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.
- 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.

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.

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.
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.

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

More information on Catalyst GradeBook can be found here:
**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.
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.