

HOW TO AUTHORIZE A GRADER

MYUFL > MAIN MENU > STUDENT INFORMATION SYSTEM > MY GRADING

This guide is a supplement to the HR Course OUR010. Please register for that course if you need a refresher.

1. On the left menu, click **Grant Grading Access**
2. In this order (and with no extra information)
 - a. Enter the **Term**
 - b. In **Grading Level Security**, select **Grader**
 - c. Enter your **College**
 - d. Enter the **Department** of the class

The screenshot shows the 'Grant Grading Access' form. The 'Filter(s)...' section contains the following fields:

- UFID: [Empty]
- *Term: 2205 Summer 2020
- *Grading Level Security: Grader
- College: Engineering
- Department: 19140000
- Session: [Empty]
- Subject Area: [Empty]
- Catalog Nbr: [Empty]

 Below the filters are 'Search' and 'Generate Term Security' buttons. At the bottom of the form are 'Save' and 'Approve All' buttons.

3. Click **Search**
4. Verify those already on the list
5. If this is the first time entering this page, click **Approve All** if all users here are appropriate
6. Next to the Class Number of the class where another grader needs to be added, click the **+** to add another user

The screenshot shows the 'Grant Grading Access' form with filters for Term: Summer 2020, Grading Level Security: Grader, College: Liberal Arts and Sciences, and Department: 02030000. Below the filters are 'Search' and 'Generate Term Security' buttons. At the bottom of the form are 'Save' and 'Approve All' buttons. Below the form is a table with the following data:

Course	Subject	Catalog #		Class #	*UFID	Name	*Grade Security Status
027503	IDH	2930	(Un)Common Read	13015	10000000	Alberta Alligator	Approved +
027503	IDH	2930	(Un)Common Read	13016	10000001	Albert Alligator	Approved +

The '+' button next to the 'Approved' status in the first row is highlighted with a red box.

7. Enter the **UFID** of the user (it is **not** recommended to search by name, but you *can* search by name)
8. Click **Save**

Grant Grading Access

Filter(s)...

UFID *Term 2205 Summer 2020 *Grading Level Security Grader College Engineering Department 19040000

Session Subject Area Catalog Nbr

Course	Subject	Catalog #	Class #	*UFID	Name	*Grade Security Status
011388	CGN	4905	18286	10000000	Alberta Alligator	Approved
011390	CGN	4949	10611	None		Approved
011426	CGN	6905	10612	None		Remove

How to Remove a Grader

1. To remove a grader, identify the **UFID/Class Nbr** combination of the person you would like to remove.
2. Under **Grade Security Status**, select Remove.
3. Click **Save** to save your changes
4. Click **Search** again to refresh the page

FOR ADDITIONAL ASSISTANCE

Technical Issues

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

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