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ELECTRONIC ACCESS TO CLASS LISTS AND FINAL GRADE SHEETS

To: All Instructional Faculty, Deans, Academic Department Heads and Secretaries
From: Philip Patton, University Registrar
Date: August 14, 2009

As part of the overall campus effort for greater efficiency and sustainability, the Office of the University Registrar has reviewed services provided to the campus community in multiple formats. Examples of this include class lists and final grade sheets both of which are provided in electronic and paper versions. Grade books and attendance check sheets are provided only in paper version. Beginning this fall, the class lists and final grade sheets will be provided in electronic format only. To create a grade book, it is suggested you download your class lists into an Excel spreadsheet or use the UNI eLearning system (Blackboard/WebCT) by contacting: eLearning@uni.edu.

To individual faculty members, this means you will need to use your MyUNiverse account to access your class lists and to submit your final grades. You must be an instructor of record, as designated by your department, to access class list information. Only the first instructor of record has grade entry access. If you are new to the UNI faculty, all employment forms must be completed and on file with the Human Resources Office before you are set up in the MyUNiverse system. Once you have entered your MyUNiverse account, please look for the channel of Advising and Instruction. Within that channel you will find your transaction of 'Class list/Online Grade Submission'. A tutorial on how to use the class list and grade submission feature is available at: <https://access.uni.edu/HOW-TO/classList/how-to-index.html>. A tutorial on the MyUNiverse portal is available at: <http://access.uni/help/portal.html>. If you have additional questions about these transactions please feel free to call the Office of the University Registrar at 273-2241. Should you need technical assistance, please feel free to contact ITS consulting at ITS-Consult@uni.edu or 273-5555.

We hope you find these record keeping options to be efficient and time savers for you. We look forward to bringing you additional services designed to enhance useability and efficiency as you access the student information system.

Thank you for your cooperation and support.