University of Alaska Fairbanks

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UAOnline Services

Login to UAOnline

Need help logging in?

ellucian

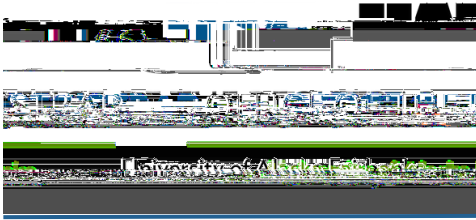your UA Credentials
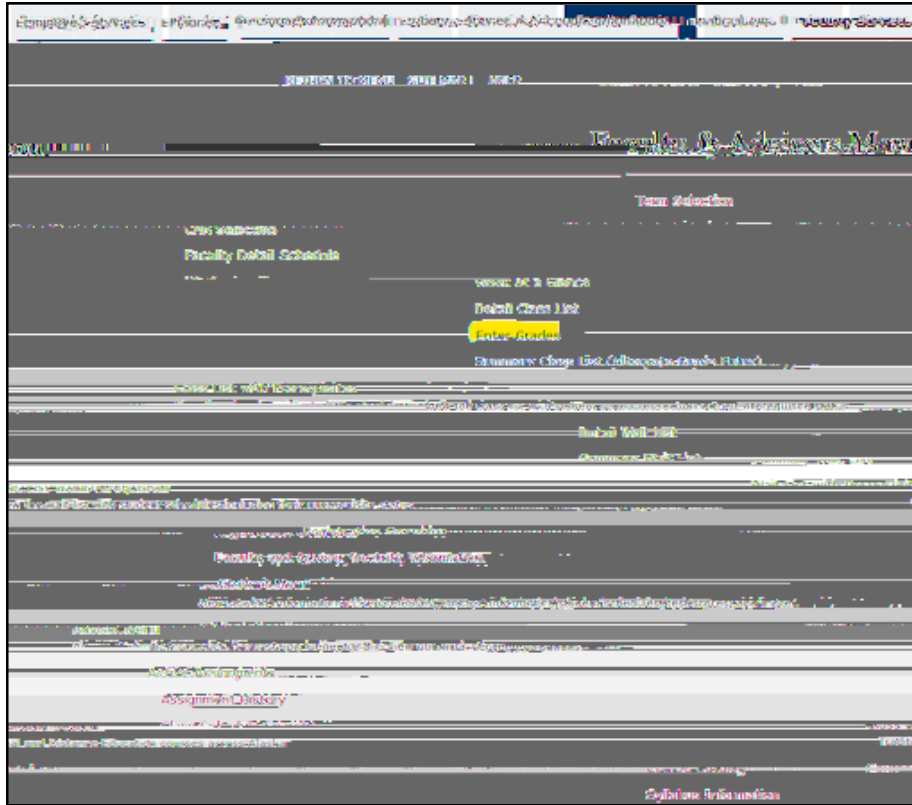
Sign in with

UA Username
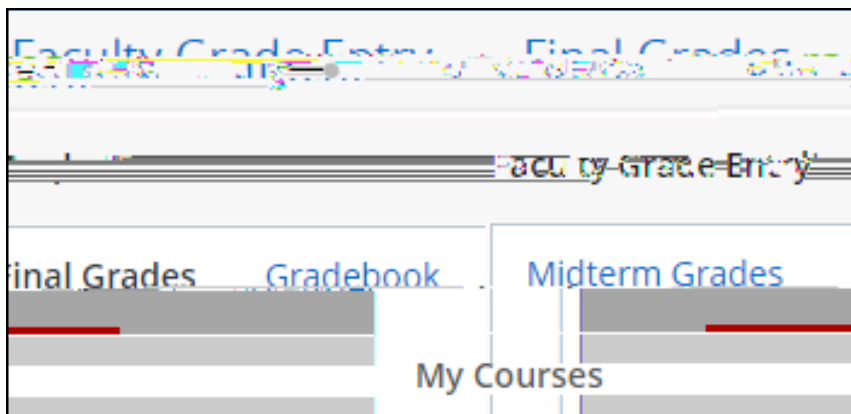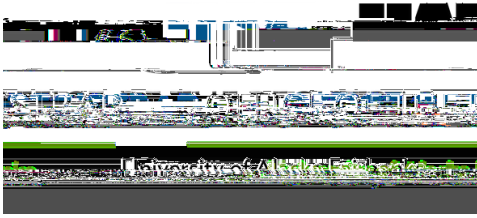
UA Password

Sign in

3) Click on the **Faculty Services** tab

4) Select **Enter Grades** in the menu selection
   - Alternatively select Summary Class List (Alternate Grade Entry)
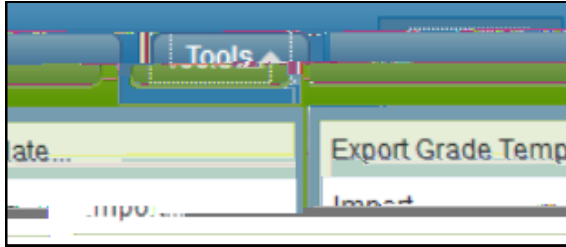
5) Select **Final Grades**

Option 2 – Import Grades Using Excel

1) Click **Tools** in the upper right-hand corner and then **Export Grade Template**

2) Choose to export the roster as an .**xls** or .**xlsx** file. If you are running Microsoft Excel 2007 or later, select .**xlsx** and click **Export**.

3) Enter the final grades and dates of last attendance (for **F** and **NB** grades) in the **Final Grades** column of the Excel spreadsheet. Remember to use the correct format for the last date of attendance (**MM/DD/YYYY**) and to enter a zero in the **Attend Hours** column for those students who never attended your course. Save the Excel file to a secure location.

4) In UAOnline, select **Import** from the Tools menu.
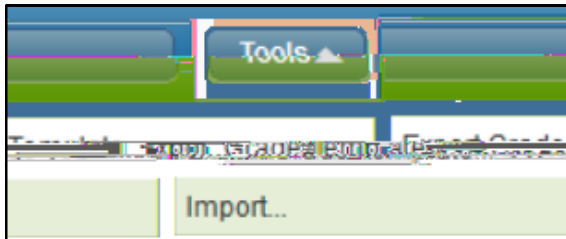
5) Browse to the location in which you saved the file, select it and click **Next**.

6) Next you have an opportunity to preview the file. Click **Next**.

7) You do not need to address the **Map Columns** step because the data in your Excel spreadsheet will already be mapped to the appropriate columns in UAOnline. Click **Next**.

8) The next screen will summarize the anticipated results of this import. Click **Import**.

9) The final screen will summarize the results of the import. An example is below.
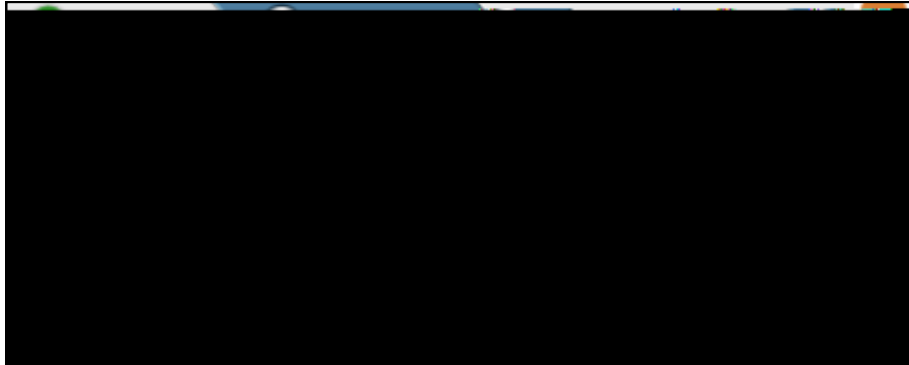
10) If any records contain errors and were not imported, click on the orange notification icon to minimize the summary. Click the validation report link before finishing.

11) The validation report will open in Excel. An **E** column will identify the errors. Use this information to correct the errors in your saved spreadsheet (the one you imported). Once you have corrected any errors, close the validation report and click **F** in the **I G** dialog box. Import your spreadsheet again until all records import and save successfully.

12) If you have another course to grade, click on that course in the **S C** section at the top of the page and repeat this grading process.

13) When you are finished entering final grades for your course(s), click **S O** in the upper right-hand corner.