Entering Final Grades (Direct Entry)

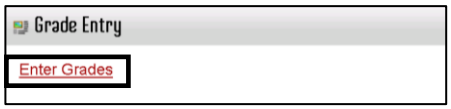
1. Open Internet Explorer or Google Chrome (preferred browsers).

2. Go to ulink.louisiana.edu (new ULink).

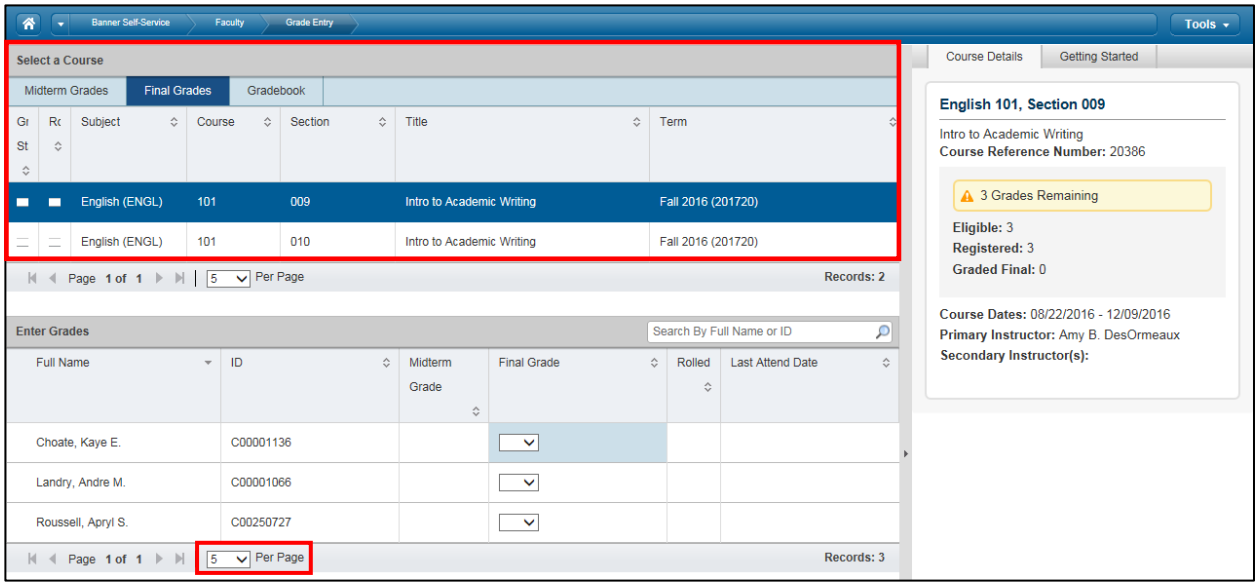
3. Enter ULID and password.

4. Click on the **Faculty** tab.

5. In the **Grade Entry** box, click the **Enter Grades** link.



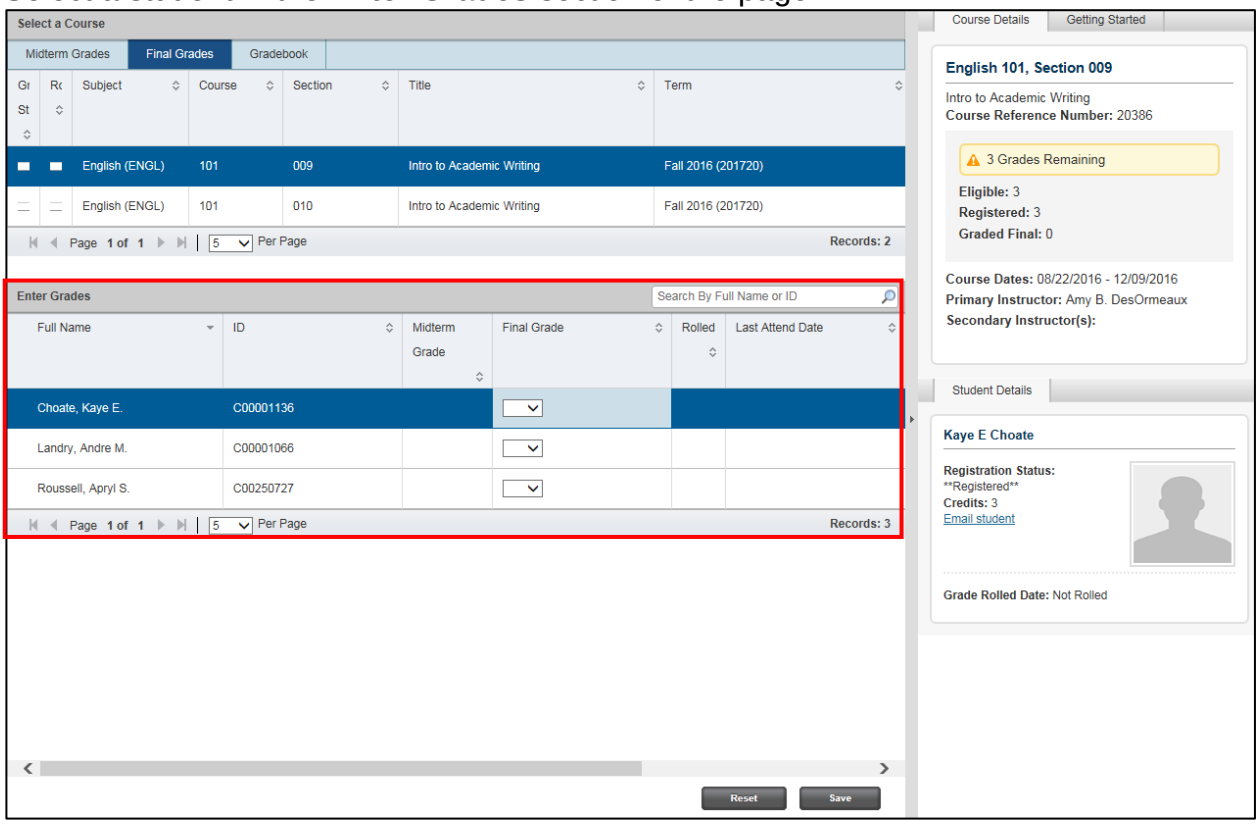
6. Choose a course in the **Select a Course** section of the page.



Note: View defaults to five students per page. Use the drop-down **Per Page** box to change to higher number to view more students at a time.

7. Review information in the **Course Details** tab (right side of page).

8. Select a student in the **Enter Grades** section of the page.



9. Enter **Final Grade** using drop-down menu to select grade.
   Note: Grades that have been rolled to academic history (indicated by green check mark) can only be updated using a Change of Grade card.

10. Continue to select students and enter final grades.

11. Use **Save** button at bottom of page to save frequently.
    Note: Last attendance date must be entered for grades of FS.

NOTE: Once saved, grades will continue to appear on the grade roster and can be updated until the grade submission deadline passes.