

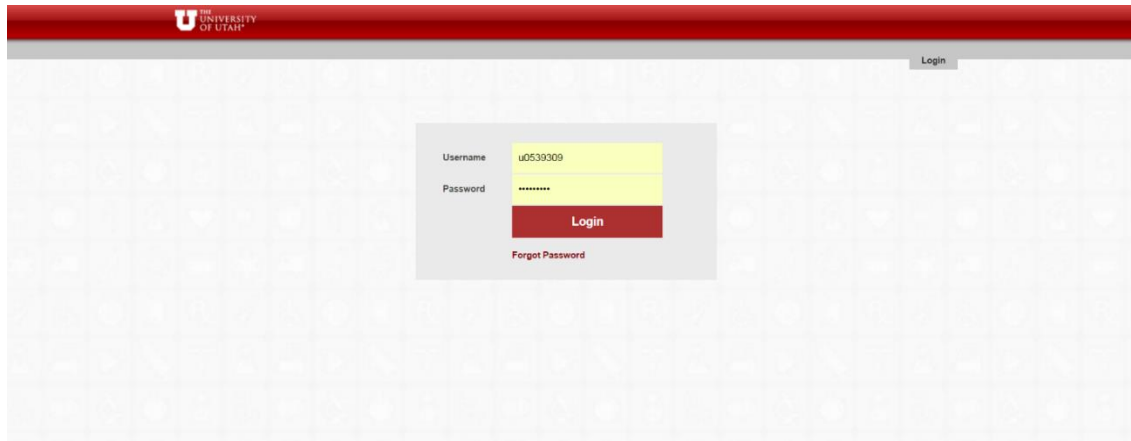
## Tools Best Practices for Phase IV Elective Grade Entry

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:

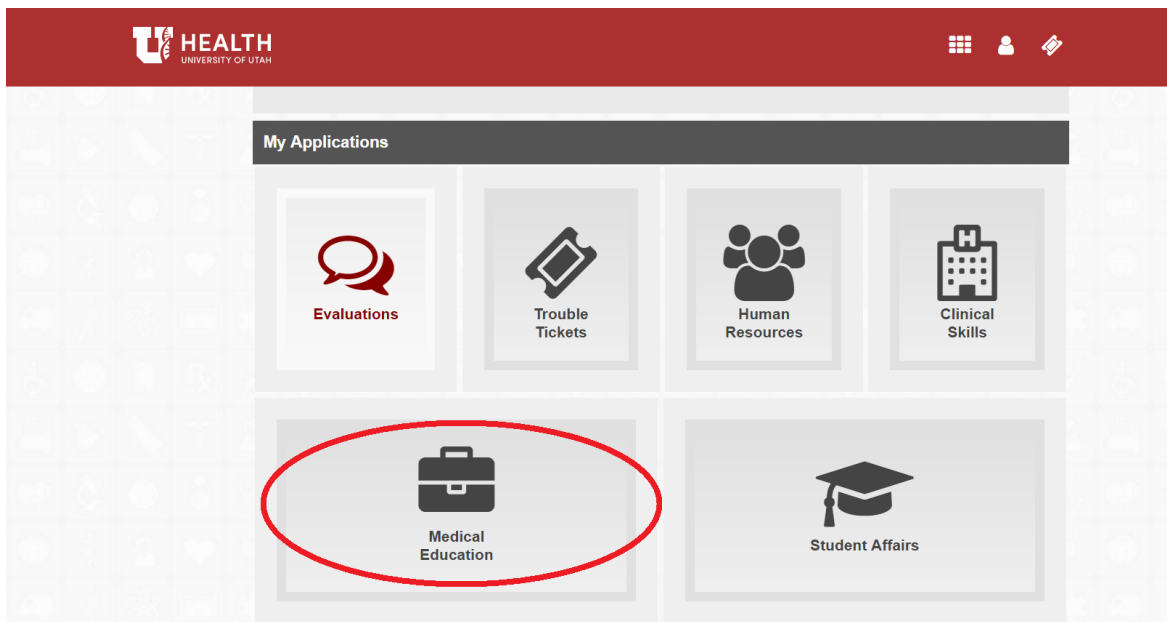
Step 1:

- 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:

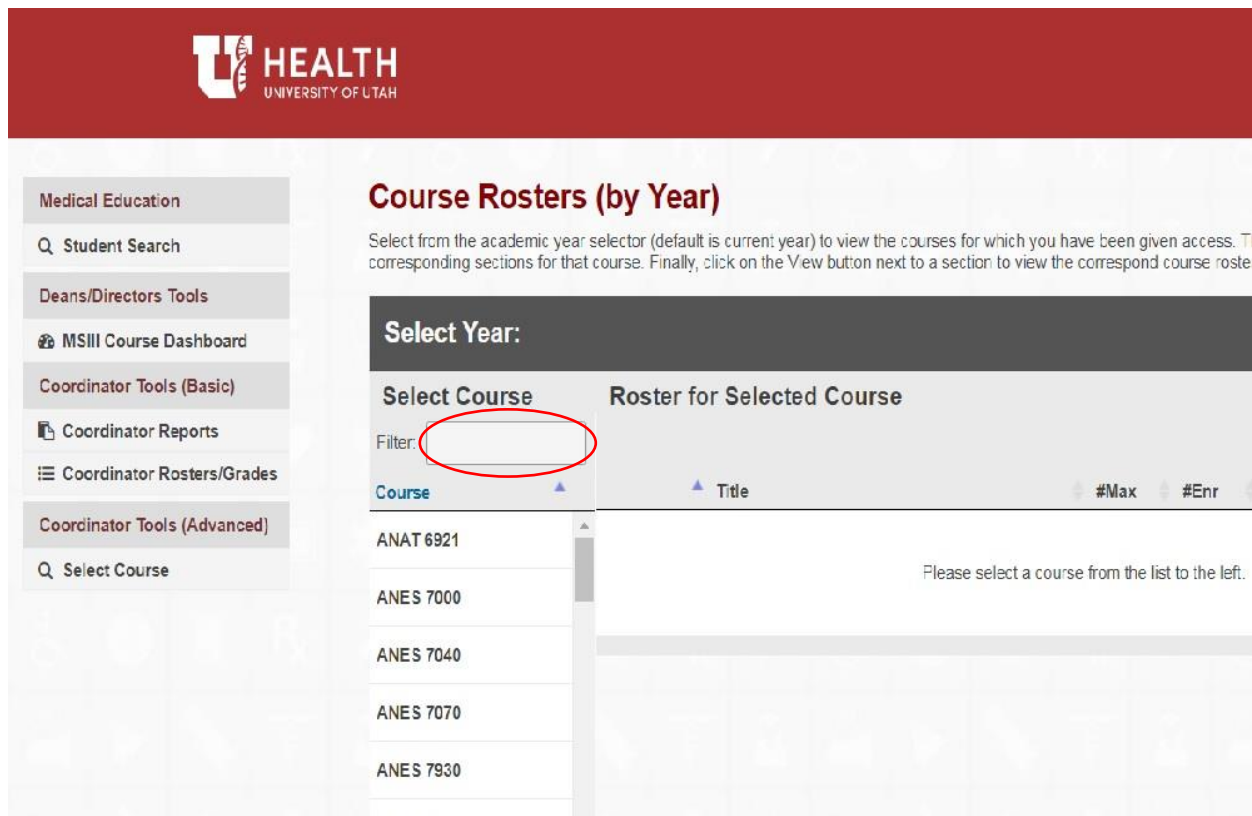
- Select the Coordinator Rosters/Grades tab, on the left side of the page.



The screenshot shows the top navigation bar with the University of Utah Health logo. On the left is a sidebar menu with the following items: Medical Education, Student Search, Deans/Directors Tools, MSIII Course Dashboard, Coordinator Tools (Basic), Coordinator Reports, Coordinator Rosters/Grades (circled in red), Coordinator Tools (Advanced), and Select Course. The main content area is titled 'Welcome to the Office of Medical Education' and includes a paragraph about the school's responsibilities and a photograph of a campus with autumn trees.

Step 4:

- Using the 'Filter' Box under 'Select Course', type in Course Code.



The screenshot shows the 'Course Rosters (by Year)' page. The left sidebar is identical to the previous screenshot, with 'Coordinator Rosters/Grades' selected. The main content area has a 'Select Year:' dropdown and a 'Select Course' section. Under 'Select Course', there is a 'Filter:' box (circled in red) and a list of course codes: ANAT 6921, ANES 7000, ANES 7040, ANES 7070, and ANES 7930. To the right, the 'Roster for Selected Course' section is empty, with a message: 'Please select a course from the list to the left.'

Step 5:

- Select applicable rotation dates.

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### Course Rosters (by Year)

Select from the academic year selector (default is current year) to view the courses for which you have been given access. Then click on the course corresponding sections for that course. Finally, click on the View button next to a section to view the correspond course roster.

**Select Year:**

**Select Course**  
Filter: 6921

Course	Title	#Max	#Enr	Start
ANAT 6921	Special Dissections in Gross Anatomy	1	1	Jul 10, 2017
	Special Dissections in Gross Anatomy	3	2	Nov 6, 2017
	Special Dissections in Gross Anatomy	1	1	Nov 27, 2017
	Special Dissections in Gross Anatomy	3	3	Nov 27, 2017
	Special Dissections in Gross Anatomy	3	3	Feb 5, 2018

Step 6:

- Review student enrollment.
- Click red 'Edit' button, to the left of the student name.

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### ANAT 6921 | 2017/2018 | 7/10/2017-8/4/2017

Use this screen to view the course roster for the section of that course you are currently administering. If you need to select a different section, use the "Back" button to return to the previous screen and select another.

**Section Details** Back

**Course**: ANAT 6921 (4 Credits)

**Course Title**: Special Dissections in Gross Anatomy

**Academic Year**: 2017/2018

**Section Dates**: Jul 10, 2017 - Aug 4, 2017

**Coordinator**: David Morton (david.morton@hsc.utah.edu)

**Director**: David Morton (david.morton@hsc.utah.edu)

**Options (Tags)**: Elective

**Registered Students** Import Grades

Filter:

Id	Name	Email	Status	Cr	Gr	Val	Release
00506013	[REDACTED]	[REDACTED]					8/2017

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.

The screenshot shows a web interface for editing a grade. At the top, there is a red header with the University of Utah Health logo. Below the header, a sidebar on the left contains navigation links such as 'Medical Education', 'Student Search', and 'Coordinator Tools'. The main content area displays the course information: 'ANAT 6921 | 2017/2018 | 2/5/2018-2/16/2018'. A modal window titled 'Edit Grade' is open, showing a form with the following fields: 'Release Date' (10/19/2017), 'Grade' (a dropdown menu with 'P (Pass)', 'I (Incomplete)', and 'F (Fail)' selected), 'Grade Value' (blank), and 'Narrative Comments about Student Performance' (blank). The 'Save' button at the bottom right of the modal is circled in red. A 'Back' button is visible in the top right corner of the modal.

Step 8:

- You're all done!
- Additional assistance & Resources:
  - Visit the coordinator resources page:  
<http://medicine.utah.edu/students/programs/md/curriculum/coordinators.php>
  - Email Nile Checketts at [nile.checketts@hsc.utah.edu](mailto:nile.checketts@hsc.utah.edu)