



Grade Loading via *UNCGenie*

Faculty members at UNCG 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 Summer Session '08 is now open. **All grades are due by the morning of August 4th.**

1. Go to *www.uncg.edu*.
2. Click on UNCGENIE at top of page.
3. Enter Secure Area and log in using your User ID and PIN.
4. Click on **Faculty & Advisors**.
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**.
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; they reflect student action.)
11. After entering all grades click on the **Submit** button.
12. After reviewing all entries, click on **Submit** again. The grades are now recorded in academic history. You may access the grade roster later during the grading window to fill in any blanks, but all 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.

Please call 334-3163 for assistance. Please call 256-TECH for your PIN.