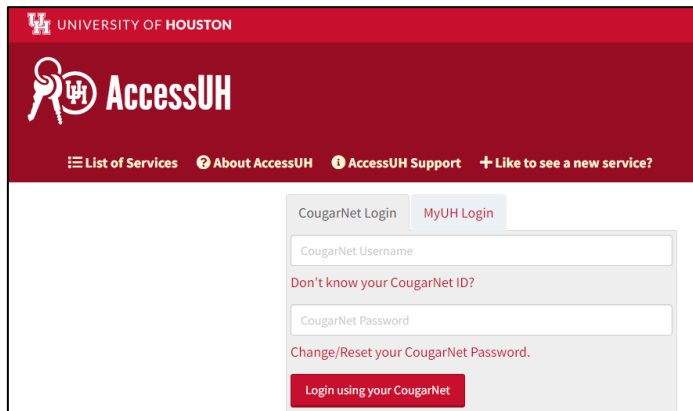


**ENTERING  
GRADES  
INTO  
THE  
GRADE ROSTER**



# ENTERING GRADES INTO GRADE ROSTER

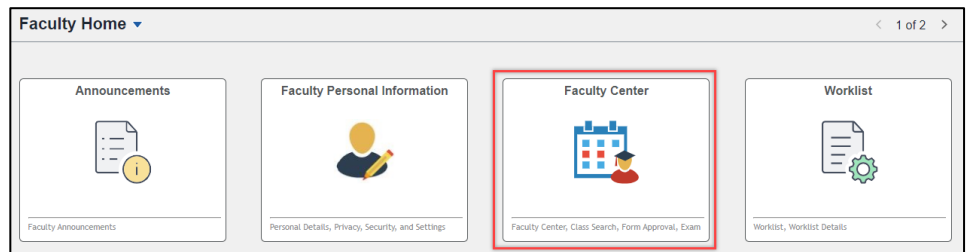
Log into AccessUH to access your Grade Roster.



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.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MATH 2312-05 (11154)	Precalculus (Lecture)	39	TBA	TBA	May 13, 2024- Jun 1, 2024
MATH 2413-01 (10725)	Calculus I (Lecture)	92	TBA	TBA	Jun 3, 2024- Aug 9, 2024

# ENTERING GRADES INTO GRADE ROSTER

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

Summer 2024 | Regular Academic Session | University of Houston | Undergraduate

MATH 2413 - 01 (10725) Change Class

Calculus I (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA		06/03/2024 - 08/09/2024

Display Options: \*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Not Reviewed

Personalize | Find | First 1-92 of 92 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity
<input type="checkbox"/>	1				LT	LASS Undergraduate - Psychology, BS		Senior		
<input type="checkbox"/>	2				LT	NSM Undergraduate - Chemistry, BS		Freshman		
<input type="checkbox"/>	3				LT	NSM Undergraduate - Bchs/Bphy Sci, BS		Sophomore		
<input type="checkbox"/>	4				LT	NSM Undergraduate - Biology, BS		Junior		
<input type="checkbox"/>	5				LT	Education Undergraduate - Health, BS		Junior		
<input type="checkbox"/>	6				LT	Engineering Undergraduate - Digital Media, BS		Junior		
<input type="checkbox"/>	7				LT	Undergraduate Student Success - Integrated Studies, BS		Junior		
<input type="checkbox"/>	8				LT	Business Undergraduate - Pre-Bus Adm, DEG UN		Junior		
<input type="checkbox"/>	9				LT	Undergraduate Student Success - Exploratory Studies, DEG UN		Freshman		
<input type="checkbox"/>	10				LT	Engineering Undergraduate - Systems Engineering, BSE		Sophomore		

Student names will appear here.

A  
A-  
B  
B+  
B-  
C  
C+  
C-  
D  
D+  
D-  
F  
I

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

## ENTERING GRADES INTO GRADE ROSTER

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"/>	90			LT	NSM Postbaccalaureate - NSM Unspecified, DEG UN PB	Post-Bacc Undergraduate
<input checked="" type="checkbox"/>	91			LT	Education Undergraduate - Hum Dev & Family Sciences, BA	Sophomore
<input checked="" type="checkbox"/>	92			LT	LASS Undergraduate - Economics, BS/Philosophy	Senior

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.**

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity
<input type="checkbox"/>	1			LT	LASS Undergraduate - Psychology, BS		Senior		
<input type="checkbox"/>	2			LT	NSM Undergraduate - Chemistry, BS		Freshman		
<input type="checkbox"/>	3			LT	NSM Undergraduate - Bchs/Bphy Sci, BS		Sophomore		
<input type="checkbox"/>	4			LT	NSM Undergraduate - Biology, BS		Junior		
<input type="checkbox"/>	5			LT	Education Undergraduate - Health, BS		Junior		
<input type="checkbox"/>	6			LT	Engineering Undergraduate - Digital Media, BS		Junior		
<input type="checkbox"/>	7			LT	Undergraduate Student Success -		Junior		

**Date of Last Academic Activity:** The last date when a student, either in-person or online, submitted assignments, quizzes, exams, participated in an interactive tutorial or discussion, including interacting with instructors regarding academic concerns.

# ENTERING GRADES INTO GRADE ROSTER

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

Personalize   Find   [Grid Icon]   First 1-92 of 92 Last										
Student Grade [Filter Icon]										
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity
<input type="checkbox"/>	1	[Redacted]	A		LT	LASS Undergraduate - Psychology, BS		Senior		
<input type="checkbox"/>	2	[Redacted]	F		LT	NSM Undergraduate - Chemistry, BS		Freshman	<div style="border: 1px solid red; padding: 2px;">           Completed the term            Never Attended            Stopped Attending         </div>	
<input type="checkbox"/>	3	[Redacted]			LT	NSM Undergraduate - Bchs/Bphy Sci, BS		Sophomore		
<input type="checkbox"/>	4	[Redacted]			LT	NSM Undergraduate - Biology, BS		Junior		
<input type="checkbox"/>	5	[Redacted]			LT	Education Undergraduate - Health, BS		Junior		
						Engineering				

Personalize   Find   [Grid Icon]   First 1-92 of 92 Last										
Student Grade [Filter Icon]										
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity
<input type="checkbox"/>	1	[Redacted]	A		LT	LASS Undergraduate - Psychology, BS		Senior		
<input type="checkbox"/>	2	[Redacted]	F		LT	NSM Undergraduate - Chemistry, BS		Freshman	<div style="border: 1px solid red; padding: 2px;">           Stoppec         </div>	<div style="border: 1px solid red; padding: 2px;">           03/05/2024         </div>
<input type="checkbox"/>	3	[Redacted]			LT	NSM Undergraduate - Bchs/Bphy Sci, BS		Sophomore		
<input type="checkbox"/>	4	[Redacted]			LT	NSM Undergraduate - Biology, BS		Junior		
<input type="checkbox"/>	5	[Redacted]			LT	Education Undergraduate - Health, BS		Junior		
<input type="checkbox"/>	6	[Redacted]			LT	Engineering Undergraduate - Digital Media, BS		Junior		

# ENTERING GRADES INTO GRADE ROSTER

## 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.

Personalize   Find   [Print]   [Calendar] First 1-39 of 39 Last											
Student Grade [Filter]											
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity	
<input type="checkbox"/>	1	[Redacted]	I		LT	LASS Undergraduate - Exercise Science, BS/Human Nutrition & Foods		Senior	Documented Approval	[Date Field]	[?]

## Select Save.

<input type="checkbox"/>	91	[Redacted]	F		LT	Education Undergraduate - Hum Dev & Family Sciences, BA		Sophomore	Comple	
<input type="checkbox"/>	92	[Redacted]	B		LT	LASS Undergraduate - Economics, BS/Philosophy		Senior		

## 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](mailto:uhsrsec@uh.edu)**