

IMPORT LETTER GRADES TO JWULINK

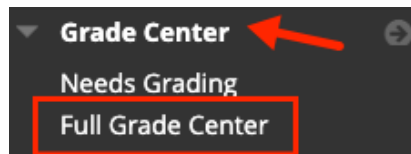
JWU final letter grades can be imported from ulearn into jwuLink.

Instructions

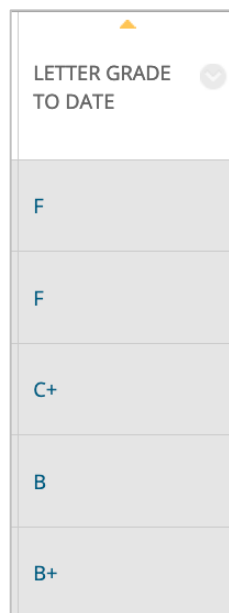
Note:

For courses with multiple instructors, only the primary instructor can import grades.

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.

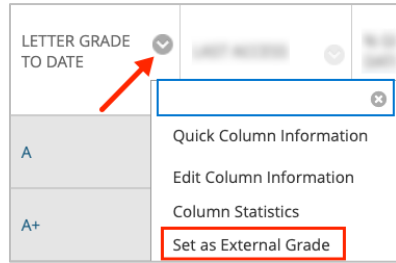


2. In the Grade Center, locate the column with **final letter grades**. This column must have letter grades and not number grades. Ensure that the grades are correct and are ready for submitting.



3. If there is not already a green checkmark at the top of the column, click on the column's down arrow. Select **Set as External Grade**.

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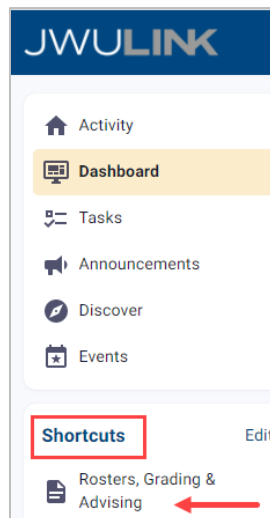
4. A green check mark appears at the top of the selected column indicating it has been set as an external grade.



Note:

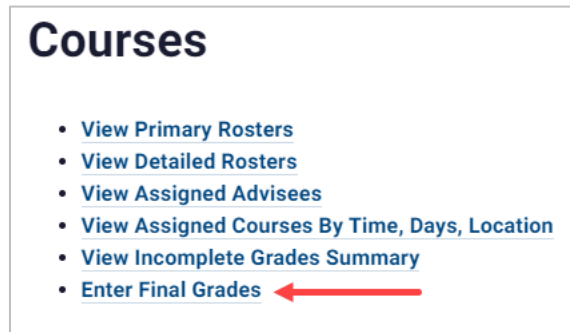
Only one column can be flagged as an **External Grade** column. To select a different column as the External Grade column, identify the correct column and proceed back to step 3 in this user guide.

5. Login to jwuLink: <https://link.jwu.edu>
6. Under the Shortcuts heading on the left, click on **Rosters, Grading, & Advising**.

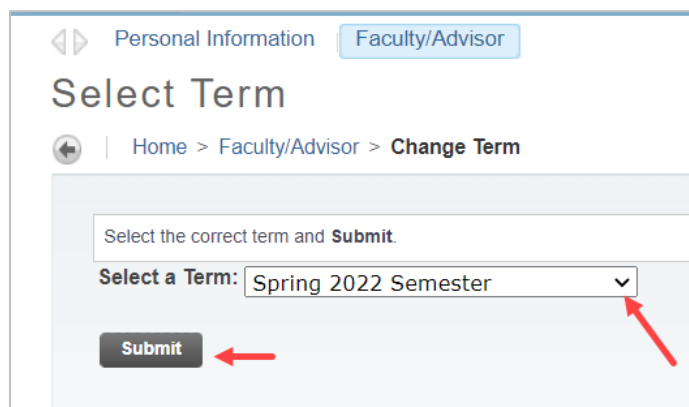


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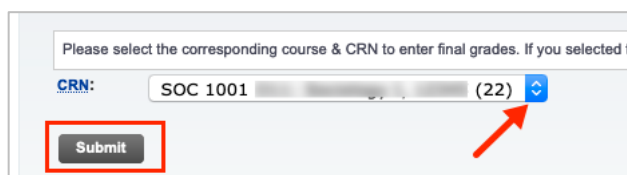
7. In the Courses section, click **Enter Final Grades**.



8. **Select** the appropriate **semester** from the drop-down menu and click **Submit**.



9. **Select** the appropriate **CRN** from the drop-down menu and click **Submit**.



10. Click on button with red text that reads, **Click Here to Import ulearn Grades**.

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Final Grades

Home > Faculty/Advisor > Final Grade Roster

BEFORE you begin, make sure your Grade Center setup is correct in ulearn – DO NOT SH

When ready, use the **CLICK HERE TO IMPORT ULEARN GRADES** button and then (you're

- Review the Registration Status Column for any ****Pass/Fail Registration**** and update/assi
- Check the Grade column on this page for accuracy & ensure there are no grades that sho
- To update/enter a grade or Last Attend Date, make your changes directly on this page (go
- Use the Submit button to send in grades.

Notes:

- If any errors appear, they must be resolved first – review [Grading FAQs](#) and then use the S
- Go back to your Roster to ensure grades were received for all students!
- If the ulearn import fails, enter grades individually on this page.
- If Rolled Column = Y, you can no longer make changes here; to make an update, you mus

CLICK HERE TO IMPORT ULEARN GRADES

[Click here to grade another CRN »](#)
[Grading deadlines](#)
[Contact us](#)

11. Scroll down the page to confirm all the grades have been inserted properly. Make any needed changes. Click **Submit** to save changes.

Submit **Reset**

 **Please submit the grades often.**

Warning:

After importing, check for any grades that show "None". A grade field will display "None" if:

*The grade requires a **last date of attendance** (F, I, W, U).

Grade	Rolled	Last Attend Date MM/DD/YYYY
F	N	10/31/2021

*Grades in ulearn are not valid letter grade (for example, in ulearn you assigned a minus grade for an undergraduate course or selected a column with numeric grades).

*If you need to fix a grade, you must first make your changes in jwuLink and then go back to ulearn and fix it in the Grade Center as well.

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Warning:

Grades will not be pulled from ulearn for any student that already has an existing grade in jwuLink. If you need to change a grade that is already in jwuLink, and the grade has not yet rolled, you must manually change it in both jwuLink and ulearn.