ENTERING
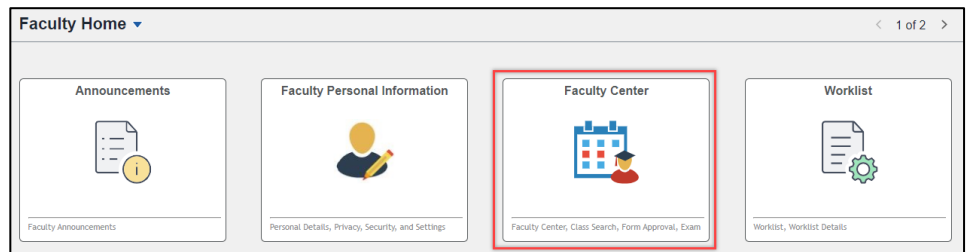
GRADES

INTO

THE

GRADE ROSTER

Log into AccessUH to access your Grade Roster.
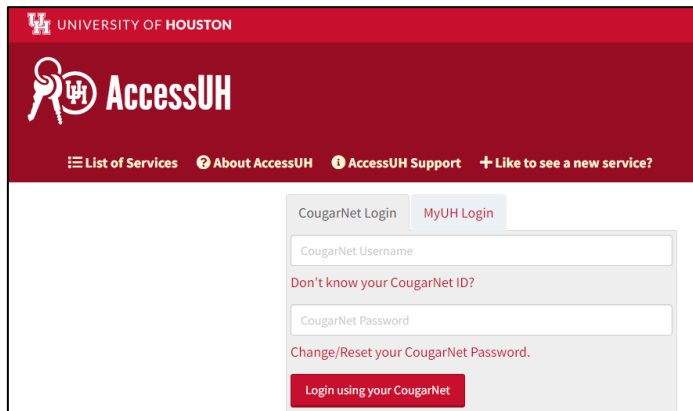
Select the **myUH** self-service icon in the University Services area.

Select the **Faculty Center**.

Courses you are listed as an instructor are listed in the Faculty Center. The course that needs grade attention will now display the grade roster icon to the left of the class name. 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.

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.

Entry of either grade "F" failing or "U" unsatisfactory will require a Grade Reason.

Grade Reason selections are Completed the Term, Never Attended, and Stopped Attending. If the student Stopped Attending a date is required.

Entry of grade "I" incomplete

Students who receive a grade of Incomplete "I" will populate the grade reason of "Documented Approval" and require instructor to enter a date of last academic activity.

Select **Save**.

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?

Contact the Office of the University Registrar

uhsrsec@uh.edu