

**UPLOADING  
GRADES  
INTO  
THE  
GRADE ROSTER**

# UPLOADING GRADES VIA SPREADSHEET

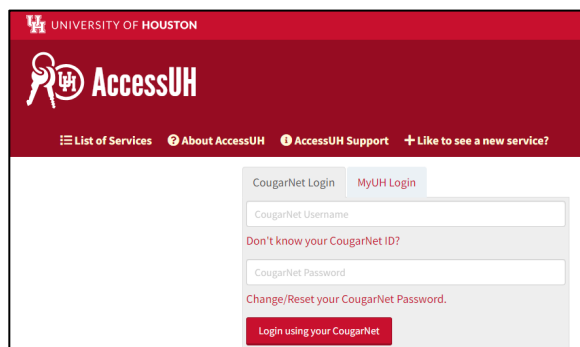
Instructors may find it more efficient to upload grades from a spreadsheet in lieu of entering grades individually. Follow the steps below to prepare the spreadsheet.

## Step 1: Format the Spreadsheet

- The spreadsheet should contain only two columns.
- The first column should contain the students' myUH IDs.
- The second column should include the students' grade.
- There should be no headers in the spreadsheet.
- Save the file as "CSV (comma delimited) file type. Note: MAC users—in the "Format List", select Windows Comma Separated (.CSV).
- A note regarding the length of the file name. (need information)
- The system might give you warning messages pertaining to the file type click OK and Yes to save.

## Step 2: Uploading the Grade Spreadsheet

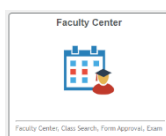
- Log into your myUH self-service account using AccessUH.



- Select the myUH self-service icon in the University Services area.

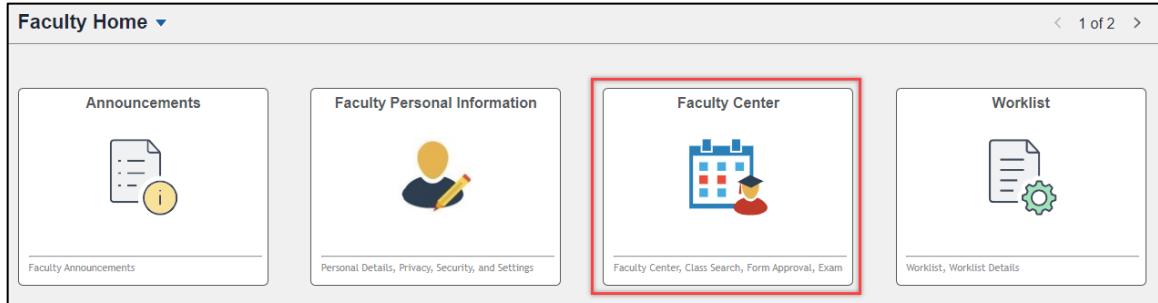


- Select Faculty Center icon.

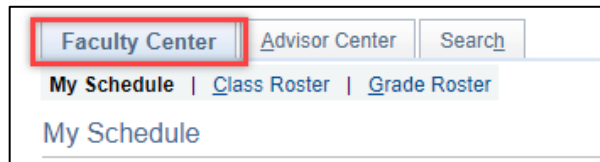


# UPLOADING GRADES VIA SPREADSHEET

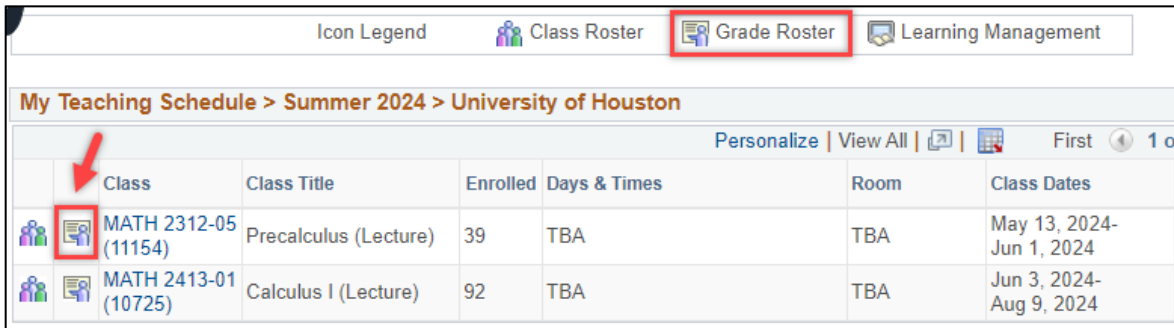
Click on the Faculty Center icon.



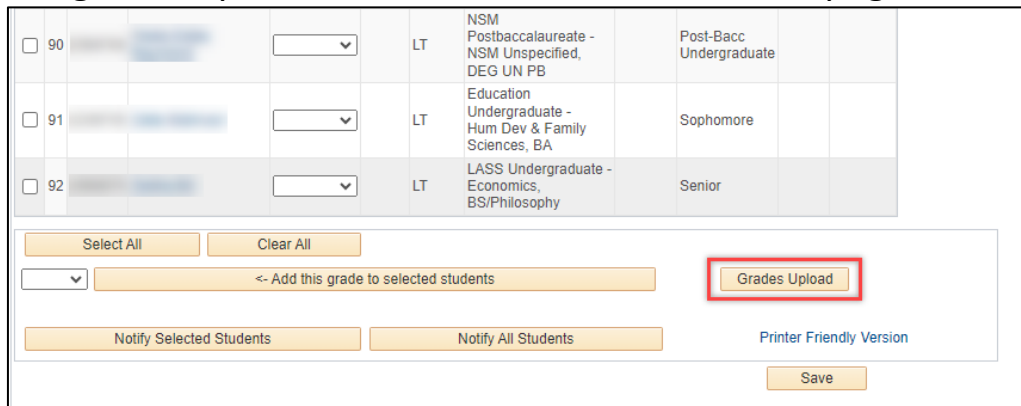
Courses you are listed as an instructor are listed in Faculty Center.



Click the "grade roster" icon to the left of the section to be graded.

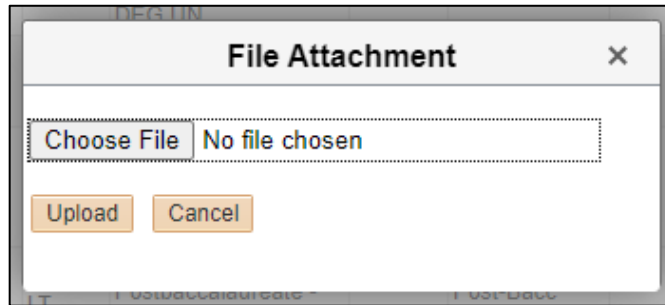


Then click the "grades upload" icon near the bottom of the page.



# UPLOADING GRADES VIA SPREADSHEET

Select the file to be uploaded.



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
1				LT	LASS Undergraduate - Psychology, BS		Senior		
2				LT	NSM Undergraduate - Chemistry, BS		Freshman		
3				LT	NSM Undergraduate - Bchs/Bphy Sci, BS		Sophomore		
4				LT	NSM Undergraduate - Biology, BS		Junior		
5				LT	Education Undergraduate - Health, BS		Junior		
6				LT	Engineering Undergraduate - Digital Media, BS		Junior		
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.

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

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity
1		A		LT	LASS Undergraduate - Psychology, BS		Senior		
2		F		LT	NSM Undergraduate - Chemistry, BS		Freshman	Completed the term Never Attended Stopped Attending	
3				LT	NSM Undergraduate - Bchs/Bphy Sci, BS		Sophomore		
4				LT	NSM Undergraduate - Biology, BS		Junior		
5				LT	Education Undergraduate - Health, BS		Junior		
					Engineering				

# UPLOADING GRADES VIA SPREADSHEET

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	[REDACTED]	A		LT	LASS Undergraduate - Psychology, BS		Senior		
<input type="checkbox"/>	2	[REDACTED]	F		LT	NSM Undergraduate - Chemistry, BS		Freshman	Stopper	03/05/2024
<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		

## Entry of either grade "I" incomplete

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

Personalize   Find   [?]   [ ] First 1-39 of 39 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	[REDACTED]	I		LT	LASS Undergraduate - Exercise Science, BS/Human Nutrition & Foods		Senior	Documented Approval	

## 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		

## UPLOADING GRADES VIA SPREADSHEET

### Notes:

- ◆ The Office of the University Registrar will run a 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.
- ◆ Grades can be changed 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)**