

# Using GradePage

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## About GradePage

GradePage, developed by UW-IT, in cooperation with the Office of the Registrar, is an online tool that streamlines online grade submission for all faculty.

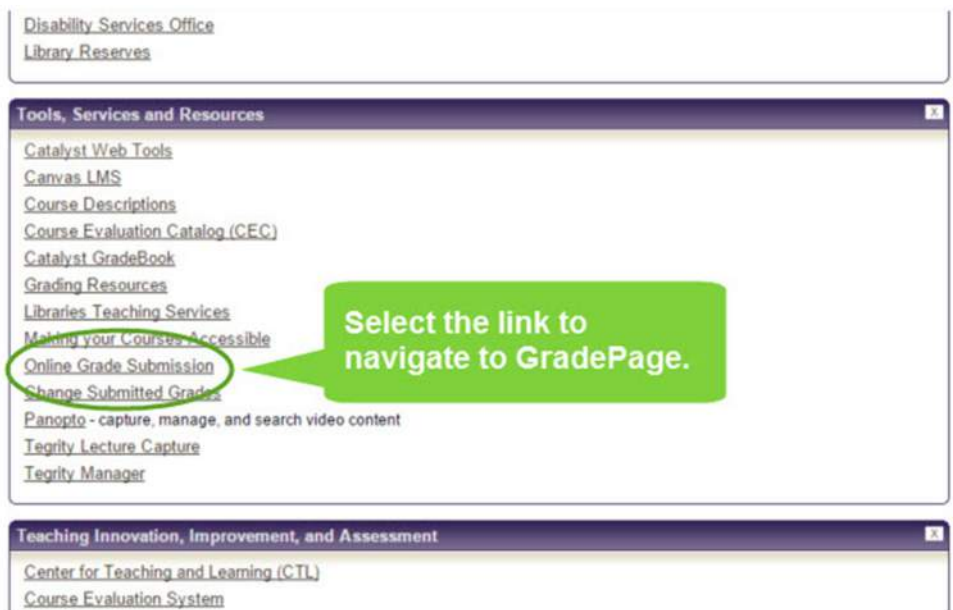
This newly improved grade submission tool simplifies the process of submitting final grades online. You can still use Catalyst GradeBook or Canvas Gradebook to record assignment grades and track student progress if these tools fit your needs, but section grades will be submitted through GradePage. See “Import Grades from Catalyst GradeBook or Canvas Gradebook” in this guide for more information.

## Step 1: Access GradePage

If you are listed as an instructor of record for a class section, you can access GradePage via MyUW My Class Resources.

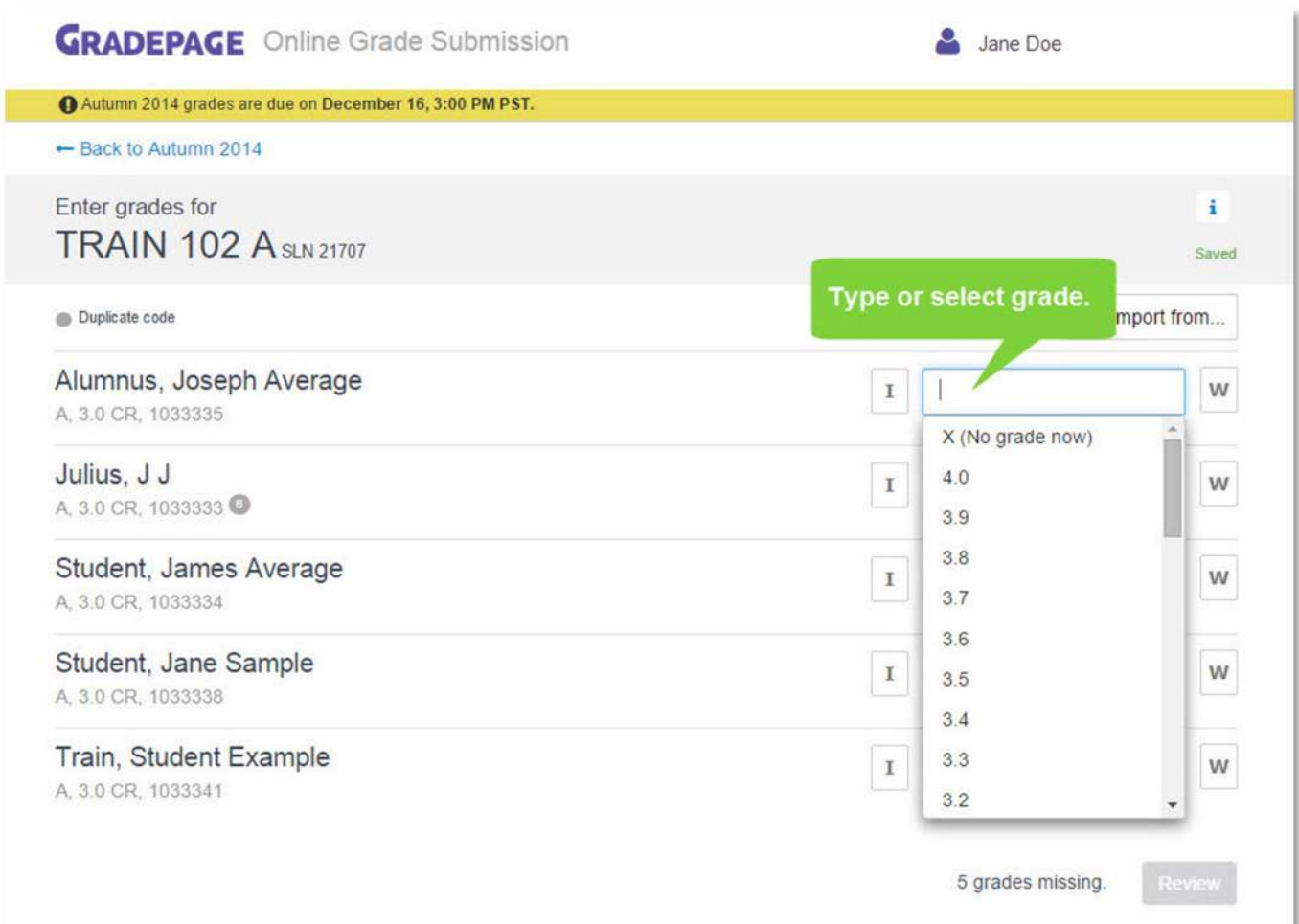
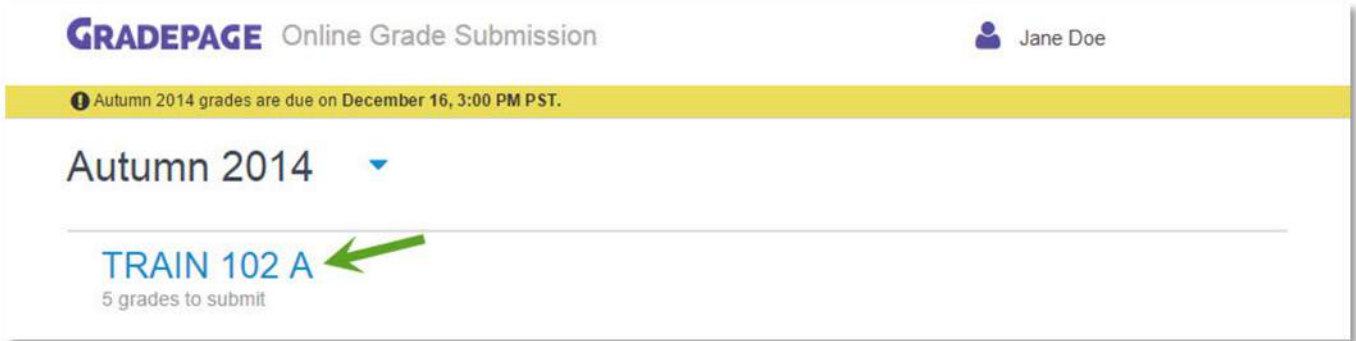
- Navigate to [my.uw.edu](https://my.uw.edu).
- The Online Grading area displays a notification or a link to GradePage depending on the open and close dates for the current grading period.

If you are not listed as an instructor of record or would like to bookmark the direct link to GradePage, navigate to: <https://gradepage.uw.edu>.



## Step 2: Enter Grades

Once you log in to GradePage you are presented with a page displaying the class sections for which you can submit grades. Select a class section.



Select the grade field on the right-hand side of the screen for the student for which you wish to submit grades. Type the grade value into the field, or select the appropriate value from the list.

- Select **"I"** on the left-hand side of the grade field to indicate the grade is incomplete.
- Select **"W"** on the right-hand side of the grade field to indicate if the grade includes a writing credit.

When the **"I"** or **"W"** have been selected, the box around them will appear gray. To remove the **"I"** or **"W"** credit, select again. The boxes should appear clear.

**GRADEPAGE** Online Grade Submission Jane Doe

Autumn 2014 grades are due on December 16, 3:00 PM PST.

[← Back to Autumn 2014](#)

Enter grades for  
**TRAIN 102 A** SLN 21707

Duplicate code

Alumnus, Joseph Average A, 3.0 CR, 1033335	<input type="button" value="I"/>	<input type="text" value="3.5"/>	<input checked="" type="button" value="W"/>
Julius, J J A, 3.0 CR, 1033333	<input type="button" value="I"/>	<input type="text"/>	<input type="button" value="W"/>
Student, James Average A, 3.0 CR, 1033334	<input type="button" value="I"/>	<input type="text"/>	<input type="button" value="W"/>
Student, Jane Sample A, 3.0 CR, 1033338	<input type="button" value="I"/>	<input type="text"/>	<input type="button" value="W"/>
Train, Student Example A, 3.0 CR, 1033341	<input type="button" value="I"/>	<input type="text"/>	<input type="button" value="W"/>

**Select "I" if grade status is incomplete.**

**Select "W" if grade includes writing credit.**



Select the information button to view information about grade options and information about who can submit grades for the course section.

## Step 3: Review and Submit Grades

### Review Grades

Select the **Review** button to review the grades you have entered for the course section before submitting.

**GRADEPAGE** Online Grade Submission Jane Doe

**Autumn 2014 grades are due on December 16, 3:00 PM PST.**

[← Back to Autumn 2014](#)

Review grades for **TRAIN 102 A** SLN 21707 i

Please review grades and submit below.

Duplicate code

Alumnus, Joseph Average <small>A, 3.0 CR, 1033335</small>	W <b>3.5</b>
Julius, J J <small>A, 3.0 CR, 1033333</small>	W <b>3.8</b>
Student, James Average <small>A, 3.0 CR, 1033334</small>	<b>I</b> <small>Default: 0.0</small>
Student, Jane Sample <small>A, 3.0 CR, 1033338</small>	W <b>3.3</b>
Train, Student Example <small>A, 3.0 CR, 1033341</small>	<b>4.0</b>

**All grades will be submitted to the Registrar as displayed above. No further online changes will be possible after submission.**

Edit
Submit

Select Edit to make changes.

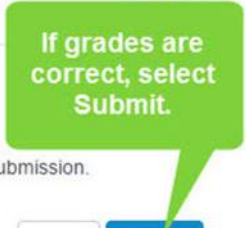
The review screen displays and allows you to complete a final check of the grades you have entered before submitting them. Select the **Edit** button to make changes.


### Submit Grades

When you have completed your review, select **Submit**. When your grades have been processed you will receive a confirmation email.

**Important:** Once grades have been submitted, use the [Grade Change Request form](#) to submit any changes or corrections to your submission.

Student, James Average A, 3.0 CR, 1033334	<b>I</b> Default: 0.0
Student, Jane Sample A, 3.0 CR, 1033338	w <b>3.3</b>
Train, Student Example A, 3.0 CR, 1033341	



 All grades will be submitted to the Registrar as displayed above. No further online changes will be possible after submission.

## Import Grades from Canvas Gradebook or Catalyst GradeBook

To import grades from another online grading tool, select **“Import from”** on the grading screen in GradePage.

The screenshot shows the GradePage interface for 'Online Grade Submission' by Jane Doe. A yellow banner at the top indicates 'Autumn 2014 grades are due on December 16, 3:00 PM PST.' Below this is a 'Back to Autumn 2014' link. The main section is titled 'Enter grades for TRAIN 102 A SLN 21707'. There is a 'Duplicate code' link and an 'Import from...' button, which is circled in green. Below the button are two student rows: 'Alumnus, Joseph Average' and 'Julius, J J', each with an 'I' button, a text input field, and a 'W' button.

Select **“Canvas Gradebook”** or **“Catalyst GradeBook”** to import your grades.

This screenshot shows the same GradePage interface as above, but with the 'Import from...' dropdown menu open. The menu lists three options: 'Import from...', 'Canvas Gradebook', and 'Catalyst GradeBook'. A green callout box points to the dropdown with the text: 'Select from the drop down to import grades from Canvas or GradeBook.' The 'Canvas Gradebook' option is highlighted in blue. The 'Saved' status is visible in the top right corner of the main section.

Note: Grades can no longer be submitted directly through Catalyst GradeBook. To submit grades collected in GradeBook, you can “push” the grades to GradePage from within GradeBook or you can import the grades from within GradePage.

For more information on using Canvas Gradebook, see:

[http://www.washington.edu/itconnect/learn/tools/canvas/canvas-help-for-instructors/assignments-grading.](http://www.washington.edu/itconnect/learn/tools/canvas/canvas-help-for-instructors/assignments-grading)

More information on Catalyst GradeBook can be found here:

[http://www.washington.edu/itconnect/learn/tools/catalyst-web-tools/gradebook.](http://www.washington.edu/itconnect/learn/tools/catalyst-web-tools/gradebook)



## Review Past Online Grade Submissions

View grades submitted for your class sections in the past from the quarter page, by selecting the arrow to the right of the current quarter name. Choose a quarter from the drop down menu. Records in this view display grades you submitted using GradeBook or GradePage for the past four quarters.

The past online submissions history only displays grade values as you submitted them using GradePage, and does not reflect any subsequent changes made to the grade values after your submission. To view a grade submitted via the Grade Change Request form, contact the Graduation and Academic Records Office at [ugradoff@uw.edu](mailto:ugradoff@uw.edu).

The screenshot shows the top of the GRADEPAGE interface. The header includes the GRADEPAGE logo, the text "Online Grade Submission", and a user profile icon for "Jane Doe". A yellow banner below the header contains a message: "Autumn 2014 grades are due on December 16, 3:00 PM PST." Below this, the current quarter "Autumn 2014" is displayed with a small blue downward arrow to its right. A green arrow points to this arrow. Underneath, the class name "TRAIN 102 A" is shown, followed by "5 grades to submit".

This screenshot shows the same interface as the previous one, but with the quarter selection dropdown menu open. The menu lists five options: "Autumn 2014", "Summer 2014", "Spring 2014", "Winter 2014", and "Autumn 2013". The "Summer 2014" option is highlighted in blue. A green callout box with a white border points to the dropdown menu and contains the text: "Select a quarter to review grades previously submitted." The rest of the interface, including the header, banner, and class information, remains the same.

## Submit Grade Change Requests

If you discover a mistake for any of the grades you submitted using GradePage, submit an online Grade Change Request using this [form](#). Submissions are reviewed and processed manually by staff in the Graduation and Academic Records Office.

**Student and Grade Information**

I want to...

First Name\*  M.I.  Last Name\*

Student Number \*

Original Grade  New Grade\*   Writing Credit

**Comments**

Comments

Any comments, instructions, or notes for the Registrar's Office as they review your request?

your grade-change requests.