FAQs for the Grades Process using UF’s Temporary Spring 2020 S-U Policy

In Spring 2020, UF announced that students would have the option to change their grading basis to the S-U Option. The following is a list of questions from faculty/instructors as they pertain to changes and processes for Grades at the end of Spring 2020.

This document will be updated periodically as new questions are sent to the Office of the University Registrar.

For full documentation on the Grading Process, please see the HR Toolkit for Grades.

Answers to other FAQs for faculty can be found on the Undergraduate Affairs website.

1. How will I know which students have opted for S-U grades?
   Your Class Roll on ONE.UF allows you to identify all students who have opted for the S-U option either by the UF Policy exception or through the normal method (where the S-U form was signed by the Instructor, Department, and Dean).

   (HR Toolkit on Class Rolls)

2. Can ONE.UF accept my CSV file ‘as-is’ and convert the letter grade to S-U where appropriate?
   No. Unfortunately, ONE.UF does not have the built-in code to check for the S-U Option on individual students and convert the Instructor’s grades.

3. What if I don’t use Canvas and enter all of my grades manually?
   On the ONE.UF Grade Roster, you can always click the Magnifying Glass to see what grades are available to enter.

   (HR Toolkit for Manually Entering Grades)

4. Will ONE.UF accept my CSV Canvas gradebook upload if some students have opted into S-U?
   Yes*. ONE.UF will accept and save any grade that you upload in the ONE.UF Grade Roster for your class.
   *Upon saving, the Grade Roster will show an error message of ‘Inv Grade’ next to students who will need an S-U grade.

5. Can I pre-filter or pre-correct my Canvas gradebook before uploading to One.UF?
   No*. Unfortunately, Canvas requires a percentage to be associated with a grade, so a gradebook cannot allow, for example, a 75% to be both a C and an S.
   *A step can be done between downloading the gradebook from Canvas and uploading it to ONE.UF. Instructors and use Excel’s VLOOKUP tool to identify students who have opted for the S-U Option and convert the appropriate grades {A, A-, B+, B, B-, C+, or C} to S and convert the rest to U.

6. Will Canvas recognize the students as S-U students?
   No. Unfortunately, Canvas does not know which students have opted for the S-U Option.
7. **Can I sort the Invalid grades so that they appear at the top?**
   Yes. In ONE.UF, you can sort by any one column by clicking the column heading.

8. **A student (or Students) requested S-U for my class. How do I grade?**
   If a student of yours requests the **S-U Option** for your class, you should keep the letter grade that would be originally assigned. Once you upload the grades into ONE.UF and attempt to finalize them, you will see an error message that says ‘**Inv Grade**’ which means that Finalization is not possible (see screenshot below).

   To resolve this, click on the Magnifying Glass, then click Look Up, and you will see the Grading options (see screenshot to the left).

   According to the **UF Grading Policy**, “a grade of S is equal to a C (2.0) or better.” This means that if the grade that was previously uploaded is in this list, \{A, A-, B+, B, B-, C+, or C\}, then please select S for the student’s grade. All other grades should be set to U.

   **Note:** I* and N* grades are still able to be used with their normal criteria. I* is selectable and N* will populate if the grade is left blank upon Finalization.

9. **Since ONE.UF will not automatically convert letter grades to S-U, then what is the recommended method if I have a small class?**
   If you have a small class, you can upload your grades like you would normally, and manually correct the grades marked as **Invalid** to S or U.

   You may also find it easier to manually enter your grades in the ONE.UF Grade Roster.
10. Since ONE.UF will not automatically convert letter grades to S-U, then what is the recommended method if I have a large class?

Using the Class Roll on ONE.UF, instructors are able to identify which students have opted for the S-U Option and systematically update their spreadsheets using Excel’s VLOOKUP tool on the Student’s UFID.

IMPORTANT!

- For up-to-date information, click Resource Information for other documentation
- E and U grades require answers to additional questions. Click the E/U Questions Needed button to review and provide answers.
- If the class satisfies a writing requirement, the Writing Requirement (S/N) column will appear and a grade of S (Satisfied) or N (Not Satisfied) must be entered.
- If a grade is left blank, the system will automatically populate the N* grade.
- If a student has dropped the class or withdrawn from the university, the grade of W will pre-populate
- When the grading period ends, OUR will run a process to post the grades to the individual student records, at which time they will be visible to students. Any changes after the grading period ends must be made via the grade change process.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
Office of the University Registrar
352-392-1374
registrar.ufl.edu