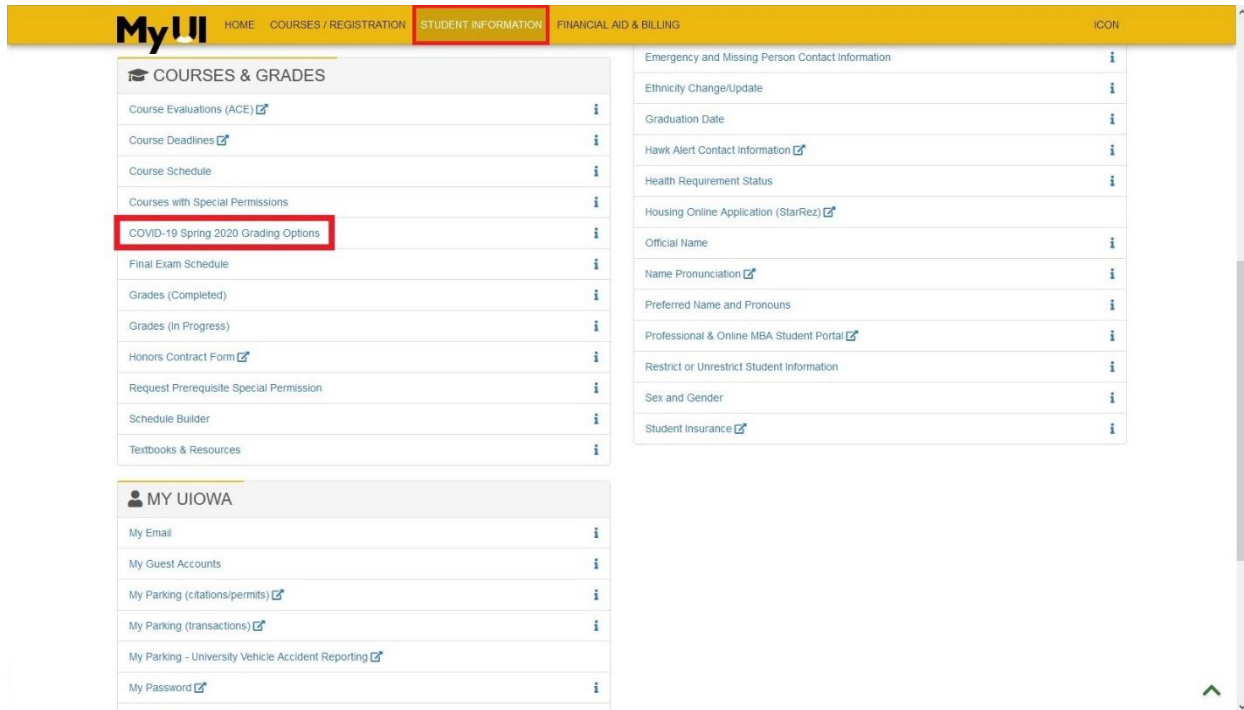


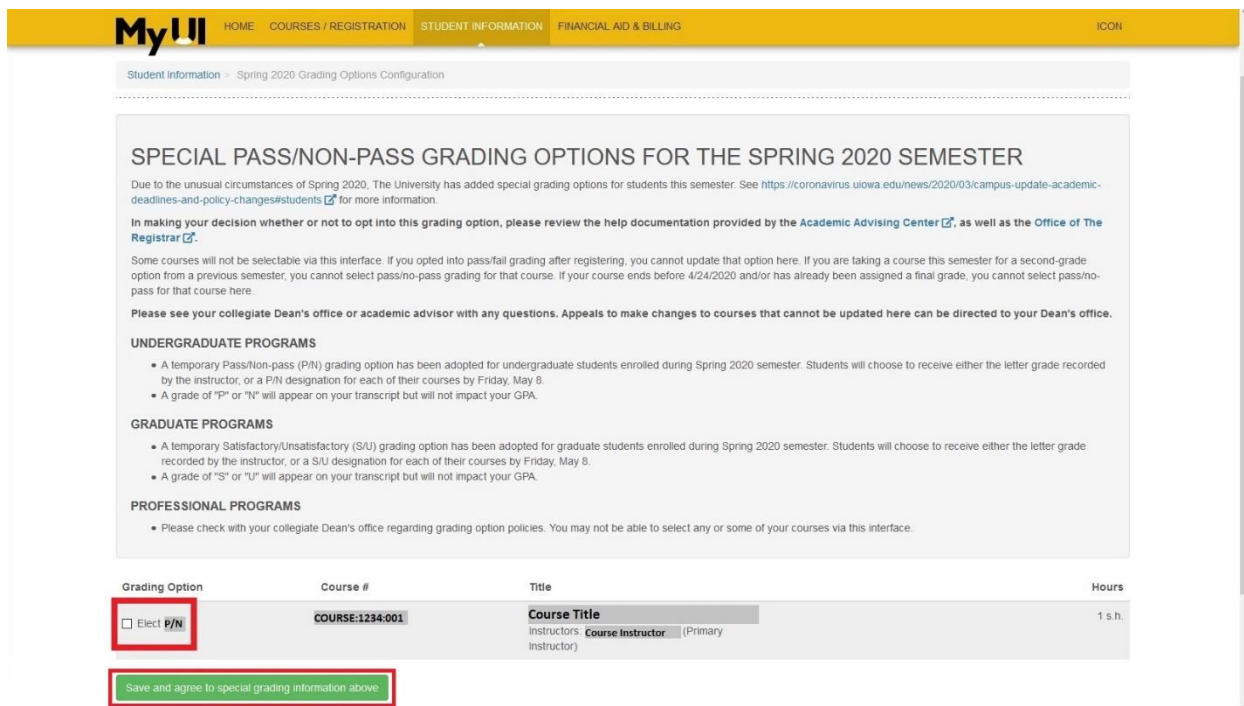
How to select the P/N grading option for Spring 2020:

1. Log into MyUI and click on the “Student Information” page.
2. Under “Courses and Grades,” click on “COVID-19 Spring 2020 Grading Options”



The screenshot shows the MyUI Student Information page. The navigation bar includes MyUI, HOME, COURSES / REGISTRATION, STUDENT INFORMATION (highlighted with a red box), and FINANCIAL AID & BILLING. The main content area is divided into two columns. The left column, titled 'COURSES & GRADES', contains a list of links: Course Evaluations (ACE), Course Deadlines, Course Schedule, Courses with Special Permissions, COVID-19 Spring 2020 Grading Options (highlighted with a red box), Final Exam Schedule, Grades (Completed), Grades (In Progress), Honors Contract Form, Request Prerequisite Special Permission, Schedule Builder, and Textbooks & Resources. The right column contains a list of personal information links: Emergency and Missing Person Contact Information, Ethnicity Change/Update, Graduation Date, Hawk Alert Contact Information, Health Requirement Status, Housing Online Application (StarRez), Official Name, Name Pronunciation, Preferred Name and Pronouns, Professional & Online MBA Student Portal, Restrict or Unrestrict Student Information, Sex and Gender, and Student Insurance.

3. Click “Elect P/N” next to the course you wish to apply P/N grading to
4. Select “Save and agree to special grading information above”



The screenshot shows the MyUI Spring 2020 Grading Options Configuration page. The navigation bar includes MyUI, HOME, COURSES / REGISTRATION, STUDENT INFORMATION (highlighted with a red box), and FINANCIAL AID & BILLING. The main content area is titled 'SPECIAL PASS/NON-PASS GRADING OPTIONS FOR THE SPRING 2020 SEMESTER'. It contains a detailed explanation of the grading options and instructions for students. Below the text, there is a table with the following columns: Grading Option, Course #, Title, and Hours. The table contains one row with the following data:

Grading Option	Course #	Title	Hours
<input type="checkbox"/> Elect P/N	COURSE:1234.001	Course Title Instructors: Course Instructor (Primary Instructor)	1 s.h.

 The 'Elect P/N' checkbox is highlighted with a red box. Below the table, there is a green box containing the text 'Save and agree to special grading information above'.