

KPC Web Grading FAQs

I cannot login to UAOnline using my username and password. Who do I call? You can try to reset your pin by selecting option 3 at <https://me.uaa.alaska.edu/>. If you are still unable to access your account please contact KPC IT at 262-0351 or by emailing iytechhelp@kpc.alaska.edu.

I received an error message. The most frequent cause of this is when you are submitted a “F” or “NB” grade. Any student receiving a “F” or “NB” must also be given a date of last attendance. Please use the following format MM/DD/YYYY. Using your best guess is fine.

I do not get a drop down menu for one or more of my students. These students are registered in the wrong grade mode. Call our office at 262-0311 or email registration@kpc.alaska.edu and we will assist you.

How long after I submit my grades until they are available to students/How long can I continue to make changes? Grades become permanent and are available to the students after midnight on the day they are entered. Until that time, you are able to make any changes you would like. After they have rolled to history, any grade changes will need to be done with a Change of Grade form.

Can I confirm that my grades have gone through? Your administrative assistant can look at the banner screen SFASLST. After you hit the submit button, the grades appear there instantly.

A student is missing from my roster. First, make sure you do not have a second page (this will be noted on the bottom of the screen; students are sometimes broken into multiple groups). If you have viewed your entire class roster and the student is not listed, s/he has not registered for the course. Please direct the student to registration@kpc.alaska.edu or 262-0330 for assistance.

A student is on my roster who never attended my class. This student may be given either a “F” or “NB” grade. You will also need to submit a date of last attendance. Please enter the first day of the current semester, this will indicate to us that the student never attended. If you know the student is in another section, please contact us and DO NOT assign a grade on behalf of another instructor.

I cannot access online grading. Only the primary instructor of record is allowed to enter grades.

I don't know my ID/username. Go to <https://me.uaa.alaska.edu/> and select option three to find your ID. You will be asked a series of personally identifying questions before your ID is released to you. Your ID number is an eight digit number which begins with the number 3.

How long on the last day to submit grades do I have to submit my grades? 11:59 p.m.

Can I do half my grading now and do the rest later? Yes, the submitted grades will roll to history sometime after midnight the day they are submitted. The other students will continue to have drop down boxes for you to submit grades.

How do I print a copy of my grades? After you've submitted your grades, scroll to the bottom of the page and click “Summary Class List.” The page will refresh with a clean copy of all student grades. You can then print, as you would any document (File -> Print).

I receive a message stating the site is not secure when I log on. To avoid this message, login directly from the university home page or take the www out of the URL (i.e. <https://uaonline.alaska.edu>). If you do get a message, your computer simply wants you to confirm that the site is secure; you may confirm that it is.

Use of DF. Only certain courses may be assigned 'DF' (deferred grade) as an appropriate grade. These are typically thesis, projects or internships that may span more than one semester. Standard courses do not qualify for this grade, and students should be assigned the appropriate letter grade or an incomplete.

Helpful hint: Make sure to check your class list via UAOnline early to see if students are missing or if students are listed whom you've never seen before. The class roster via the web is updated instantly the second a student's registration status changes. If you are unsure about a student, please contact us at registration@kpc.alaska.edu.