



GRADE LOADING VIA *UNCGenie* FOR 15-WEEK COURSES

Members of the UNCG faculty may submit grades through *UNCGenie* as long as the faculty member is designated, in Banner, as the instructor of the course. The online grading window for fall semester '08, part of term 1, opened on December 1. All grades should be in the University Registrar's Office or loaded to the system by 5:00 P.M. on Thursday, December 18, 2008.

1. Start Mozilla Firefox, Netscape, or Internet Explorer and go to *www.uncg.edu/reg*
2. Click on *UNCGenie* icon
3. Log in to *UNCGenie* using your User ID and PIN
4. Click on **Faculty Services**
5. Click on **Final Grades**
6. **Select a Term** from the pull down list
7. Click **Submit Term**
8. **Pick the Course Title and CRN** of the Grade roster you wish to see
(Note: You will see only those courses for which you are recorded as the instructor.)
9. Click **Submit CRN**. You should see the class roster for that section.
10. From the **Grade** pull down menu, select, or key in, the appropriate grade for each student
(W & WF are not faculty assignable grades but reflect student action.)
11. After entering all grades, or after entering grades for graduating students (non-graduating student grades can be entered the next day, if necessary, during the grading window), click on the **Submit** button.
12. Click on the **Submit** button often; the grades you submit are recorded in academic history. You may access the grade roster later during the grading window to submit grades for non-graduating students or to fill in any other blanks, but any grade changes must be made via the paper grade change form.
13. Click on the **Return to Menu** link to enter grades for another course, or click **Exit** to log out. ALL grades should be in the URO or loaded to the system by 5:00 P.M. on Thursday, December 18, 2008.