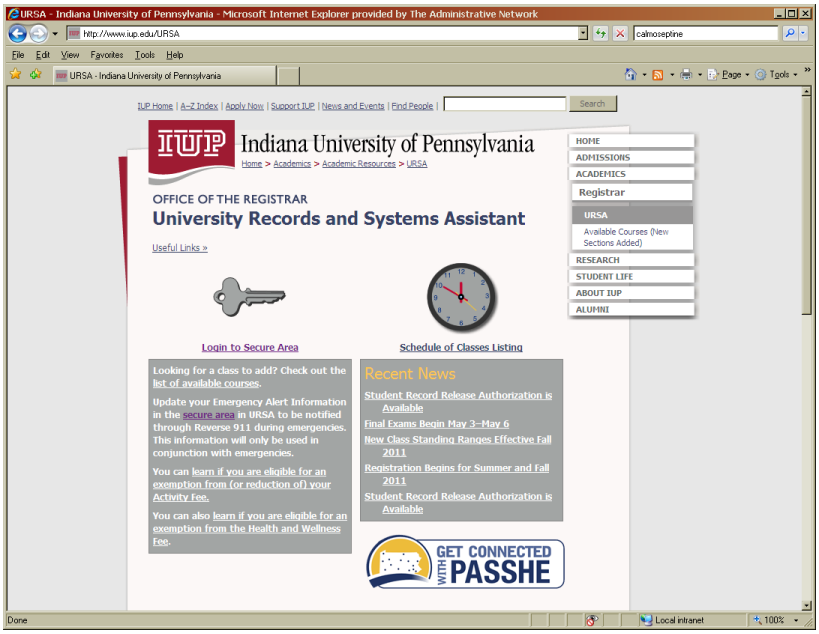
Final Grade Entry on URSA

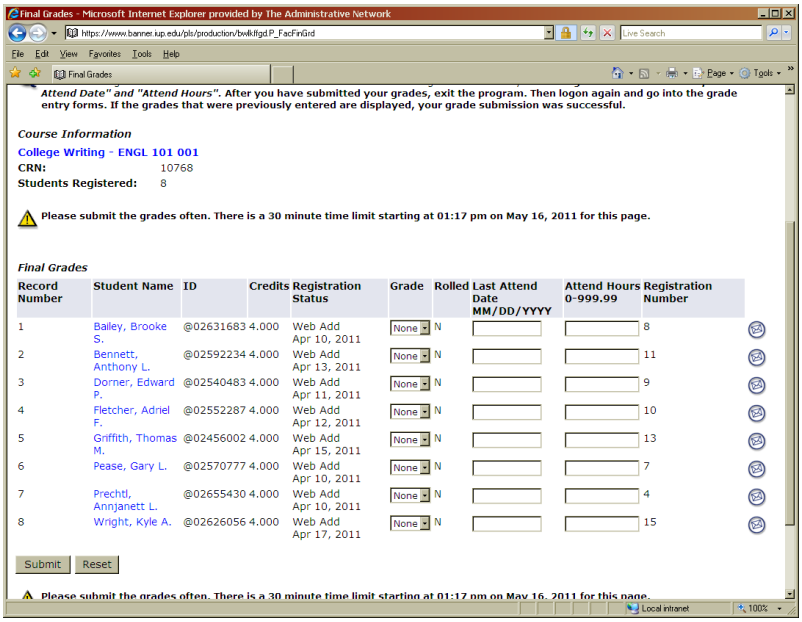
Student grades must be entered on URSA under Faculty Services. This is the **ONLY** way grades can be entered. URSA can be accessed from any computer with internet access.

Begin by going to the **URSA** website at ***www.iup.edu/ursa***.



Note: Please use Internet Explorer as your browser; Netscape has been known to cause problems with grade entry.

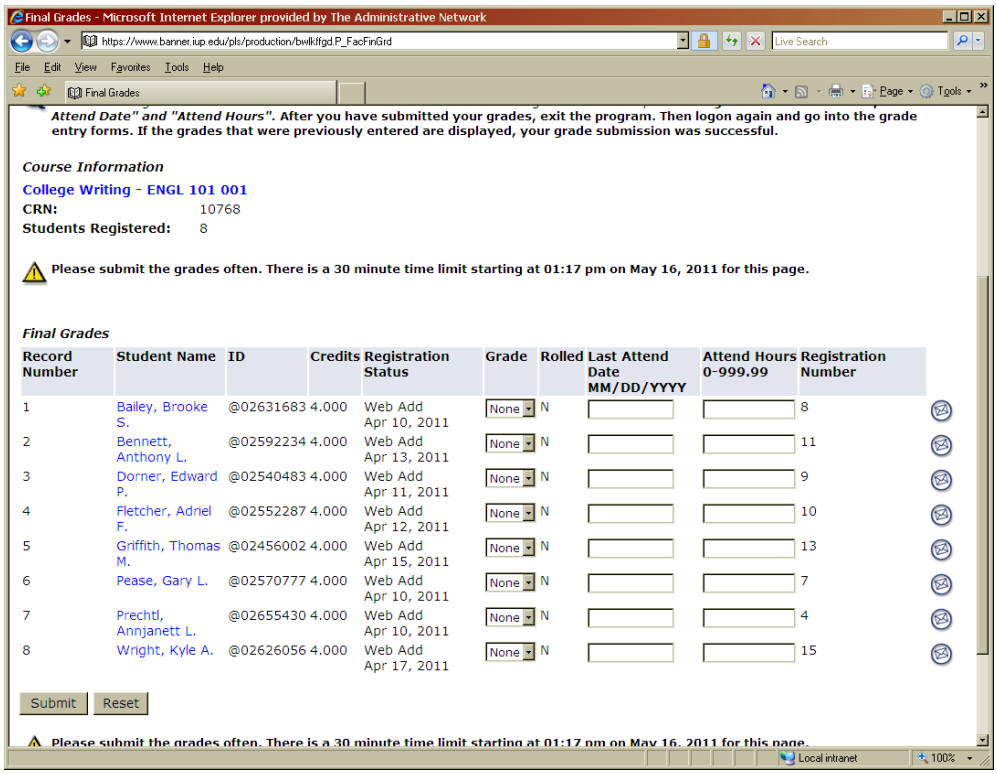
ACCESSING THE FINAL GRADE WORKSHEET



- Click on **"Login to Secure Area."**
- Enter your Banner ID (remember to include "@" before your number) and PIN (the eight alphanumeric character password you created). **Note:** Prior to entering grades, you should access your account on URSA to make sure you can login without difficulty. ***If you need to have your PIN reset, contact the Human Resources Office in Sutton Hall.***
- Click on **"Faculty Services."**
- Click on **"Term Selection."** Choose the appropriate term by clicking on the down arrow at the right of the term select box, and then clicking on the correct term. Click on Submit button.
- Click on **"CRN Selection."** The courses for which you are the primary instructor will appear. You can see this list and select the appropriate course for which you want to enter grades by clicking on the down arrow at the right of the course shown. Click on the appropriate course and then click on the Submit button.
- Click on **"Final Grades."** The final grade worksheet for the selected CRN will appear. An alphabetical list of students enrolled in the section will be displayed. The students' registration sequence, status, and dates are included in the worksheet table. You should not enter anything in the two columns on the right ("Last Attend Date" and "Attend Hours").
- **Note:** Clicking on the student's name allows you to view his/her address and telephone information.

ASSIGNING GRADES

- In the ***Grade*** column click on the down arrow of the box beside the student's name.
- Select and click on the appropriate grade.
- It is not necessary to enter last attendance date and hours.
- **IMPORTANT:** The grade of D does not appear as a choice on graduate level courses. S and U grades are only appropriate for zero-credit courses.
- Scroll down and click on Submit.
- You should print a copy of your grade submissions after you have submitted them. You can do so by selecting the Print button on your browser. **After you have submitted your grades, exit URSA. Login again and go to the grade entry worksheets. If the grades previously entered are displayed, your grade submission was successful.**



TO SELECT ANOTHER COURSE FOR GRADE ENTRY:

- Scroll down to the bottom of the screen and click on **"CRN Selection."** this will take you to the CRN Selection screen you were at previously.
- Choose your next course. click on the Submit button.
- Click on **"Final Grades."** you should return to the final grade worksheet. Enter grades as you did for the previous course.
- Be sure to log out when you are finished.

ADDITIONAL NOTES

- Only primary instructors are permitted to enter grades. Additional instructors (i.e., if the course is team taught), secretaries, or other personnel are unable to assign grades.
- The designation of R is automatically assigned for master's thesis and doctoral dissertation courses. Actual grades must be submitted on a Change of Grade form when the thesis or dissertation has been completed.
- All grades do not have to be entered during one session. You may login at a later time during the specified window of time to enter or change assigned grades. After the designated period, Change of Grade forms must be used to submit the grade(s).
- There is a time limit feature on the grade submission screen. The user will be logged out after 30 minutes of inactivity. This can be prevented by clicking on the Submit button periodically within the 30-minute time limit.