Dear Instructor,

Thank you for another great semester of Concurrent Enrollment!

The grading window to enter Concurrent Enrollment grades for Fall 2015 is from January 4, 2016-January 20, 2016. Grading instructions are attached to this letter. These instructions will also be posted online. Please remember to call our office prior to issuing a student a UW or an I grade. We are also happy to answer any other questions you may have.

Thanks!
Concurrent Enrollment Team
801-863-8376
1. Access UV Link at uvu.edu.

2. Log into UV Link using your UV ID and password (If you need to find your UV ID or reset your password, use the tools under the login or call 801-863-8888, option 2).

3. Click on Faculty/Advisor tab. Click on Faculty & Advisor Services.

4. Click on Final Grades.

5. Select a Term from drop down menu.

6. Select a Course. Enter a final grade for each student.

7. Click Submit at the bottom of each page. (NOTE: If your course enrollment is larger than 50 students remember to advance the “Final Grade Worksheet.”) Click Confirm Grade Submission to review and finalize all grades.

8. To grade the next course, click on the Faculty/Advisor Tab at the top of the page.

9. Click on Term Selection and click Final Grades (Repeat step 6 & 7).

**GRADING TIPS**

- E represents a failing grade.
- Last Attend Date is only required for UW grades.
- UW & I grades should not be used without contacting CE office first.

**GRADING INSTRUCTIONS**

To grade the next course, click on the Faculty/Advisor Tab at the top of the page.