

## MEMORANDUM

TO: CLAS Instructors (Faculty, Teaching Assistant)

FROM: Joseph Glover, Associate Dean

DATE: March 2, 2000

SUBJECT: Web Grades Implementation for Spring 2000

After 22 years of using bubble sheets to submit grades, the University now is changing to a web-based grade submission system called Grade-A-Gator. You will be able to enter and submit grades anywhere you have web access. This will result in greater accuracy in grade assignments and reduce the number of grade changes. Faculty who use the Office of Instructional Resources PC Gradebook should continue to do so for final grades submission. Degree candidates must be submitted using Grade-A-Gator.

### Instructor Checklist

Obtain a Gatorlink account. If you do not already have one, logon to <http://www.Gatorlink.ufl.edu> to begin the process.

Attend a training session, as scheduled by your department Grade A Gator Coordinator. College-wide sessions will be held in the Keene Faculty Center 3:30-4:30 on the following dates: March 17, March 21, April 4.

Logon to [obtain website address from your Department Coordinator] and click on "Demo Grades" to experiment with the system. Please be sure to click on "Verify Grades Authorization" to verify that your Gatorlink account ID and password work with the system. If your department Grade A Gator Coordinator has authorized the sections you teach, you may "practice" grading in the Final Grades and Degree Candidate section. Since this is a Demo, these grades are not permanent.

Enter degree candidate grades beginning Friday, April 28 at 8:00 a.m. Please complete by Thursday, May 4 at noon.

Enter final grades beginning Friday, April 28 at 8:00 a.m. Please complete by Monday, May 8 at noon.

**CLAS POLICY:** People who have sole responsibility for grading a course or a section are also responsible for entering grades through Grade A Gator or through PC Gradebook.