UPLOADING GRADES INTO THE GRADE ROSTER

Uploading grades allows Instructors and faculty graders to load grades into the myUH Faculty Center grade roster rather than manually entering each individual **Grade**, **Grade Reason**, and **Date of Last Academic Activity.**

Prepare Upload File

- The spreadsheet should contain only four columns:
  - The first column should contain the students' **myUH IDs**.
  - The second column should include the **students' grade**.
  - The third column should contain the **Grade Reason** (Never Attended, Completed the Term, or Stopped Attending) **for students who receive a Failing or Incomplete (I) grade.**
  - The fourth column should contain the **Date of Last Academic Activity** in **format MM/DD/YYYY.** The date is **required** for students with a Grade Reason for **Stopped Attending** or have received an **Incomplete "I" grade.**
- There should be **no headers** on the spreadsheet.
- Save the file as "**CSV** (comma delimited) file type. Note: MAC users—in the "Format List", select Windows Comma Separated (**.CSV**).

Uploading the Grades

Log into AccessUH.

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

Select Faculty Center tile.
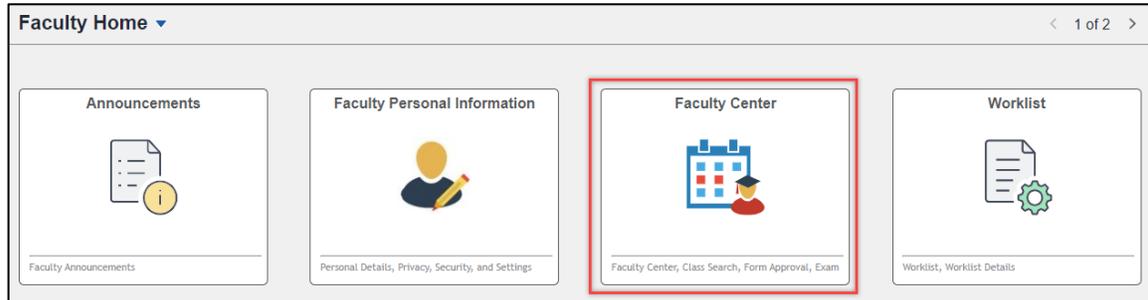
Courses you are assigned as an instructor are listed in Faculty Center.
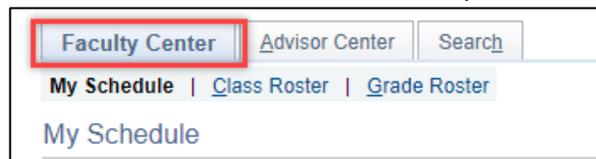
Click the "Grade Roster" icon to the left of the section to be graded.

Then click the 'Grades Upload' button near the bottom of the page.
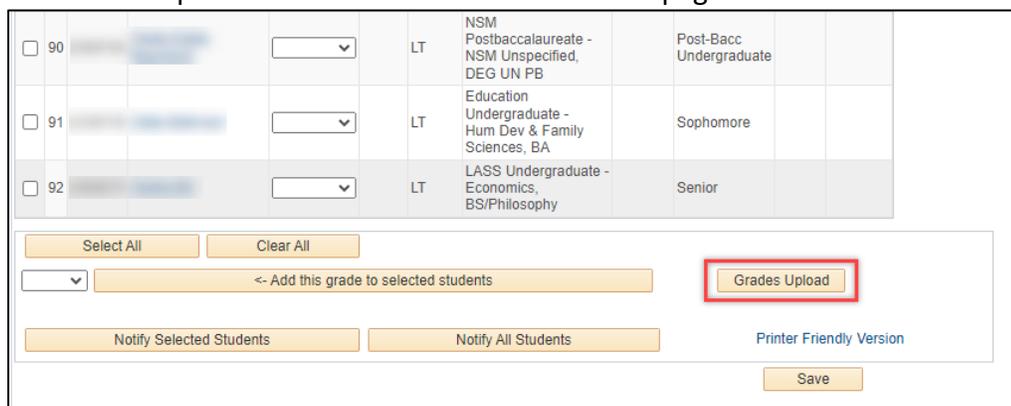
Choose the CSV file to be uploaded. **The Roster Grade, Grade Reason** and **Date of Last Academic Activity** from the file will be **uploaded to the Grade Roster.**
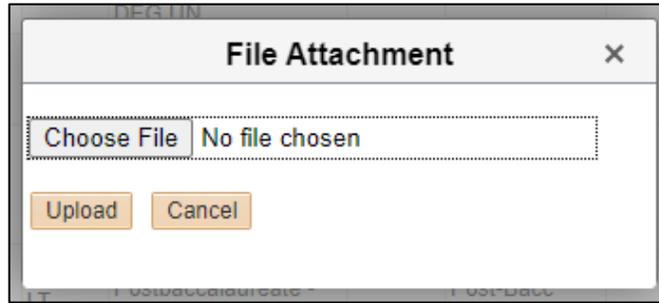
Unsatisfactory "U" or Failing "F" Grade

Students who receive a grade of Unsatisfactory "U" or Failing "F" the grade reason (Completed the Term, Never Attended, and Stopped Attending) listed by the instructor in the CSV will be uploaded. If the student Stopped Attending the date of last academic activity entered in the CSV file will appear.

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity	
☐	1			F ▾		LT	Education Undergraduate - Health, BS/Human Dev & Family Sciences		Senior	Stopped Attending	09/17/2024	
☐	2			F ▾		LT	LASS Undergraduate - Psychology, BS		Junior	Stopped Attending	09/19/2024	
☐	3			F ▾		LT	LASS Undergraduate - Psychology, BS/Biology	Y	Senior	Stopped Attending	09/17/2024	
☐	4			F ▾		LT	LASS Undergraduate - Psychology, BS	Y	Senior	Stopped Attending	09/17/2024	
☐	5			F ▾		LT	LASS Undergraduate - Psychology, BS/Sociology		Senior	Stopped Attending	09/18/2024	
☐	6			F ▾		LT	LASS Undergraduate - Political Science, BS/Women's Studies		Senior	Stopped Attending	09/17/2024	
☐	7			F ▾		LT	LASS Undergraduate - Political Science, BS		Senior	Never Attended		
☐	8			F ▾		LT	Undergraduate Student Success - Integrated Studies, BS	Y	Senior	Never Attended		
☐	9			F ▾		LT	LASS Undergraduate - Psychology, BS/Entrepreneurship		Junior	Never Attended		
☐	10			F ▾		LT	Engineering Undergraduate - Digital Media, BS		Junior	Never Attended		

Personalize | Find | | | First ◀ 1-183 of 183 ▶ Last

Incomplete "I" Grade

Students who receive a grade of Incomplete "I" the Date of Last Academic Activity entered in the CSV file will be uploaded, the Grade Reason (Documented Approval) will populate automatically.

Once Uploaded Successfully. You will see the count of grades that are uploaded into the Grade Roster.

Select **Save**.

Notes:

- Grades can be uploaded using this process until the fully graded date. After this date, instructors must use the Submit a Grade Change process.

- Every 3 hours the Office of the University Registrar batch post grades to the student's record and will be visible in the student's myUH self-service portal.

Questions

Contact the Office of the University Registrar
uhsrsec@uh.edu