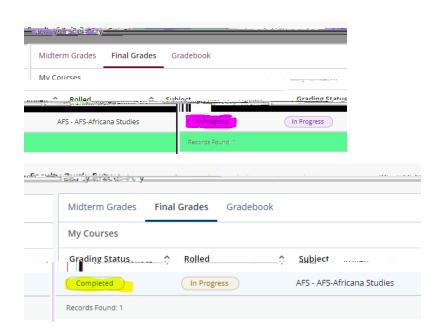
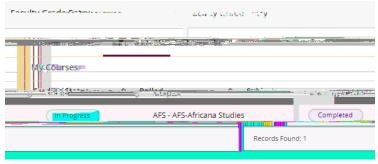
- 5. Courses that have partial grades entered will show up as In Progress
- 6. For each student choose the appropriate grade from the drop down

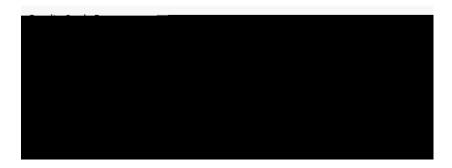
- 7. Please make sure to \_\_\_\_ often
- 8. Last Date of Attendance only needs to be entered for students who have failed the course. If a failing student does not have a last date of attendance entered the roster will not save. UNC does not use the Hours Attended option.

9. Continue selecting grades, while saving often until all students have a selected grade. 10.



their grade. under rolled means the grade can only be changed using a Grade Change Request form and the final grade will appear on the Ursa and transcripts. Final grades will roll (save to academic history) overnight.





## **Important Notes:**

- 1. Please check for additional pages of student grades if the roster is longer than 25 students
- 2. Please remember to never share your passwords for any reason. Providing your URSA password gives others access to many other things you have access to such as your pay information, email, etc. Sharing passwords is a violation of the University Regulations. If you need access, you do not currently have, please call the Technical Support Center at
- 3. financial aid reporting regulations related to financial aid recipients who are not making satisfactory academic

attendance for affected students. If you have any questions regarding the federal financial aid reporting requirements for satisfactory academic progress, please contact Marty Somero, Director of Financial Aid, at marvin.somero@unco.edu.