

# ONLINE GRADING INSTRUCTIONS

You may also grade using WebCT 6.0. Questions regarding WebCT should be directed to [webct@utdallas.edu](mailto:webct@utdallas.edu). (MAC users – please use Firefox as your browser. Other browsers are NOT supported.)

## Logging into Galaxy (Hours are posted below)

- ◆ Using Internet Explorer, go to UTD Homepage and click on “Galaxy”. Login using your NetID and password.

## Grading

- ◆ Click on “Enter Grades” (left-hand side under “Self-Service Links”).
- ◆ The default term should be the current semester.
- ◆ You may choose the course you would like to grade by using the drop-down menu.
- ◆ Once you have selected the course, click “Submit”.
- ◆ Enter the appropriate grade (midterm or final) for each student enrolled in your course and double check for errors.
- ◆ **CREDIT/NO CREDIT** - Enter CR or NC for Credit or No Credit respectively, not the letter C, which is treated as a letter grade.
- ◆ **INCOMPLETES** - Enter X for incomplete and complete the Petition For Incomplete form
- ◆ **PASS/FAIL** - Enter P or F for Pass/Fail.
- ◆ Once you have entered a grade for every student in the course, click the “submit” key.
- ◆ Please check for blanks. Blank grades are later turned to F.
- ◆ **You no longer have to print the grade roll for the Registrar’s Office.** Please tell your departmental grade contact when you have completed grading your course. They can check the 1G7 screen for completeness.
- ◆ Use link at top to “Select Another Course”. (Do not use the back arrow.)
- ◆ After you have finished entering grades for **all** courses, close the window.

## Special Notes

- ◆ For SIS hours of operation, see bottom of these instructions. Do NOT attempt to submit grades other than during times of operation.
- ◆ To avoid being timed out (15 minutes) submit your grades periodically.
- ◆ If a student already has a grade of “W” assigned, you may not change the grade. If you feel there has been an error, please contact the Registrar’s Office.
- ◆ If you need to correct a grade after it has been submitted, you may remove the incorrect grade, until the end of grade day, by typing in an asterisk and hitting the “submit” key. Once the incorrect grade is removed, you may simply type in the correct grade and submit again. If you do not remove the incorrect grade, both will show on the student’s record.

## Reporting Mid-Term Grades

- ◆ Mid-term grades are mandatory every fall and spring semester and are due at 10am on the due date. The mid-term grade is vital to the retention efforts of the University. Check the column in which you are entering the grades.

## Reporting Final Grades

- ◆ Final grades are due at 10am on the grade day of the specific session. These dates are listed in Comet Calendar.

## Logging Out of Galaxy

- ◆ You may log out of the secure site by simply clicking “Exit”.

## System Operating Hours

- \* All times are Central Standard Time

- \* Monday: 8:00am - 10:00pm
- \* Tuesday: 8:00am - 10:00pm
- \* Wednesday: 8:00am - 10:00pm
- \* Thursday: 8:00am - 10:00pm
- \* Friday: 8:00am - 5:30pm
- \* Saturday: 9:00am - 12:00am (varies after 4:00pm)
- \* Sunday: 1:00pm - 10:00pm