR).

#### Grade Symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, B, C, D, E</td>
<td>Letter grades that may be qualified with a + or –.</td>
</tr>
<tr>
<td>I</td>
<td>Final Grade must be submitted on a Supplementary Grade Roster (SGR) available in Department Office.</td>
</tr>
<tr>
<td>Y</td>
<td>The course extends beyond the published schedule of term. Y symbol may be used only if class is approved as an extended class.</td>
</tr>
<tr>
<td>NR</td>
<td>No Report</td>
</tr>
</tbody>
</table>

#### Grade Symbols that may be used if the class is approved for Pass/Fail, Satisfactory/Unsatisfactory, Credit/No Credit:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
</tbody>
</table>

*Check unit policy for unit-specific grading patterns (e.g., graduate business).*

#### Prepopulated Grade Symbols (do not change these symbols):

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Official Withdrawal</td>
</tr>
<tr>
<td>VI</td>
<td>Class Elected as visit</td>
</tr>
</tbody>
</table>

The Grade Roster must be submitted 72 hours after the final examination for the class.

4/12/06  
http://www.umich.edu/~regoff/webgrades.html