

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 Grades Process 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. 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. You can [upload the original letter grades into ONE.UF](#) and finalize them 'as-is.' When grades are posted, the grades will convert to their respective **S** or **U** grade.

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 the grade of **S** will be posted to the student's transcript. All other letter grades {**C-, D+, D, D-, and E**} will require answers to the standard failing grade questions, and then the grade of **U** will be posted. **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.

2. 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 earlier in the semester). [HR Toolkit on Class Rolls](#)

3. CAN ONE.UF ACCEPT MY GRADE 'AS-IS' AND CONVERT THE LETTER GRADE TO S-U WHERE APPROPRIATE?

Yes. ONE.UF was upgraded this semester to allow instructors to enter in letter grades that will convert to **S** or **U** grades based on university policy. For a student who has opted for the **S-U Option**, you can enter **S, U**, or a regular letter grade. Upon posting (afternoon of May 4th), the appropriate grades will respectively convert to **S** or **U**.

4. WILL ONE.UF ACCEPT MY CSV CANVAS GRADEBOOK UPLOAD IF ONLY SOME STUDENTS HAVE OPTED INTO S-U?

Yes. ONE.UF will accept and save any valid grade that you upload in the ONE.UF Grade Roster for your class. Upon posting, your grades will convert to **S** or **U** if appropriate.

5. WHEN WILL THE GRADE CONVERT FROM A LETTER GRADE TO S OR U?

Upon posting (afternoon of May 4th), the appropriate grades will respectively convert to **S** or **U**.

6. HOW CAN I TELL IF THE GRADE THAT I ENTERED CONVERTED TO S OR U PROPERLY?

Once finalize your roster, you can download an archive for your records using this guide: [HR Toolkit for Archive Rosters](#)

7. 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. If you choose this option, you are encouraged to enter S or U grades for the appropriate students rather than using the conversion. [HR Toolkit for Manually Entering Grades](#)

8. 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.

*An optional step can be done *between* downloading the gradebook from Canvas and uploading it to ONE.UF. Instructors can 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.

9. WILL CANVAS RECOGNIZE THE STUDENTS AS S-U STUDENTS?

No. Canvas does not have the integration to ONE.UF to know which students have opted for the **S-U Option**.

10. IF I DO NOT WANT ONE.UF TO AUTOMATICALLY CONVERT LETTER GRADES TO S-U, THEN WHAT IS THE RECOMMENDED METHOD?

If you have a small class, it is recommended that you enter the grades manually and use S or U, where appropriate.

If you have a large class, it is recommended that you use 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