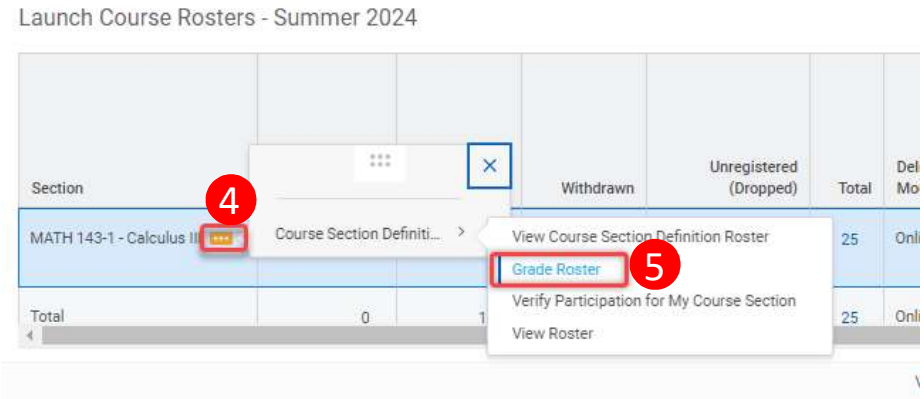
Assigning Final Grades in UR Student

UR Student allows you to conveniently grade your classes. Follow these instructions on how to assign final grades.

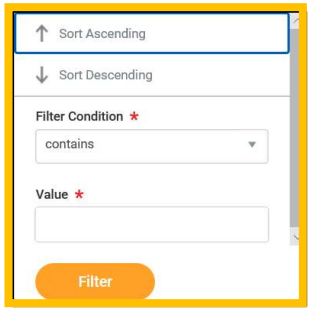
Assign Final Grade

1. Log into UR Student with your Active Directory Account and Password
2. Click the **Teaching** application
3. Find the course section to be graded in the Launch Course Rosters windows
4. Click on the **related actions** ellipse of the course section
5. Navigate and click on **Grade Roster**

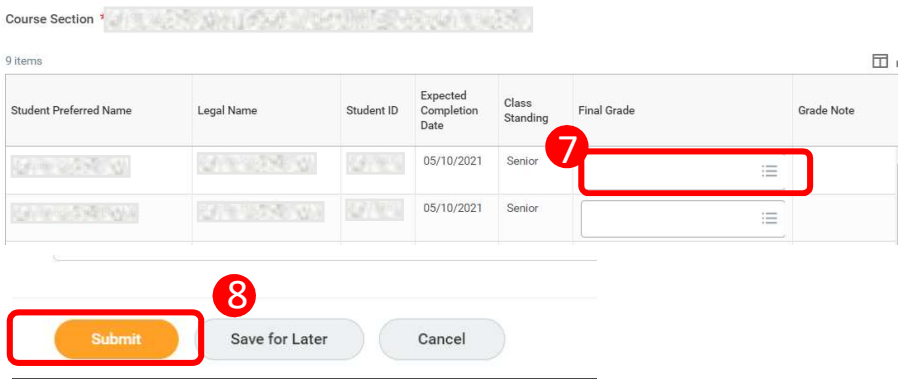


6. Within the **Assign Student Grades for Student Couse Section** view, scroll down to see all registered students listed in alpha order by last name.

Tip: The order of information can be changed by selecting a column title and choose **Sort Ascending**, or **Sort Descending** from the popup window. Filter data by setting the **Filer Condition** to ***Is*** and enter criteria **Value**.



7. Click within the **Final Grade** column field and select the grade from the list provided for each student. *Listing comes from the grading basis set for the course section.*



8. When finished, select **Submit** to send grades. Grades will be accepted during standard periods for posting. Use **Save for Later** to finish later, or **Cancel** to exit without saving.

Tip:. If grades are submitted by a delegated grader or teaching assistant, they must be approved by an instructor or instructor before being officially posted.

Note: Grades can be changed by returning to this location while grading period is **OPEN**. Use the **Change Grade** and **Grade Note** columns where needed.

Note: Grade changes for older course sections in which the grading period is **CLOSED**, follow the instructions on the **Change Final Grades in UR Student QRC.**

Updated 07/16/24