

**Dear UM Instructors,**

As we approach the close of summer session, please note on your calendar that final grades for the 10-Week Session, 5-Week Session II, and Special Session are due in **CyberBear** by **Tuesday, August 1 at midnight**.

Grades for the earlier sessions were due and posted to transcripts in July. Grades for the 7-Week Session II are due August 22. Details are available on the Registrar's Office [Grading Information page](#).

Please take a moment to review these important grading dates.

- **Friday, July 28 - Final grade entry opens for the 10-Week, 2nd 5-Week, and all Special Sessions**

If your course roster does not appear on the first page, you may need to [re-sort or search for your courses](#). If you still can't find the roster, please contact our [schedulers](#) to check your instructional assignments.

- **Tuesday, August 1 by 11:59 p.m. - Grades due for 10-Week, 2nd 5-Week & Special Sessions**

You do not have to enter all grades at the same time, but be sure to enter everything by this deadline. While students will be able to see grades in the View Grades link in CyberBear as soon as you submit them, they are directed NOT to contact you about missing grades until after this due date.

If your Special Session course has not concluded when grading closes, enter "N" grades in CyberBear to indicate the work is continuing. Final grade rosters with the students' names, 790#s, course information, and final letter grade should be emailed to our central [grading email](#) as quickly as possible after the course concludes. Grade rosters must be sent from a UM email address.

- **Wednesday, August 2 - Editing period**

You may freely edit final grades using the Faculty Grade Entry link in CyberBear through this date.

- **On or around Friday, August 4 - 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 me know if you have questions!

Dawn Barnhart  
Associate Registrar

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**Don't forget...**

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 dropped from autumn 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 grades.

Thanks for all that you do to support our students' success.

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### **Grade Entry Instructions**

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 that course. Instructor assignments can be viewed in the [dynamic course search](#). To make changes to instructor assignments, please email the [room schedulers](#) the 790# of the new instructor and include the CRN, subject, course number, and section (e.g., CRN 70000 FRCH 101 section 01) of the course.

### **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, 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 UMOonline's [reference guide on finding LDAs in Moodle](#).

If you choose to use the import feature in CyberBear, enter LDA dates in your spreadsheet and the LDA will autofill when you import it.

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 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 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).

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### **Questions? Need help?**

Check out the [Registrar's Office video tutorials on grade entry](#) or call us at (406)243-5600. The Registrar's Office is available to assist Monday-Friday 8 a.m. to 5 p.m.

### **Office of the Registrar**

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