



HOW DO I SUBMIT MY GRADES ONLINE?

STEP 1: LOGIN TO UA ONLINE (WOLFLINK) AT WWW.UAONLINE.ALASKA.EDU

Choose “**LOGIN TO SECURED AREA**”
Enter your User ID and PIN.

- **User ID:** Your UA Online (Wolflink) User ID is your University of Alaska ID#. If you do not know your UA ID#, click on the “**look up your ID here**” link. When the results display, your ID# is the 8-digit number beginning with a 3. **The letters and/or numbers displayed below your ID# are NOT your PIN.** See below for PIN information.

- **PIN:** If you have *never* logged into UAOnline before, see “**A.**” below for PIN instructions.

If you *have* logged onto UA Online previously (to check your transcript, register for classes, etc), see “**B.**” below for PIN instructions

- When accessing UA Online (Wolflink) for the first time, your PIN will initially be set to your birth date, in the format MMDDYY (no hypens or slashes). For security purposes, your PIN will immediately expire and you will be prompted to change your PIN to a different six character string (numbers, letters, and some symbols). **Be sure to create a new PIN that you will REMEMBER!** Following the creation of your new PIN, you will be asked to enter a security question and the answer to that question. We **STRONGLY** recommend that you complete this step and choose a question that remains constant, such as “What is my mother’s maiden name?” or “City of Birth?”
- Returning UA Online users are required to use the password chosen/set up previously. If you have forgotten your PIN, enter your USER ID and click on the “Forgot PIN” button. You will be asked the security question you entered one during initial setup. If the system receives the correct answer, your PIN will be reset to your birth date once again.

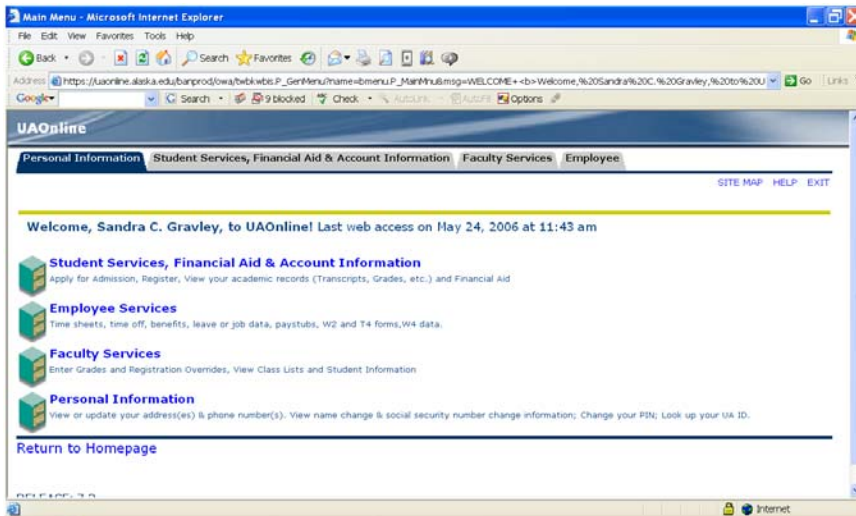
If you initially skipped setting up your security question (you aren’t given a question) or can’t remember the answer to your question, you must call Enrollment Services at (907) 786-1480, option 0. You may also stop by the University Center with picture ID to have your PIN reset for you.

***If you have ever been compensated by UAA, you must call Kathy or Sandy in Human Resources at (907) 786-4608.**

**If you enter an incorrect PIN more than five (5) times, you will need to call either Enrollment Services or Human Resources to have your PIN reset.

***Please note that if your PIN is reset more than twice in a six month period, you will be required to come to the University Center kiosk with picture ID to have your PIN reset a third time.

STEP 2: FIND YOUR COURSE

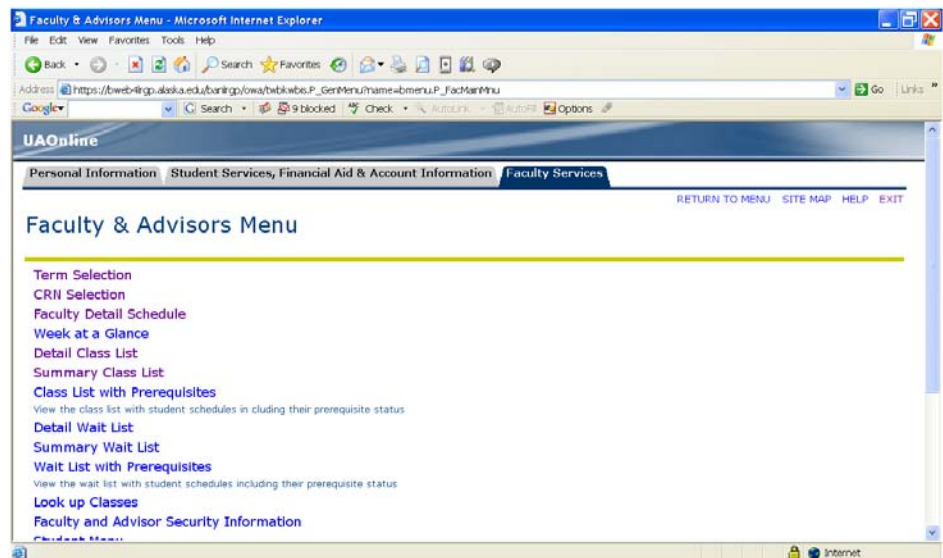


Once you have successfully logged into the system, choose “**Faculty Services**” from the Welcome Menu.

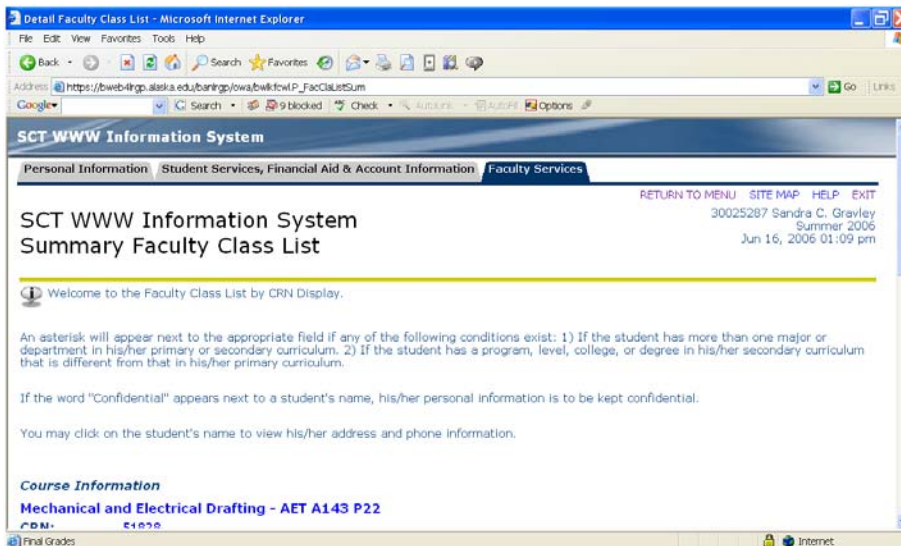
From the Faculty & Advisors Menu, choose “**Summary Class List**”

You’ll be prompted to enter a **Term** and **CRN** from the drop down menus.

The term and CRN for your course can be found in the email sent to you with these instructions.



STEP 3: ENTERING GRADES



When you arrive at the “**Summary Class List**,” scroll to the bottom of the page and select **Final Grades** from the links at the bottom of the page.

You will see the list of your students organized into a table.

Enter each grade by choosing from the drop down menu under the [Grade](#) column.

<i>Final Grades</i>									
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours	Registration Number

Entering the [Last Date Attended](#) is optional.

Ignore the [Attend Hours](#) field.

Click [Submit](#)

There is a 10-minute time limit before your session times out.

Clicking on the [Submit](#) button at the bottom saves your entries and restarts the 10-minute timer.

Once you click submit, you will receive a message stating that your changes were saved successfully.

If you have another course to grade you may choose “[CRN Selection](#)” from the bottom of the page to repeat the process.

If the course is in a different semester, choose “[Term Selection](#)” from the bottom of the page and repeat step 2.

Incompletes: Incomplete grades may be submitted on the web in accordance with the *Incomplete Grade Policy*. An *Incomplete Grade Contract* will still need to be submitted to the PACE office for each Incomplete assigned. A copy of the Incomplete Grade Contract was provided to you in your initial enrollment packet. Please contact Jennifer Greene (jennifer@uaa.alaska.edu, 786-1932); or Sally Love (ansjl@uaa.alaska.edu, 786-1934) if you need a copy of this form.

Grade Changes: If you make a mistake and need to change a grade, you may do so online, but if it has been more than 1 day and the system will no longer allow you to make changes, you will need to submit a “Change of Grade Form”. Please contact Jennifer Greene (jennifer@uaa.alaska.edu, 786-1932); or Sally Love (ansjl@uaa.alaska.edu, 786-1934) if you need a copy of this form.

Thank you for using UAOnline.

If you are finished, please close your browser to protect your privacy.

Questions?? Please contact Jennifer Greene (jennifer@uaa.alaska.edu, 786-1932); or Sally Love (ansjl@uaa.alaska.edu, 786-1934) if you have questions or need assistance with online grading. Please note that only Enrollment Services or Human Resources can assist with password issues.