

# Grade Submission Newsletter

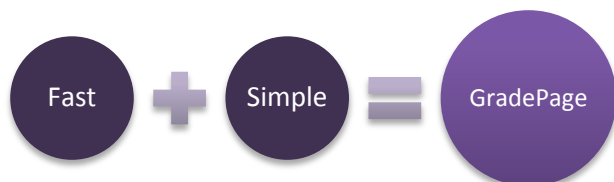
Summer Quarter 2011

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## INTRODUCING GRADEPAGE

We heard you! You found online grade submission to be difficult; it had too many steps to go through. We have created a simpler process that allows you to submit grades faster than ever.



[GradePage](#), developed by [UW-IT](#), in cooperation with the [Office of the Registrar](#), is a new tool that streamlines online grade submission for all faculty.

GradePage simplifies the process of submitting final grades online, and is available beginning this Summer quarter.

## LEARN HOW TO USE GRADEPAGE

View the *online tutorials to get started using GradePage*:



View instructions on using Grade Page [here](#).



Download or print PDF of instructions [here](#).

Want different Learning materials?

Send us your ideas [here](#).

## GRADE SUBMISSION DATE EXTENDED!

Wish you had an extra day?



The **deadline** for online grade submission has been **extended** to the **Tuesday** following the last day of finals at 5:00 PM.

## IMPORTANT DATES FOR SUMMER QUARTER

Mark your calendars for these important grading dates:

- Online Electronic Grade Posting OPENS for Summer A term courses: **July 14, 2011**
- Online Electronic Grade Posting OPENS for Summer full and B term courses: **August 12, 2011**
- Online Electronic Grade Posting CLOSES for all Summer courses: **August 23, 2011**

## 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:

- Monday, August 15: 2:00 – 3:00 PM
- Wednesday, August 17: 1:00 – 2:00 PM
- Friday, August 19: 12:00 -1:00 PM

Drop-in assistance is also available at the **Odegaard Learning Commons Help Desk**, located on the 2nd floor of Odegaard Undergraduate Library

Can't make a session? Check out our online tutorials [here](#), or email [gradepage@uw.edu](mailto:gradepage@uw.edu) for assistance.



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## WHICH GRADING TOOL SHOULD I USE?

**Reminder:** Paper-based grades are now retired. All grade submissions must be entered using Catalyst Tools

### Consider using GradePage if...

- You are not already an existing user of GradeBook.
- You need only to submit quarterly grades.

### Consider using GradeBook if...

- You are an existing user of GradeBook and need to submit quarterly grades.
- You need to track assignments, papers, and other class scores electronically.
- You would like to upload a spreadsheet of grades.

Feature	GradePage	GradeBook
Catalyst Web Tool	✓	✓
Record and submit quarterly grades	✓	✓
View submitted grades and their status	✓	✓
Upload spreadsheet template of grades		✓
Record assignment, paper, project, and exam scores, and track student progress		✓
Weight and calculate total scores and class grades		✓

Learn more about the features of each tool [here](#).

## GRADE CHANGE REQUEST

The Online Change of Grade request form is available [here](#). This form can also be used for late grades as needed.

Requests are processed manually, please allow up to two business days for your request to be processed.

## ON TIME GRADES

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.

Failure to submit grades by the deadline can result in a number of severe problems for students.

**88%** of grades were submitted on time last quarter

Help us achieve even more on time grades this quarter!

## 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 Grade Submission instructions:** <http://depts.washington.edu/registra/learning/onlinegrades/>
- **Catalyst GradeBook Help:** <http://www.washington.edu/lst/help/gradebook/index>
- **Catalyst GradePage Help:** <http://www.washington.edu/lst/help/gradebook/index>
- **Getting Help:** [catalysthelp@u.washington.edu](mailto:catalysthelp@u.washington.edu)
- **Grading Policies:** <http://depts.washington.edu/grading/>
- **Grade Change Request form:** <http://registrar.washington.edu/staffFaculty/gradeChange/>