

# ONLINE GRADING INSTRUCTIONS

## Grading Timeframe

- Grading begins during the final week of regular classes.
- Grading ends at noon on the Monday after finals week.
- **Grades should be entered within 48 hours of the final class meeting or the final exam.**
- Once grading ends, or a course's grades roll; rolled grades may only be changed by submitting a completed grade change form.
- Instructors who do not enter their grades during the grading period will have to submit a completed grade change form for *each* ungraded student.

## Grading Timeframe

1. [www.montana.edu](http://www.montana.edu) → Faculty & Staff → My Info → Enter Secure Area
2. Enter your Banner ID number (remember to include the dash) or enter your Social Security Number (without dashes).
3. Enter your PIN number or click on the "Forgot PIN?" button and answer the security questions.
4. If you cannot remember your PIN and are foiled by the security questions, please use the Self-Service Password Portal at <https://pwreset.montana.edu/react/> or contact the helpdesk at 994-177.
5. Click the "Login" → "Faculty Services" → "Final Grades".
6. Select the term from the drop-down menu.
7. Click the "Submit" button.
8. From the drop-down menu, select the course you wish to grade.  
**\*\* If a course you are teaching is missing from the list, it could be because you are not listed as the instructor for the course in Banner.** For assistance with updating an instructor of record, please contact a member of our Academic Scheduling team (Trisha Pliley: 994-5522 or Kyle Reynolds: 994-5089) or email [coursescheduling@montana.edu](mailto:coursescheduling@montana.edu)

For general inquiries regarding grading, please call the Registrar's Office direct line at (406) 994-6650.

13. Click the "Submit" button.
  14. You now have 60 minutes to enter the class grades. When you click "Submit," your time is reset and you may continue entering grades.
  15. Use the pull-down menu next to each student's name to select the appropriate grade.
  16. For those students who did not complete the course, select an "F" and **enter the last date they attended. If the student never attended, please list the first date of class.**
  17. Make sure you enter grades on all the "Record Sets," more commonly referred to as "pages."
  18. If you have large grade rosters we recommend you save your grades by clicking "Submit Grades" after every few grades, or after each grade if you prefer.
    - The grades you entered can be changed easily as long as it is done in a timely manner. Once the grades have been "rolled," or set on the students' permanent academic record, indicated by a "Y" next to the grade box, grades cannot be changed online.
    - **An asterisk next to a grade means the course is being graded at a Non-College Level**
    - **An "N" grade may only be used for certain below 100-level Math or specific Graduate Research courses.**
    - Courses that are taught as Pass/Fail courses must not be graded with any letters except "P" and "F"
    - Courses that are not taught as Pass/Fail courses must not be graded with "P" grades
    - Faculty may not enter "W" grades
    - Faculty may not enter "AU" grades
    - **'I' GRADING (Incomplete)**
- After an 'I' grade is entered click on Submit, and a new window will open. From the drop-down menu, select a grade that the 'I' grade will revert to if the incomplete work is not accomplished within the stipulated timeframe. In the extension date box, enter the date by which all incomplete work must be completed, or leave the default date provided.
19. Click on "Submit Grades"
  20. Your grades are now saved.

### Grading courses with OTD (Out of Term Dates)

- If you teach an OTD course that ends **within** the regular semester timeline, your grades are due 48 hours after the conclusion of the course.
- If you teach a course that concludes **after the last day of the semester**, web grading will be inaccessible/turned off and requires a grade roster to be submitted to the Registrar's Office within 48 hours of the conclusion of the course.

## Helpful Contacts

Jessi Cannady 994-5518

Merry Bruce 994-5272

Andrew Waters 994-5519

Shelburn Murray 994-4162

Kandi Gresswell 994-2603

Ashley Irion 994-5524