



THE UNIVERSITY of NORTH CAROLINA

**GREENSBORO**

Office of the University Registrar

## *Unsat Grade Loading via UNCGenie*

Members of the faculty at UNCG may submit grades through *UNCGenie* as long as the faculty member is designated, in Banner, as the instructor of the course. All Unsat grades should be in the University Registrar's Office or loaded to the system by 5:00 on Friday, February 18.

1. Start Firefox 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 & Advisors**
5. Click on **Mid Term Grades**
6. **Select a Term** from the pull down list
7. Click **Submit**
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, either **U** (unsatisfactory) or **UA** (unsatisfactory due to attendance) for each student earning unsatisfactory progress grades.  
(W & WF are not faculty assignable grades; they reflect student action.)
11. After entering all grades click on the **Submit** button.
12. Click on the **Submit** button often so that the work you have entered will not be lost in case you time out; the grades you submit are recorded in academic history.
13. Click on the **Return to Menu** link to enter grades for another course, or click **Exit** to log out.

All Unsat grades should be in the University Registrar's Office or loaded to the system by 5:00 on Friday, February 18, 2011.

Please call 334-5646 for grading assistance. Please call 256-TECH for your PIN.