

Grading FAQs

The [Knowledge Base link](#) provides steps for submitting grades in Canvas.

The [eSIS tutorial link](#) provides steps for submitting grades directly in eSIS.

What should I do if I make a mistake entering a grade and need to fix it?

Grades post each night at 12AM, which makes the grade viewable to students and considered an official grade. If you make a mistake submitting a roster grade and need to change the grade after it has posted to an official grade, you can make the grade change online by completing a [Grade Change Form](#).

If you make a mistake the same day as submitting the grade, you can still access the grade roster in eSIS and edit any grades you need to.

What should I do if a student's name is missing on my grade roster?

If a name is missing, the student may have added into the class late. Please contact the Registrar's Office at registrar@uwrf.edu to reset the grade roster.

What grade should I submit for a student who never attended or a student who quit attending class?

Instructors should provide the course completion status and a last date of course participation (if available) when entering a grade of "F" or "U" in the grade roster.

Completion statuses are:

- *Ceased, Date Known*: Student began the course but ceased participating before the last scheduled date of academic activities, and the instructor can provide a last date of course participation.
- *Ceased, Date Unknown*: Student began the course but ceased participating before the last scheduled date of academic activities, and the instructor is unable to provide a last date of course participation.
- *Finished*: Student completed all scheduled days of academic activities for the course (i.e. an "earned F").
- *Never*: Student never began participation in the course.

When should I assign an "I" grade?

A grade of incomplete (I) may be given for a verifiable, non-academic reason at the instructor's discretion upon student request. If the student does not complete the coursework and an "A-F" grade is not given within two semesters (excluding J-term and summer terms) the course grade becomes an F. When a student completes the work, the incomplete (I) grade is replaced with the new grade (A-F). The notation for I and SP is taken off the student's record when the course work is completed. The student is responsible for being aware of the financial aid implications of his or her grades.

Why is there a deadline for submitting grades? Why is it important to submit grades on time?

There are several reasons why meeting the grade submission deadline is important. Submitting grades on time:

- Allows time for the Registrar's Office to calculate course repeat rules, student academic standing, and expiration of "I" grades
- Meets federal reporting requirements on course completion data and graduation data
- Provides needed data for the Financial Aid calculation of satisfactory academic progress which allows students to continue to receive title IV financial aid
- Provides degree clearance and verification to future employers of our students regarding degree status
- Makes final transcript issuance possible for students applying to graduate school
- Makes final transcript issuance possible for students wanting to transfer, international students who need a final transcript for their government, students who need to provide it to current employer, etc.

Who should I contact if I am having troubles with submitting grades?

If you have any questions or concerns regarding the submission of your grades, please contact the Registrar's Office at registrar@uwrf.edu.