10th Day Class Lists

Class lists are now ONLY available on MYUW. Staff do not have access to these lists and will no longer be providing them to you. If you need/want a copy, you will have to print your own.

Here’s how you do it:
Log in to MYUW, choose the Teaching tab and under My Class Resources click on Other Quarters and choose the term you would like to view. Once the term starts you will see your classes in this section.

A new tab or window will open with the list of classes for the term you selected. Each course displays class data and optional information/resources. There are two options for printing a class list. You can print off either of these to use as a class list.

1. The Class List link will provide you with a standard list of students.

2. The Photo Gallery link will provide you with photos and names for all students in a class.
GRADES/GRADEBOOK

Final grade submission is online for everyone now. You must submit your grades through Catalyst Gradebook. You can easily build your grade book for every course and then submit at the end of the term. The office staff will send reminders about when grades are due. We do need a copy of what you submit.

To create a Catalyst Gradebook, select the Log into Catalyst Tools link through MYUW/My Class Resources. It will send you to Catalyst home and any tools that you have or participate in.

Choose the Gradebook tool and Create a Gradebook.

You will see any courses you have taught or will teach listed by quarter. You can create gradebooks for the quarter with all courses being taught in one gradebook (Autumn 2009 – which would have TACCT 404A, TACCT 451A, and TACCT 451B) or you could title each gradebook with the course and term (TACCT 404A – Autumn 2009 and TACCT 451A – Autumn 2009 and TACCT 451B – Autumn 2009). Choose a system that works for you and try to be consistent.
Once you give the Gradebook a title and select the course(s) to go into the gradebook, choose save.

What you then get is a gradebook with all the students for each course that you choose.

If you list even just the final grade in the gradebook before choosing the Faculty Grade Report, you will have access to grades even after the gradebook closes at the end of term. To submit your grades, choose Faculty Grade Report when it is open. If you inputted grades in the gradebook, it will move to the Faculty Grade Report. Otherwise, choose the decimal grade. Once there is a grade for every student, the Review and Submit button will become available. Select it, then scroll to the bottom of the screen and choose Submit again. Grades are not submitted until you hit the second Submit button.