

Instructions for Entering Grades on PAWS

Log on

Go to <http://www.paws.uwm.edu> and enter in your ePanther ID and Password.



ePanther ID:
Password:
Sign In

To set trace flags, click [here](#)

[Forgot Your ePanther ID or Password?](#)
[Need Other Help?](#)

Menu

- Click on **Self Service** to enter grades for term by specific class.



Menu 

- ▶ My Favorites
- ▶ Self Service
- ▶ Curriculum Management

Self Service

- Click on Faculty Center



Self Service
Navigate to your self service information and activities.

- Faculty Center**
Use the Faculty center to manage all your class, student and advisee related activities.
- Class Search/Browse Catalog**
Use search criteria to find a class or browse the course catalog.


Faculty Center

- Click dropdown menu to select appropriate term and click the Change tab.

Faculty Center


Select Term **change**






Select Roster

- Click the grade roster icon  to the right of the specific course you wish to grade.

Show all classes
 Only classes with enrollment
 View My Weekly Schedule

 Class Roster
  Grade Roster

My Teaching Schedule > Fall 2006 > University Wisconsin-Milwaukee Find | 

Class	Class Name	Days and Time	Location	Class Dates		
MATH 95-001 LEC 18036	Essentials of Algebra (Lecture)	MWF 8:00AM - 8:50AM	PHY 127	Sep 5, 2006- Dec 13, 2006		
MATH 95-002 LEC 12801	Essentials of Algebra (Lecture)	MWF 8:00AM - 8:50AM	EMS W101	Sep 5, 2006- Dec 13, 2006		
MATH 95-003 LEC 12802	Essentials of Algebra (Lecture)	MWF 9:00AM - 9:50AM	EMS W101	Sep 5, 2006- Dec 13, 2006		

Grade Roster

- Click the drop down arrow in the Roster Grade field to enter grades
- To save your work click the Save button at the bottom of the roster, we recommend you save often especially with large sections to make sure you do not accidentally lose any work
- **You must save your grades in the “Not Reviewed” status prior to changing the Approval Status. All grades will be lost if not saved in the Not Reviewed status.**
- Use the Approval Status to set your rosters to Approved and submit your grades to DES (you must click save after changing the approval status or DES will not receive the grades)
- Students with a grading basis of Audit require a grade of S (Satisfactory) or U (Unsatisfactory).
- PAWS will time out if it is left inactive for one hour – be sure to save before you leave the computer!

*Grade Roster Type


Display Unassigned Roster Grade Only

*Approval Status

Not Reviewed: Please remember to save your work frequently (use SAVE button at the bottom of this page).

Access to All Values

<- add this grade to all students

Find | 

	Campus ID	Name	Roster Grade	Grading Basis	Level
<input type="checkbox"/>	1 990-70-5834	Amhadalla,Padme Q	<input type="text" value=""/>	Graded	Freshman
<input type="checkbox"/>	2 990-67-0698	Organa,Leia P	<input type="text" value=""/>	Graded	Freshman
<input type="checkbox"/>	3 990-70-8419	Skywalker,Anikan D	<input type="text" value=""/>	Graded	Freshman
<input type="checkbox"/>	4 990-71-5365	Skywalker,Lucas H	<input type="text" value=""/>	Graded	Freshman

NOTIFY SELECTED STUDENTS

NOTIFY ALL STUDENTS

PRINTER FRIENDLY VERSION

RETURN

SAVE

Printing Rosters

- Print a grade roster by using the Printer Friendly Version link below the roster.

PRINTER FRIENDLY VERSION

Helpful hints and reminders:

- Contact the Campus Solutions Center (CSC) at 229-4040 for technical problems you encounter and any questions you may have after DES normal business hours. The CSC is available from 6 a.m. to midnight, seven (7) days a week.
- SAVE. SAVE. SAVE. We suggest you save your work often. When you have entered a few grades and you do not want to risk having to re-do your work, click "SAVE." **You must click save after changing the Approval Status or the change will not take place and grades could be lost.**
- For security purposes, the system will time out after 60 minutes of inactivity (any grades not saved will be lost). Save even if you are going to be away for "just a couple of minutes."
- Can't get onto the system? If you forgot your ePanther ID and Password or find it is not working, visit a campus computer lab (CCL) with proof of identity to receive your ePanther information.
- Is there an unknown student on your roster? Assign an F0 to indicate the student has never attended class. This is a registration problem and the student needs to appeal to his/her academic dean for a retroactive drop of the course.

For more assistance and information, call Mark Weber (4147) or Sandra Humes (6431).

Note: PAWS is a secured website. Only you can see the data specific to your classes/students.