Final Grading Instructions in Galaxy

Very Important Items to Know BEFORE Final Grading:

- You MUST ENTER ALL GRADES on a Final Grade Roster before approving the grade roster.

- You MUST SAVE after entering grades BEFORE performing any additional actions like “notification to all or selected students” or exiting the grade roster or while entering grades for large rosters (periodically save to avoid loss of work).

- Galaxy will attempt to log you off after a period of inactivity (about 20 minutes). This is a security action. The amount of time cannot be changed.

- Galaxy provides the appropriate grade for the student in the drop down. Therefore, if your course is taught as an undergraduate course, but you have a student in your course taking the course Credit/No Credit, the drop down menu will contain the grades for Credit/No Credit (CR, NC, X, I, NR). Explanation of administrative grades follows:
  - I = Incomplete
  - X = Incomplete, but will convert to I. This is our OLD grade for incomplete.
  - NR = Non-recorded, used for ONLY grades that indicate the student grade awaits review from the Office of Judicial Affairs. Professors may assign this grade if a case is or will be with the Office of Judicial Affairs.
  - If you do not know what grade to give to a student due to a missed final exam or missing final information, please follow the guidelines in the appropriate catalog for an incomplete OR consult your appropriate associate dean. You MUST assign a grade to everyone on your roster.

- Once you “approve” your grade roster, the Office of the Registrar posts your final grades twice daily. Students will be able to see the final grade online AFTER the grades are posted.

- We are beta testing a function to upload grades. Please contact Jennifer McDowell at jpazik@utdallas.edu or 972-883-6301 for instructions on how to complete this procedure.

- Questions, comments, concerns, feedback – during normal workdays and business hours (this does NOT include University holidays), please email schedule-pub@utdallas.edu (24 -48 hour response) OR call 972-883-2342.
Login to your Faculty Center through Galaxy at [www.utdallas.edu](http://www.utdallas.edu)

You will use your netid and password to login.

When you complete login, you will see a view similar to below. Each person can have a unique view into Galaxy. However, you will have a link that says “Faculty Center”. Click the link.

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**My Menu**

**eLearning**
Visit eLearning to access your academic information.

**CourseBook Lookup**
Find syllabi, textbooks, and more.

**My Parking**
Manage your parking account - Purchase Permits, Pay or Appeal Citations.

**Orion Self-Service**
Use these links to perform all your class related activities.
- Faculty Center
- My Schedule
- Class Roster
- Grade Roster
- Class Assignments
When you open the “My Schedule” link, you will see the following view. Please note the term default is to the current term. Choose the grade roster icon, , next to the course.
Below is the view you will see.

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
<th>Approval Status</th>
<th>Grad Stat</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1201-001 (2257)</td>
<td>US HIST SURVEY TO CIVIL WAR (Lecture)</td>
<td>84</td>
<td>MoWeFr 9:30AM - 10:20AM</td>
<td>JO 4.614</td>
<td>Aug 19, 2010 - Dec 15, 2010</td>
<td>Approved Input</td>
<td></td>
</tr>
<tr>
<td>HUMA 1301-001 (2637)</td>
<td>EXPLORATION OF THE HUMANITIES (Lecture)</td>
<td>99</td>
<td>MoWeFr 9:30AM - 10:20AM</td>
<td>MC 2.410</td>
<td>Aug 19, 2010 - Dec 15, 2010</td>
<td>Not Review Input</td>
<td></td>
</tr>
<tr>
<td>HUMA 1301-002 (2638)</td>
<td>EXPLORATION OF THE HUMANITIES (Lecture)</td>
<td>99</td>
<td>MoWeFr 10:30AM - 11:20AM</td>
<td>MC 2.410</td>
<td>Aug 19, 2010 - Dec 15, 2010</td>
<td>Not Review Input</td>
<td></td>
</tr>
</tbody>
</table>
If you need to change the class, you would choose the green bar “change class”.

The action will take you back to “My Schedule”. Here, you can change the term if necessary by choosing the green bar “change term”. However, since we already have the correct term, choose the icon NEXT to the appropriate course you would like to grade.
You will then see the grade roster for the course. Please make sure you are using the correct final grade roster!
There are three statuses you can place the roster in.

- **Approved – Final Step Once ALL Grades are entered**
- **Not Reviewed – Step When Grades are entered**
- **Ready for Review – Do not use.**

You can begin grading by scrolling down and selecting the appropriate grade from the drop down menu OR you can tab and enter in the letter grade.

![Grade Selection Table]

If you enter in grades, SAVE the grades before doing any actions like navigating away from roster, pausing between data input, emailing students, OR other distracting actions. You can SAVE at the top of the roster OR at the bottom of the roster. Please remember, Galaxy is accessible 24 hours almost 7 days a week. Therefore, to secure the system properly, the system will log out after 20 minutes of inactivity.

At the TOP:
<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grade Basis</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>C-</td>
<td>UGR</td>
<td>Undergraduate - Business Administration</td>
<td>Junior</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>C-</td>
<td>UGR</td>
<td>Undergraduate - Political Science</td>
<td>Freshman</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>C-</td>
<td>UGR</td>
<td>Undergraduate - Business Administration</td>
<td>Freshman</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>C-</td>
<td>UGR</td>
<td>Undergraduate - Undecided</td>
<td>Sophomore</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>C-</td>
<td>UGR</td>
<td>Undergraduate - Business Administration</td>
<td>Sophomore</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>C-</td>
<td>UGR</td>
<td>Undergraduate - Arts and Technology</td>
<td>Freshman</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>UGR</td>
<td>Undergraduate -</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
At the BOTTOM:

After you entered ALL grades AND you proofed the final grades, the final steps are to change the “Approval Status” to “Approved” AND “SAVE”. These steps are VERY important. You will NOT be able to change the roster to “Approved” if any grades are missing!!
After you set the roster to “Approved”, you will NOT be allowed to CHANGE grades on students using Galaxy. You will need to utilize University grade change procedures to complete changes.

Final grades are posted to the students account periodically by the Office of the Registrar. A student cannot see their final grade until the grade is approved and posted.

Below is the top view of the final grade roster once grades are posted.

Please note: the “Request Grade Change” link is a default value in Galaxy that is NOT available due to University procedures for grade changes.
A new feature in Galaxy is for faculty to see the status of the grade roster via the “My Schedule” link. When a student contacts you regarding if grades are viewable in Galaxy, you can use the “My Schedule” view to ascertain if the grades have been posted.

- The approval status must equal “Approved” and the grading status must equal “Posted” for the student to view their grades in Galaxy.
  - If your approval status is approved, but the grading status equals input, the grades are awaiting posting. Once the grades are posted, the students will be able to see their grades in Galaxy.
  - If your approval status is not review and the grading status is input, you must go into the grade roster and change the approval status to “Approved”. Then, the Office of the Registrar will update the grading status to “Posted” (done twice a day). Once the grades are marked “Posted”, the students will be able to see their grades in Galaxy.
QUICK TIPS FOR GRADING AND NOTIFICATION

- Utilizing the “Add This Grade to Selected Students” Feature:

If you have a large roster or a grade roster where ALL students receive the same grade, you may want to utilize the “add this grade to selected students” feature located at the bottom of your grade roster. Remember, before using this feature, if you have already added grades, you MUST SAVE the grades before you make changes.

Before using the “add this grade to selected students” feature, you need to decide if you will be selecting all students or selecting a few students.

To select a few students, click on the selection box next to the student name on the grade roster. In the below example, the pointer selects the student in row 78:

![Image of a grade roster with a select box and an example of selecting students](image)

The function of selecting students at a time and entering in the grades for the selected students is a great feature to assist with large rosters. For example, if you wanted to give students in rows 1,3,6,9,12, a grade of A, you would select the students, use the drop down to select the A grade, and choose the blue bar “add this grade to selected students”. If you wanted to assign a grade of B to students in rows 2,4,5,7,8,10,11, you would de-select the students in rows 1,3,6,9,12, and select the students in rows 2,4,5,7,8,10,11. Then, use the drop down to select the B grade, and choose the blue bar “add this grade to selected students”. Make sure to SAVE after each step.
To select all students, choose the “Select All” link.

The function of selecting all students is quite helpful with grade rosters where everyone receives the same grade OR the majority of students receive the same grade and then, you change selected students’ grades appropriately.

Remember, if you choose either of these quick methods of grading, you MUST SAVE your grades and mark the grade roster approval status to “Approved” for the final grades to post to the student’s record.

- Email Students that Grades Are In and Awaiting Posting

You can email your students that grades are entered (do NOT send grades via this email functionality! It is not secure and is a violation of FERPA) and are awaiting posting by using the notification feature located at the bottom of the grade roster. You MUST SAVE your grades before using this feature!!

Scroll to the bottom of the grade roster AFTER you SAVED and marked your final grades “Approved”. Select either the “notify selected students” or “notify all students”.
If your email address is correctly set in Galaxy, you will see the appropriate below view that contains a generic email with your student’s email addresses in the bcc: area. For the purposes of security, the student email addresses have been blocked below.

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Compose your email in the area of “Message Text”. You may change the subject area too.

Review the email addresses to ensure you are sending the message to the correct group of students! Do NOT send grades via this email functionality!!!!!!

Scroll to the bottom of the window and choose the “send notification” green bar.

Once you send the email, the email is removed from memory in Galaxy. You will not be able to retrieve the notification. Therefore, you may want to make a copy of the notification before you hit send. Additionally, please remember that the system times out at approximately 20 minutes.
Click the “Return to Grade Roster” link to see roster.