Elective Grades Entering in Tools

Tools.medicine.Utah.edu
Step 1:
Go to tools.medicine.Utah.edu (chrome or Firefox), Login with UID and password OR signup with UID and create password if you haven’t done so already.
Step 2:
Select the staff tab at the top of the page
Step 3:
Select the Medical Education option from the Staff drop down tab
Step 4:
Select the Coordinator Rosters tab on the left hand side of the page
Step 5:
Type in course number in the Filter box (you can see all the courses listed in alphabetical order below)
Step 6:
Course will pop up below filter box, select course
Step 7:
Select “view” option for correct rotation dates to see all students enrolled in that rotation and to enter their grades.
Step 8:
All students enrolled in that rotation will show up at the bottom of the page. Select the pencil in the red box to the left of the student’s name to edit/assign a grade.
Step 9:
Select appropriate grade from grade drop down list (17-18 all elective courses will be P/F except by appeal). Add any comments in the comment box and click save and send grade update notification to student if you wish.
Step 10:
Select appropriate grade from grade drop down list (17-18 all elective courses will be P/F except by appeal). Add any comments in the comment box and click save and send grade update notification for student if you wish.
You’re all done!

For extra help and resources, visit the coordinator resources page: http://medicine.utah.edu/students/programs/md/curriculum/coordinators.php

Or, email me at nile.checketts@hsc.utah.edu