I. LOGGING IN

To log in to the faculty portal, point your Web browser to the following URL: http://saawww.ucsf.edu/admission/faculty.html

Click on “Faculty Portal & On-line Grade Reporting”. You will see the login screen in Figure 1. Enter the user name and password that you received previously in an e-mail message from webmaster@saa.ucsf.edu on the day you registered for access to the faculty portal.

Figure 1. Faculty Portal Login Screen

II. CHANGING YOUR PASSWORD

After you log in for the first time, please change your password. To change your password, click on the “My Profile” tab. You will be prompted to enter your new password. Passwords must meet the requirements specified on the screen.

III. REPORTING GRADES

After you log in, the system will display the “Courses” screen in Figure 2. This screen shows your courses for the current term. To see courses for a different term, select the term from the pull-down menu.

Figure 2. “Courses” Screen
To report grades for a course, click the pull-down menu to the right of the course and select “Rosters/Assign Grades.” The “Course Rosters” screen in Figure 3 will appear.

Figure 3. “Course Rosters” Screen

In the “Grade” column, the screen shows the current grade for each student. If you have not assigned a grade for a student yet, the student’s grade will be “NR”, and a pull-down menu will appear under “Assign Grade”. To report a grade, select a grade from this pull-down menu. The box in the left column will be checked automatically. If you make an error and do not want to report a grade for a student, simply uncheck the box. A grade will not be reported for a student if the box is not checked.

To save you time in entering grades, the system will preselect a grade for each student based on the grade type in the “Grade Type” column and the most-common grade for the student’s curriculum. You can change the preselected grade for any student by selecting a different grade from the pull-down menu. The box will be checked automatically.

To accept all preselected grades, check the box at the top of the list. Checking this box will cause the box on each row to be checked. See Figure 4. If all your students should receive the preselected grade, you can submit your grades by clicking the “Submit” button at the bottom of the page.

Tip: If most students in your course should receive the preselected grade but some students should receive a different grade, you can check the box at the top of the list, then individually change the grade for only those students who should receive a different grade.
Figure 4. Accepting Preselected Grades

You will be able to assign only the grades that are permitted for the course and are consistent with the grade type listed in the “Grade Type” column. If you believe that the grade type is incorrect, please call the Office of Admission and Registrar at (415) 476-8850.

If you do not report a grade for every student in the course, you will be able to return later to report the missing grades. Meanwhile, the other grades will be submitted.

Grades will be reported only for students for whom the box is checked. If you click on the envelope icon under “Email”, a “New Message” window in your default e-mail program will open, and the student’s e-mail address will appear in the “To” field of that new message. You will then be able to compose a message.

After you have verified grades, click the “Submit” button at the bottom of the page. You will see the “Confirmation Screen” in Figure 5. Review your grades. If the grades are correct, click “Submit”. If you need to make changes, use your browser’s “BACK” button.

If you discover an error in a grade that you reported, you can change the grade within 24 hours by returning to the course and changing the grade. After more than 24 hours have elapsed, you must use the existing paper process to correct a grade. If you view the course roster more than 24 hours after submitting a grade, the grade will appear with status “submitted”, and the pull-down menu for assigning a grade will not appear. Contact your school or program for more information on the existing process for correcting a grade. Requests to remove an Incomplete (“I”) grade also must be submitted in writing.

To report grades for another course, click the “Courses” tab, select the course, and repeat the steps described in section III.
IV. REPORTING MISSING GRADES

You can quickly find all courses for which you still have at least one missing grade. Click on the “Missing Grades” tab. The pull-down menu in the screen in Figure 6 will show all terms for which you have missing grades. When you select a term, the system will show all courses that have missing grades and the number of students whose grades are missing.

To report a grade, click on the pull-down menu to the right of the course and select “Assign Grades.” Repeat the process described in section III for reporting grades.

If no terms appear in the pull-down menu, you have submitted all your grades.
V. Reviewing Grades from Previous Terms

To review your grades from a previous term, click on the “Courses” tab. Select a term from the pull-down menu. Choose “Rosters/Assign Grades” from the pull-down menu. You will see the grades that you already submitted. To exit the screen, click on a tab or log out.

VI. Logging Out

For security, always log out of the system when you have completed your work. Simply click the “Log Out” link at the top of the page.