ASSIGNING GRADES IN CONNECT CAROLINA – A STEP-BY-STEP GUIDE

(It's not difficult, so don't panic!)

1. In your browser line type http://my.unc.edu
2. To the right, click the button that says "Sign in"
3. Enter your onyen and password and click the button that says "Sign in"
4. To the right, under "My Applications" click on "ConnectCarolina"
5. To the left, you'll see a menu. Click on "Self Service"
6. You should then see options for "Faculty Center" and "Advisor Center"
7. Under "Faculty Center" click on "My Schedule" and you should see a list of the courses you're teaching
8. To the left of your course numbers there are two columns that have icons in them. The first column has an icon that looks like 3 people. It takes you to your class roster. Do NOT click on that icon. The second column has an icon that looks (sort of) like a person pointing to a blackboard or presentation. Click on that icon.
9. You should now see a list of your students as well as a box above the list and to the right that says "Grade Roster Action." The default of the "Grade Roster Action" is "**not reviewed**," which means you can enter the grades but they won't yet be permanent.
10. A table column headed "Roster Grade" gives you drop down boxes where you will select the appropriate grade. If you have a large class, you will want to save frequently. **Saving does not lock in the grades permanently. You will still be able to change them if necessary**.
11. Once all grades have been entered and verified, go back to the "Grade Roster Action" box and select "Approved." Then click the "save" button. This will be your final, permanent submission so make sure everything is correct before you do this.
12. After "approving" and saving, the dropdown boxes will disappear and you'll see the grades recorded in the column "Roster Grade." Grades will not show up in the "Official Grade" column until after they are processed by the University Registrar.

If you have additional courses, simply click on the "Change Class" button toward the top of your screen.

If you aren't seeing the correct classes, check toward the top of your screen to be sure you're in the correct term (Spring 2011).

CAUTION: If there are **multiple instructors** for a course, each instructor can potentially enter his/her own set of grades if appropriate. However, only the lead instructor should approve grades when all have been entered. (If instructor 1 enters his/hers and approves, the other instructors would be shut out and unable to enter their set of grades.)

For EPID 994, 992, and 910 – section 001 only – enter your grade, but do not change the "Approval Status." These sections typically have multiple instructors assigned to them. The Student Services Office will "approve" once all grades have been entered.