



## Web for Faculty Grading

Web Grading at: [UM-Dearborn Connect](#)



<https://web-sis.umd.umich.edu>

*The University of Michigan–Dearborn faculty report final grades using the [UM-Dearborn Connect](#) system. The information and instructions that follow explain how to use web grading. If you need assistance with this process, please contact the Office of Enrollment Services/Registration and Records (313-583-6500).*

*Please see [Web for Faculty Resources website](#) for system availability and grade deadline(s)*

[http://www.umd.umich.edu/fac\\_web-resources](http://www.umd.umich.edu/fac_web-resources)

## Preliminary/General Web Grading Information:

**Requirements to utilize Web grading:** User ID, PIN, and assignment as course Instructor.

### UM-Dearborn Connect Login

**\*\*User ID:** Your User ID is your UMID/EMPL ID.

**\*\*PIN:** For security purposes, your PIN for entering the [UM-Dearborn Connect](#) secure site is a random six-digit number. Your PIN may be obtained in-person at the Office of Registration and Records (1169 UC) or via e-mail at [registrars@umd.umich.edu](mailto:registrars@umd.umich.edu).

Once you have logged into the [UM-Dearborn Connect](#) secure site, you may change your PIN (do not use your birth date) by clicking on “*Change Your PIN*,” located under the **Personal Information** main menu.

**\*\*You have three tries to login correctly.** If unsuccessful, your PIN will be disabled. You must contact the Office of Registration and Records to reactivate your PIN.

**\*\*Security Q & A** – During your first login into the system, you will be required to enter a security question and answer. If you forget your PIN, this **Q&A** will enable you to reset your PIN and gain access to your information.

**\*\*During the Grading period, the Web “idle” time-out is extended to 30 minutes.** The system will automatically log out after 30 minutes of inactivity. **To ensure your grades are being submitted (saved), please click the *Submit* button often to save your grades!**

**\*\*The web grade sheet lists 25 students per page.** If your course has more than 25 students, click the **Submit** button to save any entered grades, then click one of the **Current Record Set** buttons to advance to the next page. **It is essential that you click the **Submit** button to save your grades prior to advancing to the next page. Failure to do so will cause a loss of all grades entered on the page.** The

**Current Record Set** buttons are located directly above and below the list of students.

**\*\*Beginning the second day of exams, grades will be “rolled” daily at approximately 3:00 p.m.** The “roll” process (done in the Office of Registration and Records) posts the final grade(s) you submit to the student’s Academic History. The grade is then available to the student via [UM-Dearborn Connect](#). *Review your grades carefully and make changes immediately.* Once grades are rolled, they cannot be changed via the Web. **If you need to change a grade(s) for a student** after the “roll” process has been performed on your course, you **must** complete a Supplementary Grade Report form and forward it to your Academic Unit for processing.

**\*\*Electronic Signature** – Your PIN is your electronic signature in the online grading system. You **are not** required to submit copies of your grade sheets to the Office of Registration and Records. If you wish, you may print a copy of your grade sheet(s) for your records.

**\*\*I or X grades** - For courses offered by the **College of Arts, Sciences, and Letters, College of Engineering and Computer Science, School of Education, and School of Management** an original I (Incomplete) Grade Contract Form, signed by the instructor and the student, must be submitted for each student for whom an I grade has been assigned, no later than the deadline for grade submission. *Any I grades submitted without a contract will be converted to an IE grade.* An I Contract Form may be printed from the Web for Faculty Resources web site: [http://www.umd.umich.edu/fac\\_web-resources/](http://www.umd.umich.edu/fac_web-resources/) or obtained from your college record’s office.

Contracts for X grades will no longer be required. **Rackham** does not require either.

### Help

If at any point you need help with web grading, contact the Registrar’s Office at (313) 583-6500.

# Online Grading

through



## Step 1

To Access [UM-Dearborn Connect](#)

### From the University Home Page

([www.umd.umich.edu](http://www.umd.umich.edu)) Click on Resources for: Faculty and Staff, Click on Academic and Instructional Resources, Click on Web for Faculty Resources, Click on the [UM-Dearborn Connect logo](#)

or

Click on the [UM-Dearborn Connect logo](#) located on various pages

or

Go directly to the web site:

<https://web-sis.umd.umich.edu>

- Click on **Enter Secure Area**
- Enter your **USER ID** and six-digit **PIN** in the designated boxes
- Click **Login** button

## Step 2

### Main Menu

- Select **Faculty & Advisors Menu**

## Step 3

### Faculty and Advisors Menu

- Click on **Final Grades**
- Select **Term** and click **Submit**
- Select a gradable CRN/Course from the pull down list and click **Submit**

## Step 4

### Faculty Final Grade Worksheet

- Click the arrow in the **Grade** field
- Select the grade from the pull down menu, or enter a grade for each student. *You may press the tab key to move from student to student, or use your mouse to click on the grade box for the student.*
- Click the **Submit** button to save your entries. Please remember to Click **Submit often**. **There**

is a 30-minute timeout for inactivity. You will lose any grade entries that have not been submitted if the system is allowed to timeout.

- If your class has more than 25 students, click the **Submit** button to save any entered grades, then click one of the **Current Record Set** buttons to advance to the next page. **It is essential that you click the Submit button to save your grades prior to advancing to the next page. Failure to do so will cause a loss of all grades entered on the page.**

After the Submit button is clicked, the message: **The changes you made were saved successfully** will be returned near the top of the first page of the worksheet.

## Step 5

### To select the next course for grading:

- At the bottom of the Final Grade worksheet, click the link: **CRN Selection**
- Select your next gradable **CRN/Course** from the pull down list. Click **Submit**
- Select **Final Grades** from Faculty Services Menu
- Follow Steps 4 through Step 5 until all of your courses are graded.

When completed with all course grading, log out of the system by clicking the **Exit** button in the upper right corner of your screen.

Return **ALL SIGNED I or X Contracts** to your Unit Office Grade Processing Coordinator no later than the deadline for grade submission.

### Unit Office Grade Processing Coordinators:

#### College of Arts, Sciences and Letters

Linda Davis Rm. 1091 CA

#### College of Engineering and Computer Science

Frances DeYoung Rm. 2000 EC

#### School of Education

Elizabeth Morden Rm. 262 FSC

#### School of Management

Amy Kazanowski Rm. 168 FCS

## Tips for Successful Web Grading

- A *Web Grading Tutorial* and additional information is available for your convenience on the **Web for Faculty Resources** website: [http://www.umd.umich.edu/registration/faculty/faculty\\_home.htm](http://www.umd.umich.edu/registration/faculty/faculty_home.htm)
- Once you login to [UM-Dearborn Connect](#) and begin entering final grades, remember to **submit** your grades often. If you are logged in to [UM-Dearborn Connect](#) for more than 30 minutes without clicking on a link or a button, your login will expire. If your login expires, re-enter your User ID and PIN. Any grades entered after your last submission that were not saved, will be lost.
- Review your entered grades carefully. If you notice an error, enter the corrected grade immediately.
- Only instructors assigned to a course will be able to utilize [UM-Dearborn Connect](#) for final grading. All instructors assigned to team-taught courses should coordinate grade entry. If you are teaching a course that has not been assigned to you in the Banner Student Information System, please contact your Department. For your convenience, you may refer to the **Faculty Course Assignments** listing to review your course assignments, and to determine which grades are valid for your course(s). This listing is located on the **Web for Faculty Resources** website: [http://www.umd.umich.edu/registration/faculty/faculty\\_home.htm](http://www.umd.umich.edu/registration/faculty/faculty_home.htm)
- Please report and submit the grade for any student not appearing on the Web grade sheet by means of a "Supplementary Grade Report" available from your unit office.
- Do not leave grades blank. If a student is on your roster who has never attended or stopped attending during the term without explanation, a grade of UE (Unearned Fail) may be assigned.
- The following grades may not be changed or entered by an instructor: W (Approved withdrawal or drop), and VI (Audit-not for credit).