

# Grade Submission Guidelines

In addition to submitting grades through Zipline, all adjunct faculty are to submit grade books to the Office of Academic Affairs for each course taught. This includes all course work and assignments that contribute to each student's final grade. The following guidelines should be followed when submitting the information:

1. Use one of the following templates:
  - a. Grade book template 1 (Available on the Documents & Forms site)
  - b. Grade book template 2 (Available on the Documents & Forms site)

[http://www.wayne.uakron.edu/faculty\\_docs.htm](http://www.wayne.uakron.edu/faculty_docs.htm)

*While the templates do have formulas built into them that calculate percentage and/or students GPA for the course, instructors may alter these to suit their individual course needs. Additional columns can be added if there are additional assignments and all provided columns have been used.*

**OR**

- c. Spring Board Template- Still requires e-mail of spreadsheet to [aboothe@uakron.edu](mailto:aboothe@uakron.edu)
  - d. Approved spreadsheet format. (See Angie Boothe for approval).
2. Include the instructors name, the course title, and course number where indicated on the template. If a lab is included, that course number must also be included.
3. E-mail the complete grade book to [aboothe@uakron.edu](mailto:aboothe@uakron.edu) by the date indicated on the Critical Dates Check list for Faculty using the following naming convention:
  - a. Grades Class#sect\_4091\_instructor first initial last name.

Example: Grades 3700120701\_4091\_SDoe

Note: Spring 2009 is 4091 in PeopleSoft.

**Photocopies of paper grade books and/or copies of the Zipline page will not be accepted.**