Dear colleagues,

The purpose of this email is to remind you of a few end-of-the semester expectations:

Please remind students to register for spring semester 2022

Please encourage your students to register for spring semester classes before fall semester ends. If students have not yet met with their academic advisor to discuss spring registration, they can look up their advisor in Navigate, Cyberbear, or visit the Advising Directory to see a list of advising contacts by major department.

Important Dates

Final grade entry for autumn 2022 opens Friday, December 9.

Please remember that final grades must be submitted in CyberBear.

Tuesday, December 20 by 11:59 p.m. - Grades due for all courses
You do not have to enter all grades at the same time, but because students can see grades right away in the View Grades link in CyberBear, you may wish to enter grades for whole rosters in one sitting.

Wednesday, December 21 - Editing period ends
You may freely edit final grades using the Faculty Grading link in CyberBear through this date.

On or around Friday, December 23 - Grades roll to transcripts
Transcripts will continue to display courses as "In Progress" until the grade roll processes are complete. Therefore, prior to this date, grades are not official.
If you are a new instructor (welcome!) or just need a refresher, please review the notes that follow. Thank you for your invaluable work and please let us know if you have questions!

When grades are submitted late, that can

- affect a student’s financial aid, including veteran’s benefits,
- delay a student’s ability to graduate on time,
- affect NCAA eligibility for student-athletes
- cause students to be inadvertently, unknowingly dropped from spring semester courses for which they have registered, and
- delay the determination of a student’s academic standing, thus delaying notifying students of their status (good academic standing, placed on probation, or placed on suspension).

Delays like this can have a snowball effect; the later a student finds out they are on academic probation or suspension, the less likely they are to seek help and get back on track. (And students in good standing won’t be recognized on the dean’s list!)

We all want UM students to reach their full potential, stay at UM, and complete their degrees. Turning your grades in before the deadline is one way that you can help. Below you will find additional information about submitting fall semester grades.

Thanks for all that you do to support our students’ success,

Pardis Mahdavi, Provost and Vice President for Academic Affairs and

Maria Mangold, Registrar

INSTRUCTIONS FROM THE REGISTRAR’S OFFICE ON GRADE SUBMISSION

All final grades must be entered in CyberBear. You may enter grades one by one, or you may import grades from a spreadsheet. Visit the Registrar’s Office grading information website and scroll down to select either:

- Final Grade Entry Instructions for step-by-step, text-only instructions to enter grades one by one.
• Final Grade Entry Tutorials for instructional videos and documents with screenshots. You'll find import and export instructions, including importing from Moodle.

Instructors of record must submit grades via CyberBear

Grades may only be submitted by an instructor assigned to the course. Instructor assignments can be viewed in the dynamic course search. To make changes to instructor assignments, please email the room schedulers and include the CRN, SUBJ, CRSE#, & SECT# of the course and the 790# of the new instructor.

Last Date of Attendance (LDA)

The U.S. Department of Education requires last date of attendance (LDA) to be reported in certain situations. You will be prompted to enter an LDA when you assign grades of F, RF, NCR, and I. LDA can be determined based on missing assignments, quizzes, tests, etc. Determining the last date of attendance involves identifying the student's last known academic engagement.

Academic engagement may include, but is not limited to:

• Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
• Submitting an academic assignment;
• Taking an assessment or an exam;
• Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
• Participating in a study group, group project, or an online discussion that is assigned by the institution;
• Interacting with an instructor about academic matters

Academic engagement does not include, for example:

• Logging into an online class or tutorial without any further participation;
• Participating in academic counseling or advising;
• Living in student housing;
• Participating in a meal plan

Moodle can be instrumental in determining a student's LDA. Please review UMOnline's reference guide on finding LDAs in Moodle.
If you choose to use the upload feature in CyberBear, enter LDA dates in your spreadsheet and the LDA will autofill.

If you choose to enter grades individually, please follow these steps:

- Enter all final grades except F, RF, NCR or I.
- Click save.
- Enter F, RF, NCR and I grades with the Last Date of Attendance for each student in the format MM/DD/YYYY or click on the calendar and select a day.
- Click save.
- Double-check that all grades and the last dates of attendance were successfully saved and are accurate.
- **Refresh your browser to see the most current Grading Status indicators.** If you are finished, they will switch to “Complete”. If some grades are still needed, it will show “In Progress.”
  - The “Rolled” column is not the responsibility of the faculty member.

**Not sure whether to assign an "N" or "I" grade?**

As described in the [UM course catalog](#), an "I" grade is appropriate for unfinished work and an "N" grade is appropriate for internships, thesis credits, practicums, etc.

- An “I” grade will eventually convert to a failing grade if the work remains incomplete after one calendar year. While “I” grades are unfavorable for future terms of Financial Aid eligibility, they are appropriately assigned in most courses.

- “N” grades are much less common and nuanced; the Registrar’s Office does not recommend their widespread use, except in courses in which the work is designed to span more than one semester (e.g. thesis credits).

**Questions? Need help?**

Check out the [Registrar’s Office video tutorials on grade entry](#) or call us at (406) 243-5600.

*This message was sent by the Office of the Provost to all UM faculty and staff.*