

**ENTERING
GRADES
INTO
THE
GRADE ROSTER**



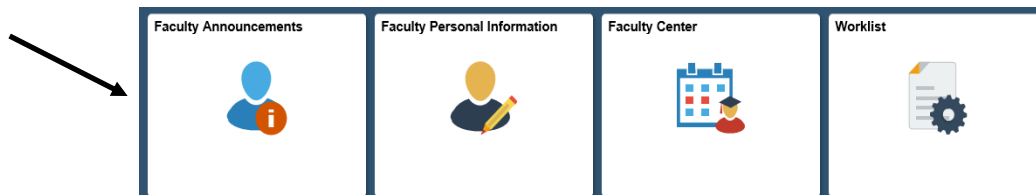
ENTERING GRADES INTO GRADE ROSTER

Log into your myUH self-service account using AccessUH.

Select the myUH self-service icon  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.

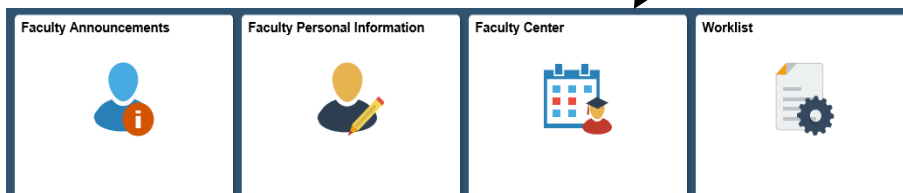


[Instructions](#) for Instructors of Record

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 must be 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.

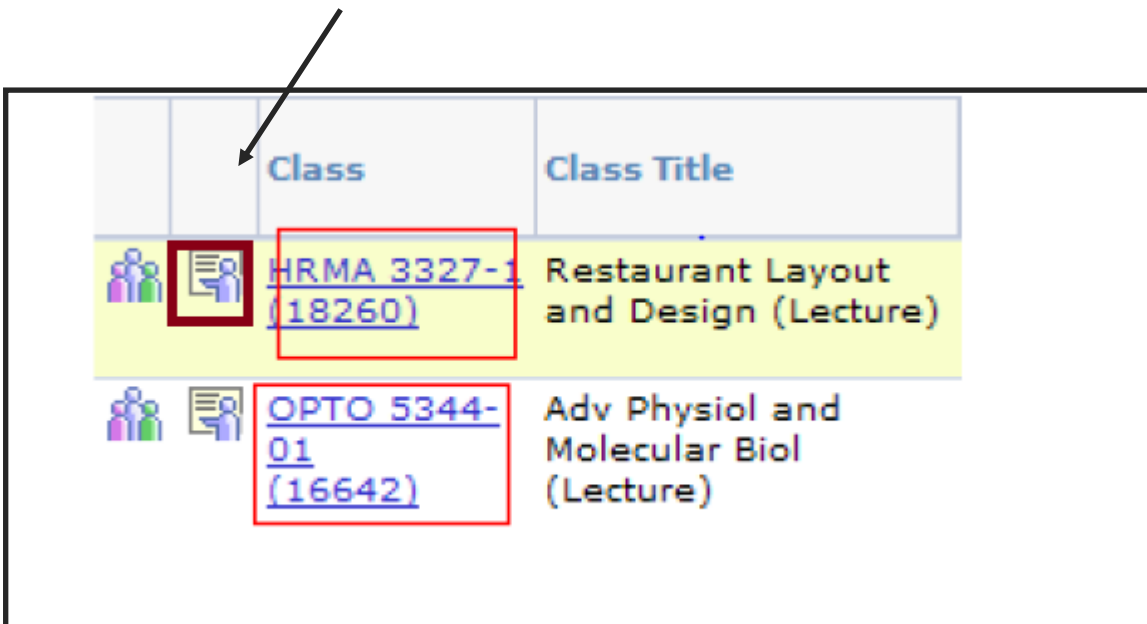


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The course that needs grade attention will now display the grade roster icon to the left of the class name. Click the Grade Roster link.



Click the Grade Roster icon.



A screenshot of a class roster table. The table has two columns: 'Class' and 'Class Title'. The first row is highlighted in yellow and contains the class 'HRMA 3327-1 (18260)' and the title 'Restaurant Layout and Design (Lecture)'. A red box highlights the grade roster icon (a person with a speech bubble) to the left of the class name. A black arrow points to the icon. The second row contains the class 'OPTO 5344-01 (16642)' and the title 'Adv Physiol and Molecular Biol (Lecture)'.

Class	Class Title
 HRMA 3327-1 (18260)	Restaurant Layout and Design (Lecture)
 OPTO 5344-01 (16642)	Adv Physiol and Molecular Biol (Lecture)

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Select the appropriate grade by using the “drop-down” arrow to the right of the student’s name.

Winter 2014 | Regular Academic Session | Central Washington University | Undergraduate

ACCT 251 - 001 (10002) change class

Financial Accounting (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeTh 1:45PM-2:50PM	Shaw Smyser Building 114	Faculty Wildcat	01/06/2014 - 03/14/2014

Display Options: Display Unassigned Roster Grade Only

Grade Roster Action: save [Request Grade Change](#)

Student Grade	Transcript Note	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>		1		▼		GRD	Undergraduate - Undeclared	Junior
<input type="checkbox"/>		2		▼		GRD	Undergraduate - Undeclared	Junior
<input type="checkbox"/>		3		▼		GRD	Undergraduate - Undeclared	Sophomore
<input type="checkbox"/>		4		▼		GRD	Undergraduate - Undeclared	Junior
<input type="checkbox"/>		5		▼		GRD	Post Baccalaureate - Business Admin	Post-Bacc Undergraduate
<input type="checkbox"/>		6		▼		GRD	Undergraduate - Business Admin	Junior
<input type="checkbox"/>		7		▼		GRD	Undergraduate - Accounting/Business Admin	Sophomore
<input type="checkbox"/>		8		▼		GRD	Undergraduate - Accounting	Junior
<input type="checkbox"/>		9		▼		GRD	Undergraduate - Undeclared	Sophomore
<input type="checkbox"/>		10		▼		GRD	Undergraduate - Undeclared	Junior
<input type="checkbox"/>		11		▼		GRD	Undergraduate - Construction Management (BS)	Senior
<input type="checkbox"/>		12		▼		GRD	Undergraduate - Exercise Science (BS)	Junior
<input type="checkbox"/>		13		▼		GRD	Undergraduate - Undeclared	Sophomore
<input type="checkbox"/>		14		▼		GRD	Undergraduate - Undeclared	Junior
<input type="checkbox"/>		15		▼		GRD	Undergraduate - American Sign Language	Sophomore
<input type="checkbox"/>		16		▼		GRD	Undergraduate - Undeclared	Junior
<input type="checkbox"/>		17		▼		GRD	Undergraduate - Undeclared/Douglas Honors College	Freshman
							Non-Matriculated	

Student names will appear here.

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.

<input checked="" type="checkbox"/>	18				LT	Business Graduate - Finance, MS
<input checked="" type="checkbox"/>	19				LT	Business Graduate - Bus Admn, MBA
<input checked="" type="checkbox"/>	20				LT	Business Graduate - Bus Admn, MBA

[View All](#) | [Download %1 Table to Excel](#) | Rows 1 - 20 of 55

[Select All](#) [Clear All](#)

A

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.

ENTERING GRADES INTO THE GRADE ROSTER

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?

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INTEGRATED STAFF SUPPORT

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