Tools Best Practices for Phase IV Elective Grade Entry

Coordinators and/or Course Directors for all UUSOM Elective Courses are required to enter all final grades into the Tools Application.

The following instructions and images will provide the necessary information to complete these grade entries:

Step 1:
- Using Chrome, go to https://tools.medicine.utah.edu/login
  *Do not use Internet Explorer, as the grade edit function is not supported.
- Login with UID and password OR signup with UID and create password.

Step 2:
- Select the Medical Education tab, at the bottom of the homepage.
Step 3:
- Select the Coordinator Rosters/Grades tab, on the left side of the page.

Step 4:
- Using the ‘Filter’ Box under ‘Select Course’, type in Course Code.
Step 5:
- Select applicable rotation dates.

Step 6:
- Review student enrollment.
- Click red ‘Edit’ button, to the left of the student name.
Step 7:
- ‘Release Date’ will automatically populate.
- Select appropriate grade (Pass/Fail), under ‘Grade’ field.
- Select courses and all away rotations have the H/HP/P/F grading scheme (most courses do not)
- Grade Value should be left blank.
- Enter comments, under ‘Narrative Comments about Student’.
  *Comments are encouraged for all courses and especially encouraged for clinical and research courses.
- Click ‘Save’ button.
- Click ‘Send Notification’ button, and students will receive a notification.

Step 8:
- You’re all done!
- Additional assistance & Resources:
  o Visit the coordinator resources page: http://medicine.utah.edu/students/programs/md/curriculum/coordinators.php
  o Email Nile Checketts at nile.checketts@hsc.utah.edu