Entering Grades on PioneerWeb

A Guide

Note: Instructions, policies, and guidelines on grading can be found on the Registrar's Office website.

https://www.du.edu/registrar/records/gradingguideline.html

Please note: Many common grade entry problems are a result of an internet browser incompatibility problem. See the link below for information on supported browsers. If you're encountering a technical error, try switching to a different browser, as this often resolves the issue.

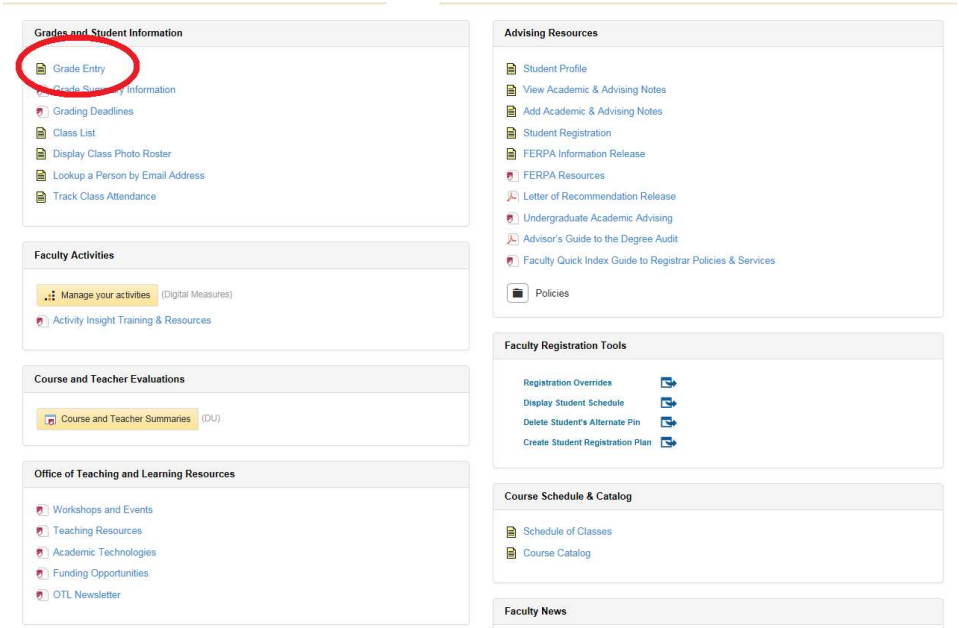
https://www.du.edu/registrar/facultyguide.html

Feel free to reach out to the Registrar's Office if you have questions. We can be reached at 303.871.4095 or registrar@du.edu. **If possible, please provide screenshots of the problem you're seeing so we can better assist you.** Additionally, you can stop by our office and speak to the Grading Coordinator in-person, if you'd like. Their office is located in University Hall, bottom floor and they are available 8:00am – 4:30pm on weekdays.

Instructions for Submitting Grades

1. Go to https://pioneerweb.du.edu
2. Login using your DU ID number and password.
3. Click on the Faculty tab.

4. Select "Grade Entry".

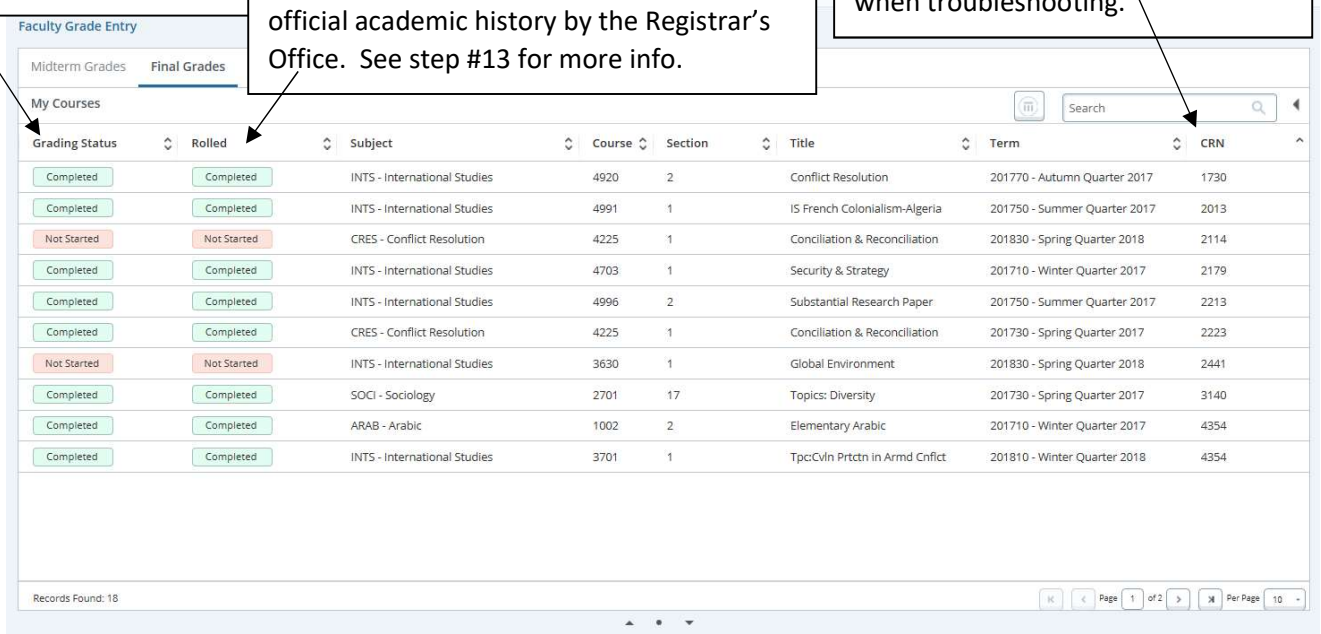


This will take you to the Grade Entry page and a list of all of the classes assigned to you.

Grading Status: Shows whether grade entry for this class has "not started", is "in progress", or has been "completed".

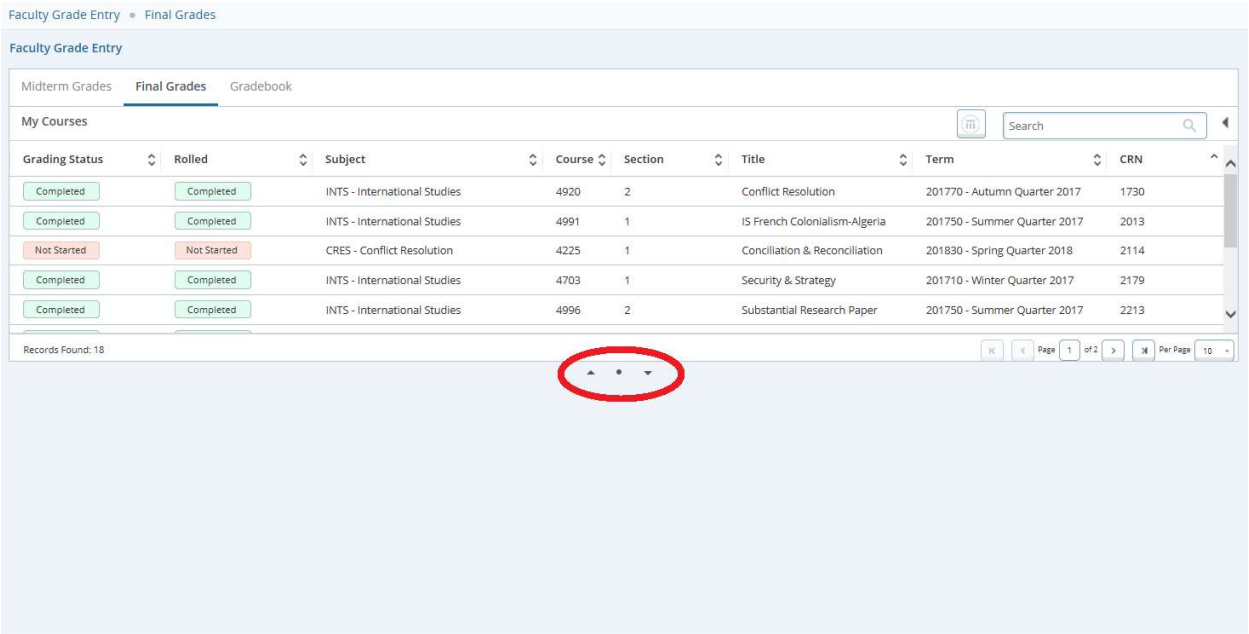
Rolled: "Completed" means that the grades have been published to the students' official academic history by the Registrar's Office. See step #13 for more info.

CRN: The unique 4-digit number associated with each individual class. Knowing this # can be helpful when troubleshooting.

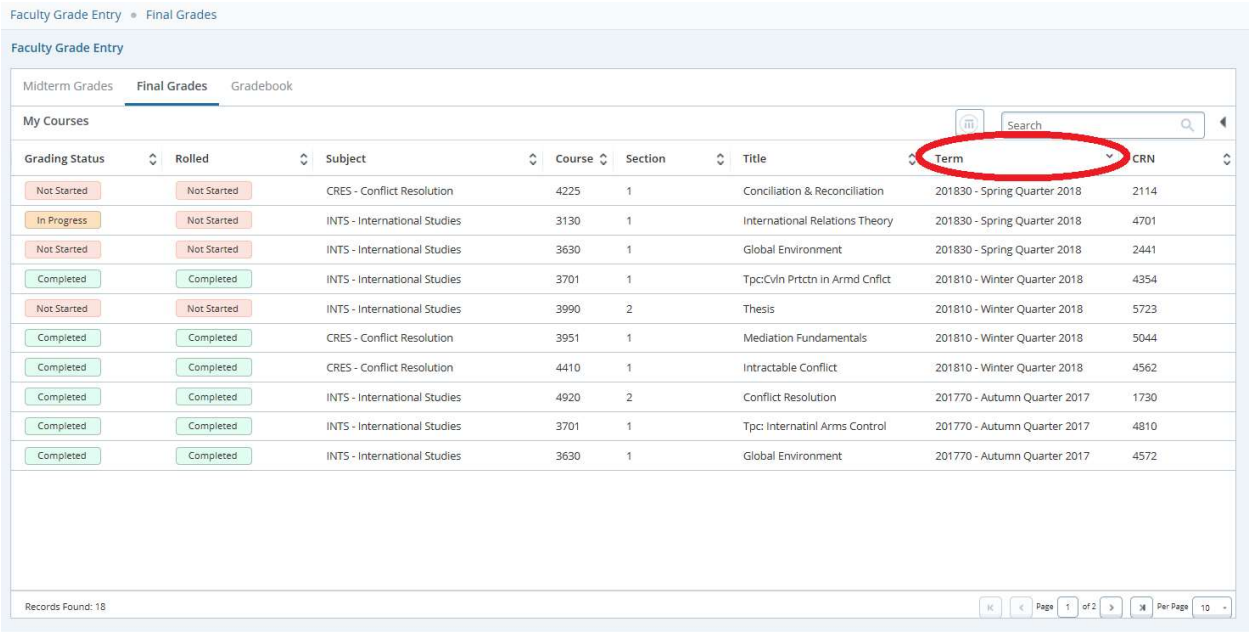


Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	INTS - International Studies	4920	2	Conflict Resolution	201770 - Autumn Quarter 2017	1730
Completed	Completed	INTS - International Studies	4991	1	IS French Colonialism-Algeria	201750 - Summer Quarter 2017	2013
Not Started	Not Started	CRES - Conflict Resolution	4225	1	Conciliation & Reconciliation	201830 - Spring Quarter 2018	2114
Completed	Completed	INTS - International Studies	4703	1	Security & Strategy	201710 - Winter Quarter 2017	2179
Completed	Completed	INTS - International Studies	4996	2	Substantial Research Paper	201750 - Summer Quarter 2017	2213
Completed	Completed	CRES - Conflict Resolution	4225	1	Conciliation & Reconciliation	201730 - Spring Quarter 2017	2223
Not Started	Not Started	INTS - International Studies	3630	1	Global Environment	201830 - Spring Quarter 2018	2441
Completed	Completed	SOCI - Sociology	2701	17	Topics: Diversity	201730 - Spring Quarter 2017	3140
Completed	Completed	ARAB - Arabic	1002	2	Elementary Arabic	201710 - Winter Quarter 2017	4354
Completed	Completed	INTS - International Studies	3701	1	Tpc:Cvln Prtctn in Armd Cnflct	201810 - Winter Quarter 2018	4354

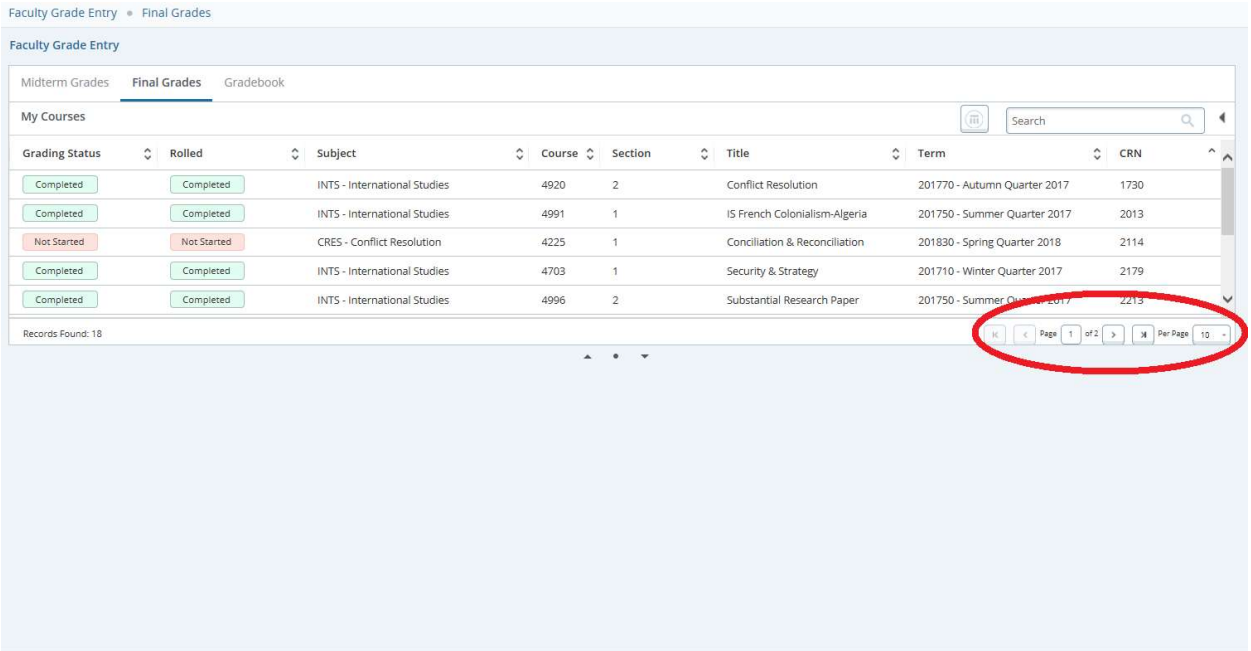
Note that you can increase and decrease the size of the listing by clicking the arrows in the center of the screen. Maximizing or re-sizing your browser may be needed to see everything, depending on the size of your screen.



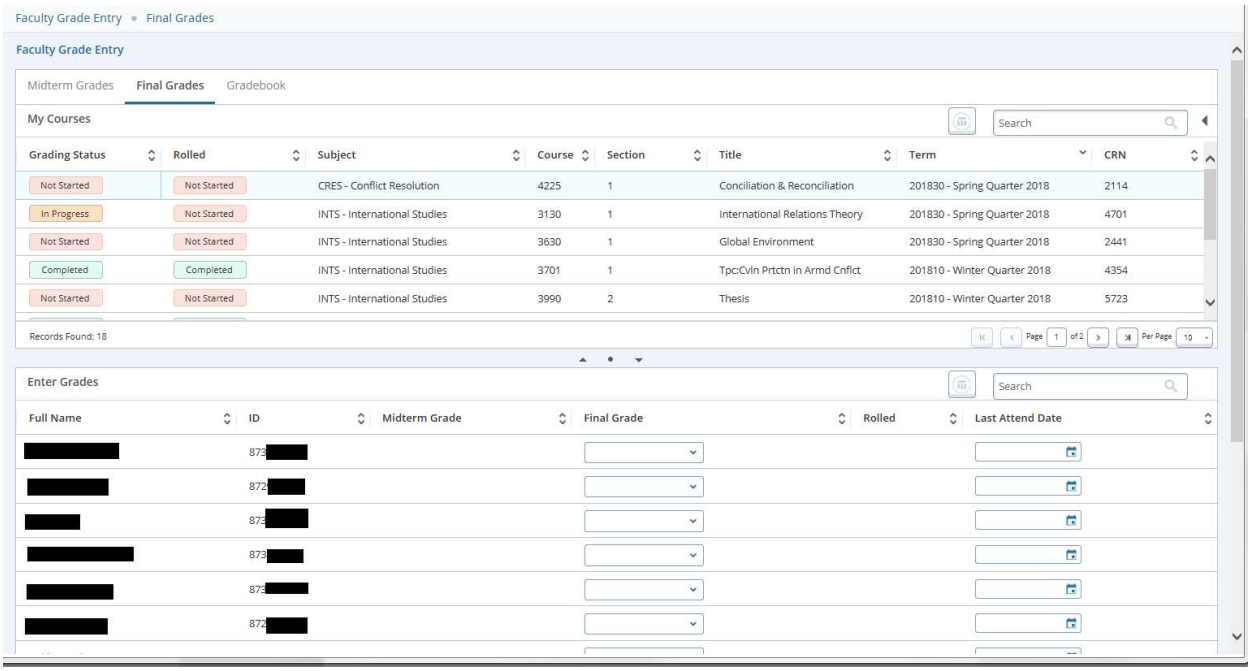
The course listing may not be automatically sorted by term, meaning that completed classes may be mixed with current classes. You can click on the "Term" Header twice to sort the list with the most current classes at the top.



You can also find more classes by going to the next page on the list. You can navigate pages on the list using the buttons at the bottom right of the listing.

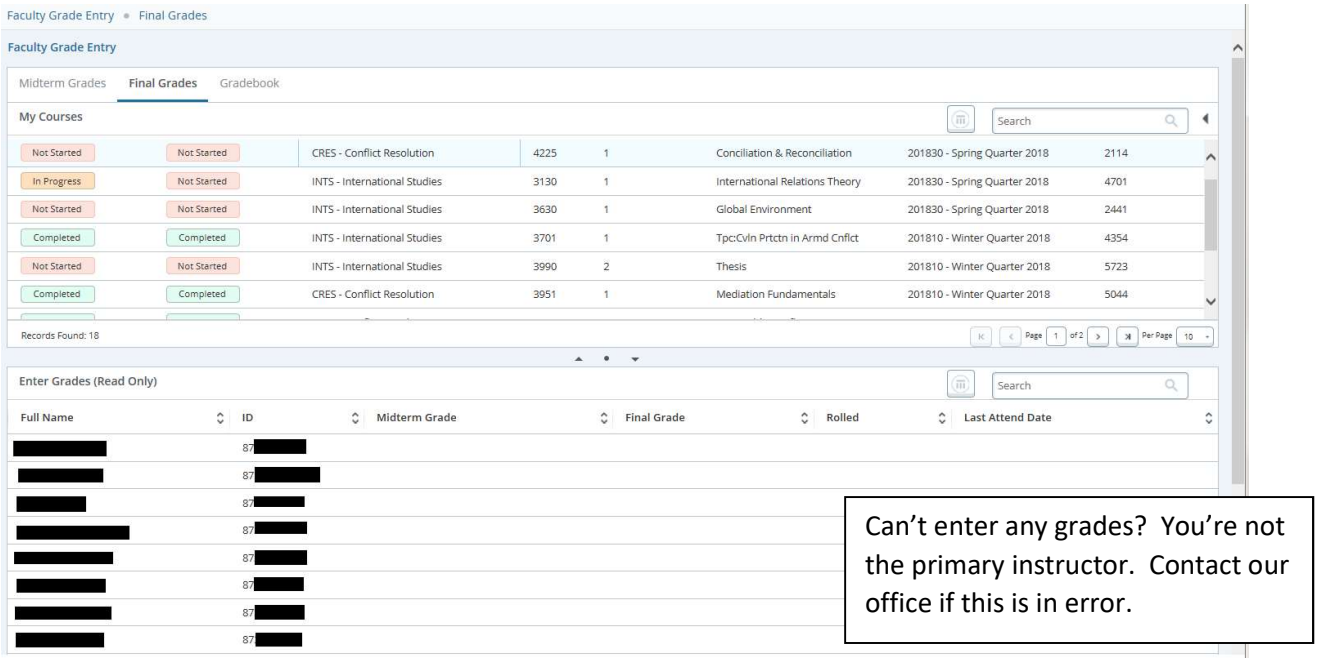


5. **Click anywhere on the class listing to open to the roster of students.** This should automatically appear in the bottom half of the screen, pushing the listing to the top half of the screen.



If you do not see the grade entry boxes (see below), then you are not the Primary instructor for the course. You may only enter grades for classes which you are the designated Primary instructor and there may only be one Primary instructor at a time

for any given class. **If you believe you should or should not be the Primary instructor, please contact the Registrar's Office.**

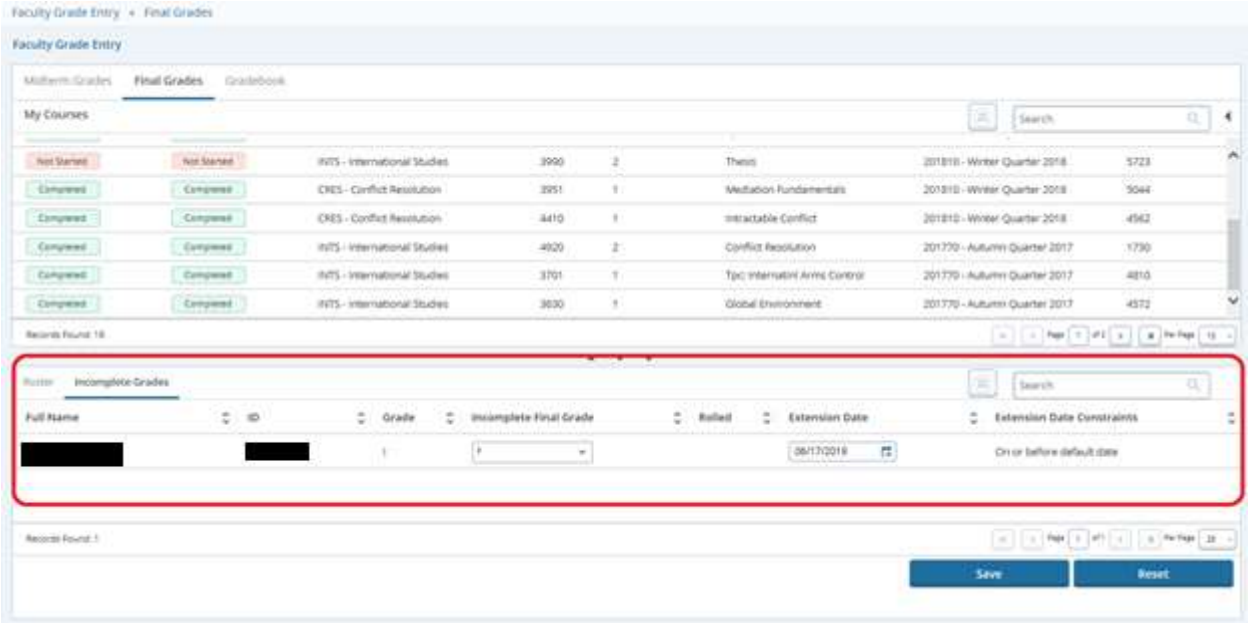


6. If a student stopped attending your course, record the grade earned and the student's last date of attendance. If you do not keep an attendance roster, please record the last date you received an assignment or for which you have a test score in lieu of the last date of attendance.

   The system requires a last date of attendance for any student with a failing (F) grade. If the student attended for the entire course and still failed, mark the last date of attendance as the last date of class.

   If a student NEVER attended your course, please give them a grade of "NA" for non-attend.

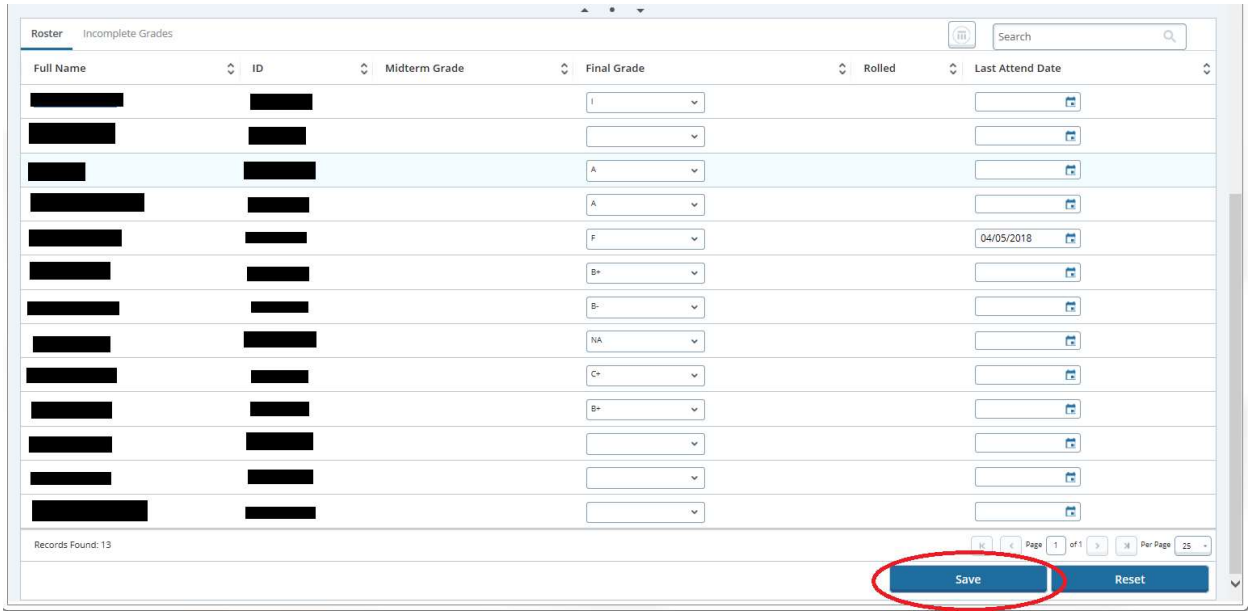
7. When entering an Incomplete (I) grade, you will see a new tab that asks about an Incomplete Final Grade and an Extension Date (see below).



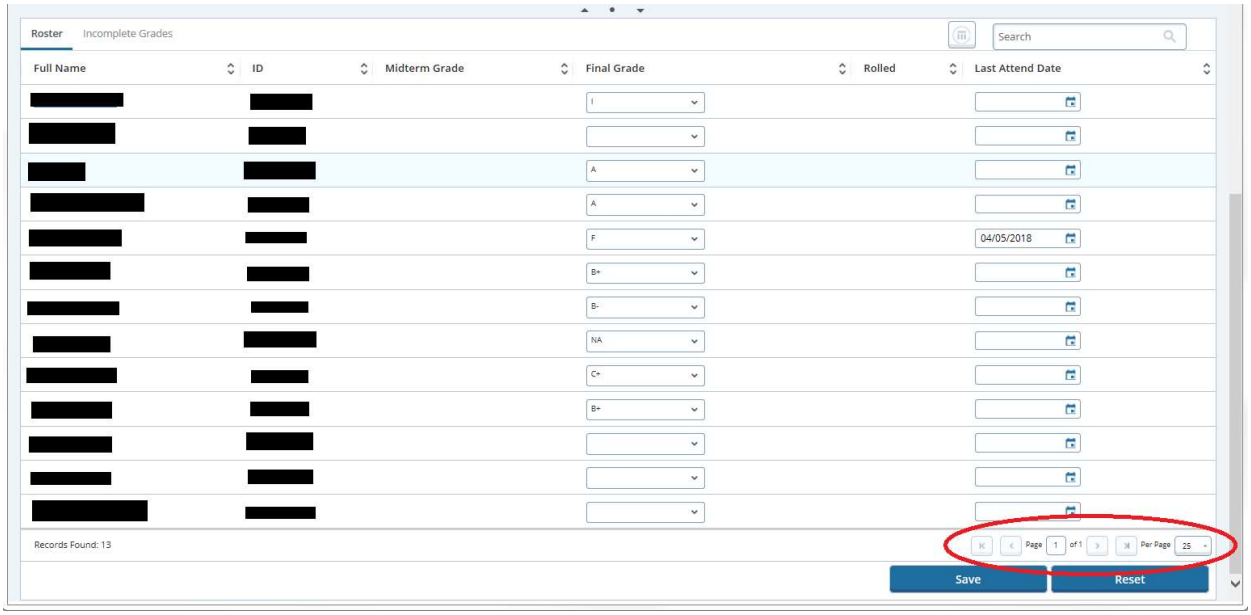
This is simply a reminder that Incompletes will turn into F's if they are not changed by the extension date. You can change the extension date if you wish. **Otherwise, you do not need to do anything on this page.**

8. If a student has withdrawn from your course, a grade of W will appear as the default grade. This grade cannot be changed.

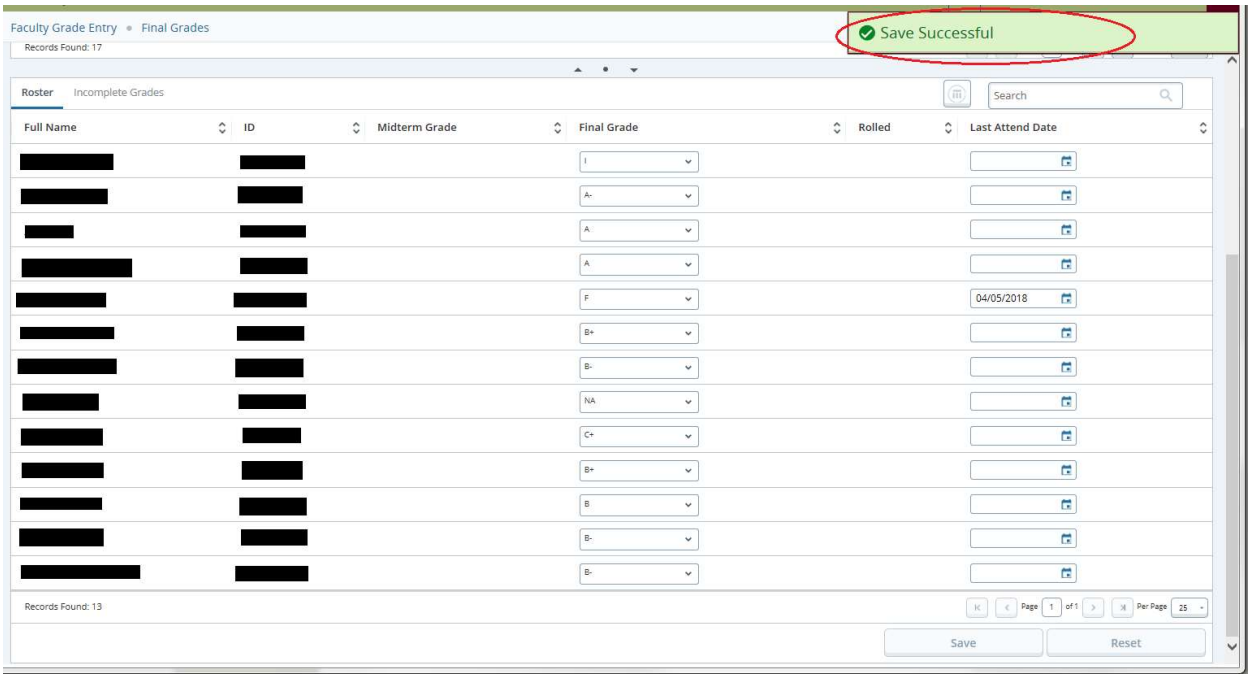
9. Once grades have been entered for any of your students, please check your entries carefully and then click "Save" at the bottom of the form. You can return later to fill in any grades you leave blank or change a grade you have entered.



Not seeing all of the students in your class? They are likely on the next page of the listing, which can be reached by using the navigation buttons in the bottom right of the roster.

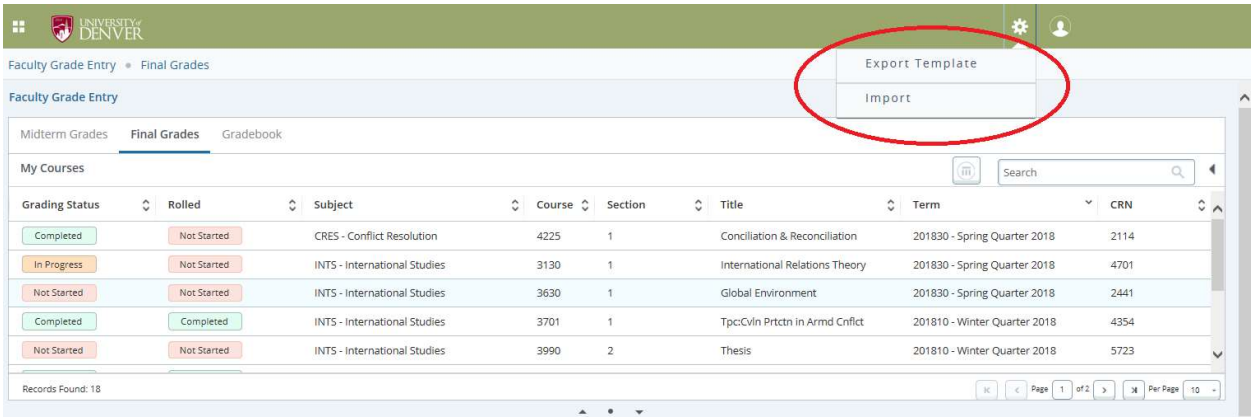


10. You should receive a message just above the list of students' names that the changes you made were saved successfully. If necessary, you can select another class from the list to grade.

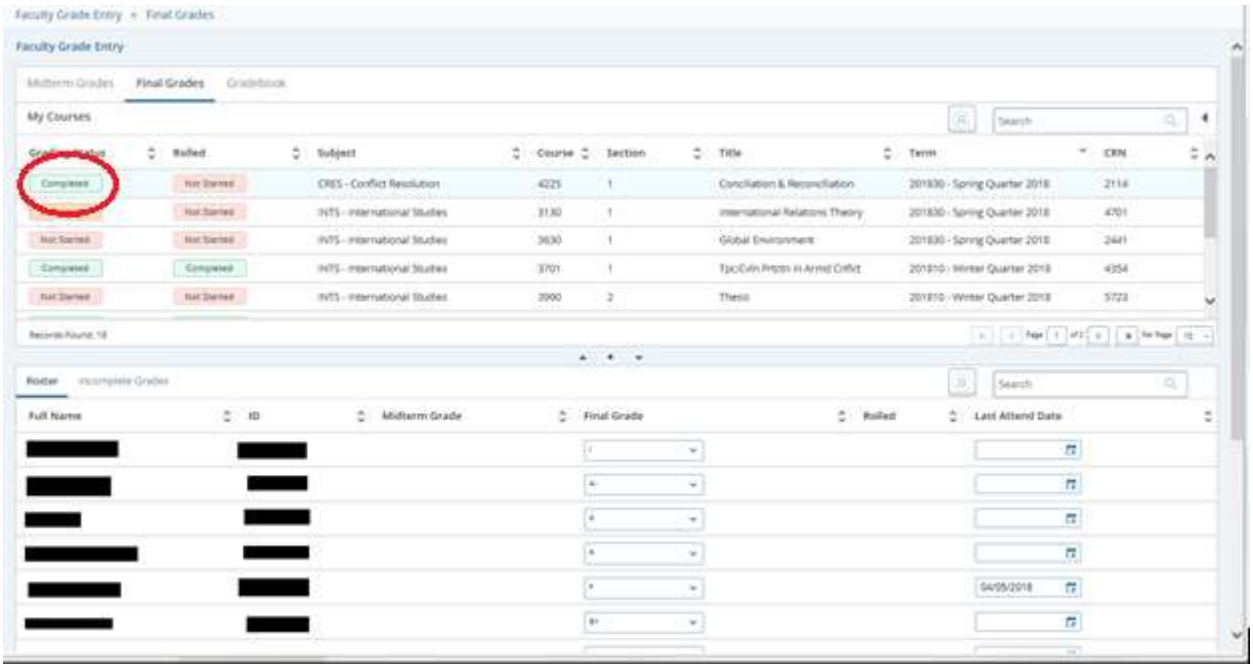


11. Importing and Exporting. From the tools menu grades may be imported from an Excel spreadsheet. You must have specific column headings or map your columns; a self-

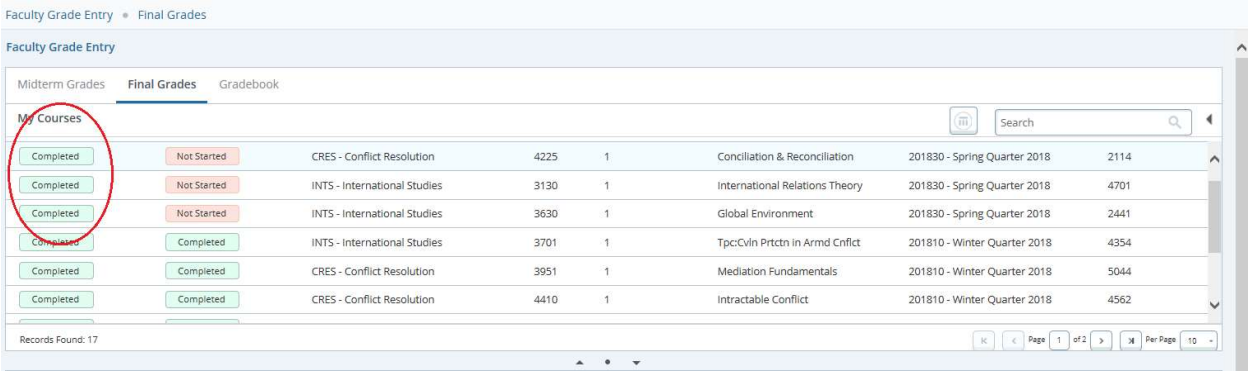
guided import wizard will assist you. You can load grades multiple times if there are errors. The program will only load the changes. An error validation report is created prior to the actual grade load. You can also export a list of your grades from Faculty Grading, or you can export an empty spreadsheet to use to import grades.



12. Once you have entered all of the grades for a course, the Grading Status will change from "Not Started" or "In Progress" to "Completed". You can still go back into your roster and change grades at this point, if needed. **Any grades you enter will <u>not</u> show up on students' records until the grading deadline has passed.**



13. **You should ignore the "Rolled" column.** Rolling is the process of publishing the posted grades to the students' records. This is done by the Registrar's Office automatically overnight once the grading deadline has passed. **Once grades have been rolled, it is not possible to change a grade from the Grade Entry page, as they are now published and a part of the students' official academic records.**

You can find instructions for changing a rolled grade on our website: https://www.du.edu/registrar/records/changinggrades.html

14. Once all of your courses for this quarter say “Completed” in Grading Status, you're done!