ENTERING

GRADES

INTO

THE

GRADE ROSTER

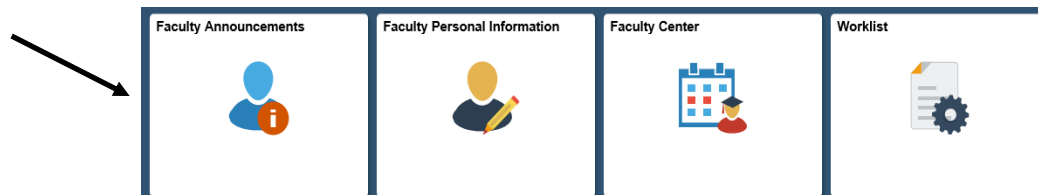## ENTERING GRADES INTO
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Log into your myUH self-service account using AccessUH.

Select the myUH self-service icon [myUH Self Service] in the University Services area.

Please click the Faculty Announcements tile that provides the grading timeline. Access to see the grade roster will be visible on the **"Generate"** date.


Instructions for Instructors of Record

Fall 2016 Grading Timeline

- Mon, Sept 19: Generate **Session 2** grade rosters. Grades should be posted by **Tues, Sept 27**
- Mon, Oct 10: Generate **Session 3** grade rosters. Grades should be posted by **Mon, Oct 17**
- Mon, Oct 24: Generate **Session 4** grade rosters. Grades should be posted by **Mon, Oct 31**
- Mon, Nov 28: Generate **Regular (Session 1)** grade rosters. Grades <u>must be</u> posted by **Mon, Dec 19 at 11:59 pm.**
- Mon, Nov 28: Generate **Session 5** grade rosters. Grades should be posted by **Mon, Dec 12**
- Mon, Nov 28: Generate **Session 6** grade rosters. Grades should be posted by **Mon, Dec 5**
- Mon, Dec 19: All grades, all sessions** must be posted by 11:59 pm
- Tues, Dec 20: Grade Change access suspended (all terms). *End of Term Processing* begins.
- Wed, Dec 21: Grade change (all terms) via Grade Change Work Flow may continue.

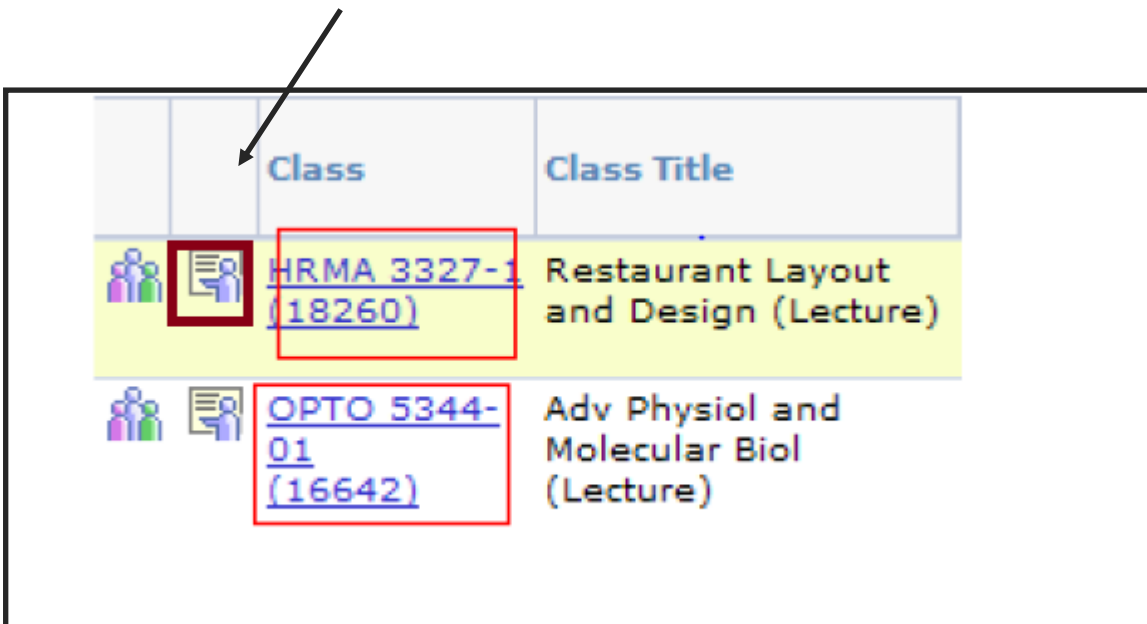Click on the Faculty Center icon.
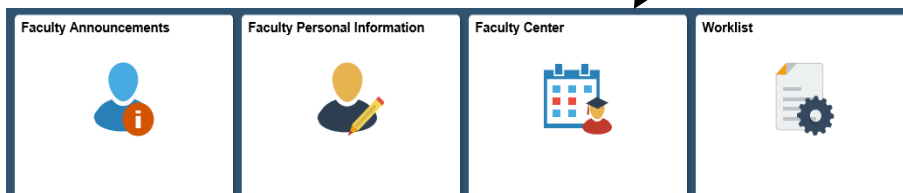
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The course that needs grade attention will now display the grade roster icon to the left of the class name. Click the Grade Roster link.

Click the Grade Roster icon.

Select the appropriate grade by using the "drop-down" arrow to the right of the student's name.

Click SAVE. Registrar posts the grades every 3 hours during the grading cycle. Posted grades are viewable by the student at that time.

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Notice that the same grade can be added to selected students if desired.

Select student's names by clicking the box to the left of the name. Then

Select the grade from the drop down menu. Click save.

If you desire to give all students the same grade, then click the "select all" icon and select the grade. Be sure to save all entries.

Notes:

- You may enter part of your grades, save your work and enter remaining grades at a later time.

- The Office of the University Registrar will run a partial grade post batch every 3 hours. At this point, the student's record will be updated and grades will be visible in the student's myUH self-service portal.

- You can change a student's grade using this process until the fully-graded date. After this date, you must use the Submit a Grade Change process.

Need further assistance?

Contact the Office of the University Registrar

uhsrsec@uh.edu