

▶ Grade Submission Newsletter

Spring Quarter 2011

Important Dates

- Online grade submission opens on 05/23/11.
- Online grade submission closes on 06/13/11.
- Paper FGRs are due by 10:00 am on 06/13/11.

The deadline for online grade submission is 5:00 p.m. on the Monday following the last day of finals.

The grade boxes outside of Schmitz Hall are open 06/03/11 - 06/14/11. If the boxes are closed, please bring grades to room 264 Schmitz Hall.

LAST QUARTER FOR PAPER GRADING

Spring Quarter 2011 is the final quarter that Faculty Grade Reports (FGRs or “bubble sheets”) will be printed. Beginning **Summer Quarter 2011** all grades will need to be submitted online. But why wait? Consider submitting your quarterly grades through Catalyst GradeBook. Send your questions about the FGR retirement to:

fgr-retirement@uw.edu

NEW GRADE SUBMISSION TOOL COMING SOON!

You asked, we listened!

You found online grade submission to be difficult, with too many steps to go through. The UW-IT team is developing a simpler process that allows you to go directly to the grade submission form via a link from MyUW. This new process will be available **beginning Summer Quarter 2011**.

Look for future communications about online grade submission, including instructions on how to do it and when it will be available, during Summer quarter. For more information, visit:

<http://uw.edu/lst/news/2011/new-grade-submission>

GRADE HELP DROP-IN SESSIONS

Grade submission help will be offered by the Office of the Registrar during finals week in **Schmitz 209**. If you or a faculty member need assistance stop by any time during the following drop-in hours:

06/07/11: 9 – 10:00 AM

06/08/11: 11 – 12:00 PM

06/09/11: 9 – 11:00 AM

DEADLINES AND LATE SUBMISSIONS

85% of grades were submitted on time last quarter!

There are a number of processes that rely upon student grade information, including Low Scholarship cancellation, Honors calculations, financial aid eligibility, prerequisite cancellation, and conferral of degrees.

Some of these processes (such as prerequisite cancellation) occur right after the grade submission deadline, so timely grade submission is important. Failure to submit grades by the deadline can result in a number of severe problems for students.

Grade Change Request

The Online Change of Grade request form is available here:

<http://registrar.washington.edu/staffFaculty/gradeChange/>

The above link can also be used for late grades as needed.

Grade Availability

Grades submitted via Catalyst GradeBook are available for viewing on MyUW as soon as they are processed. Student questions about grades should be directed to the responsible faculty.

HELPFUL LINKS

- **Registrar Site:** Online tutorials for grade submission. <http://registrar.washington.edu/learning/>
- **Catalyst GradeBook Help:** Help guide for GradeBook. <http://www.washington.edu/lst/help/gradebook/index>
- **Getting Help:** E-mail the Catalyst Help Desk at catalysthelp@u.washington.edu
- **Grading Policies:** If you have questions about grading policies or resources, please consult the Office of Educational Assessment’s Faculty Resources on Grading website: <http://depts.washington.edu/grading/>