Online Final Grade Submission ("Online bubble form")

- Start at my.ucf.edu and log in.
- In the "Menu" near the top-left of the screen, click on Faculty/Advisor Self Service, then Instructors, then "View My Teaching Schedule."
- Your list of classes should load. One column labeled "My Class Roster" contains icons of people; you would click here to obtain a roster at the start of the term. A nearby column will be labeled "My Grade Roster" and it contains a different icon. It is this new icon which you need to click to access your final grade submission roster.
- A new screen will load with all of your students already populated onto the screen. Contact the Registrar's Office (grades@mail.ucf.edu; 407-823-3013) if you have additional students or students missing.
- Next to each student's name will be a dropdown menu, allowing you to select a final grade. You will only be able to select grades based on the approved Grading Type for this class. Grades of "+" and "-" may also be among the available selections.
- Use care when selecting final grades. A last-second slip of the computer mouse or roll of the mouse wheel may yield a grade accidentally different than intended.
- When you have finished selecting final grades, scroll to the bottom and click the SAVE button.
- The final grade roster needs to be approved by the instructor of record. To approve the final grade roster, the instructor of record should log in to myUCF, navigate to the roster, switch the roster Approval Status to "Approved" using a dropdown menu near the top, and click the SAVE button at the bottom.
- No further action needs to be taken by the instructor. The Registrar's Office will collect and post the grades automatically from this point.

Notes:
- To avoid time-out, click the SAVE button after every 25 students. Very large classes are recommended to use the upload process (for a description of the upload process, see http://www.fctl.ucf.edu/TeachingAndLearningResources/Technology/Grades/upload1.php).
- It is possible to change grades online until the Registrar's Office "posts" grades, after which point the usual "Change of Grade" form can be used.
- It is recommended that instructors print a paper copy or download the completed grade roster for their records.

For Further Assistance: Contact the Registrar's Office (grades@mail.ucf.edu; 407-823-3013) for online grading assistance, such as missing rosters or missing students, and questions about policy.