

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.



myUH Self Service



Select Faculty Center tile.

Faculty Home 🔻			< 1 of 2 >
Announcements	Faculty Personal Information	Faculty Center	Worklist
	~		
Faculty Announcements	Personal Details, Privacy, Security, and Settings	Faculty Center, Class Search, Form Approval, Exam	Worklist, Worklist Details

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

Faculty Center	Advisor Center	Searc <u>h</u>
My Schedule <u>C</u> la	ss Roster <u>G</u> rade	e Roster
My Schedule		

Click the "Grade Roster" icon to the left of the section to be graded.

		Icon Legend	n c	lass Roster	🔄 Grade Roster	R Learning Management			
My	Teaching Schedul	le > Summer 2024 >	Universi	ty of Housto	on				
	1				Personalize \	/iew All 🛛 🗐 🛔	📑 🚺 First 🕚 1 o		
	Class	Class Title	Enrolled	Days & Times		Room	Class Dates		
ก๊ล	MATH 2312-05 (11154)	Precalculus (Lecture)	39	TBA		TBA	May 13, 2024- Jun 1, 2024		
ñ	MATH 2413-01 (10725)	Calculus I (Lecture)	92	TBA		ТВА	Jun 3, 2024- Aug 9, 2024		

Then click the 'Grades Upload" button near the bottom of the page.

Notify Selected	Students	Printer	Friendly Version				
Add this grade to selected students Grades Upload Grades Upload							
Select All	Clear All						
92	~	LT	LASS Undergraduate - Economics, BS/Philosophy	Senior			
91	~	LT	Education Undergraduate - Hum Dev & Family Sciences, BA	Sophomore			
90	~	LT	Postbaccalaureate - NSM Unspecified, DEG UN PB	Post-Bacc Undergraduate			



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.**

DEG LIN	
File Attachment	×
Choose File No file chosen	
Upload Cancel	
IT I Ustraccalaureate - I Ustruacc	

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.

Personalize Find 🔄 🧱 First 🕢 1-183 of 183 🕟 Last												
		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity	0
	1			F v		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 v		LT	LASS Undergraduate - Psychology, BS/Biology	Y	Senior	Stopped Attending	09/17/2024	
	4			F v		LT	LASS Undergraduate - Psychology, BS	Y	Senior	Stopped Attending	09/17/2024	
	5			F v		LT	LASS Undergraduate - Psychology, BS/Sociology		Senior	Stopped Attending	09/18/2024	
	6			F v		LT	LASS Undergraduate - Political Science, BS/Women's Studies		Senior	Stopped Attending	09/17/2024	
	7			F v		LT	LASS Undergraduate - Political Science, BS		Senior	Never Attended		
	8			F v		LT	Undergraduate Student Success - Integrated Studies, BS	Y	Senior	Never Attended		
	9			F ¥		LT	LASS Undergraduate - Psychology, BS/Entrepreneurship		Junior	Never Attended		
	10			F v		LT	Engineering Undergraduate - Digital Media, BS		Junior	Never Attended		



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.

Personalize Find 🔄 🧱 First 🕢 1-183 of 183 🕟 Last										
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity
	1 2		I v		LT	LASS Undergraduate - English, BA/Film Studies		Junior	Documented Approval	10/19/2024
	2		I •		LT	Undergraduate Student Success - Integrated Studies, BS		Junior	Documented Approval	10/19/2024
	3		I •		LT	GHL Undergraduate - Global Hosp Leadership, BS		Senior	Documented Approval	10/19/2024
	4		I •		LT	LASS Undergraduate - Sports Administration, BS/Human Nutrition & Foods		Junior	Documented Approval	10/19/2024
	5		I •		LT	Undergraduate Student Success - Integrated Studies, BS		Sophomore	Documented Approval	10/19/2024
	6		I •		LT	LASS Undergraduate - Pre-Psychology, DEG UN		Junior	Documented Approval	10/19/2024
						GHL Undergraduate -				

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

Select Save.

	1 🗸	LT	GHL Undergraduate - Global Hosp Leadership, BS/Beverage Management & Marketin	Senior	Documented Approval	10/19/2024			
	F V	LT	Engineering Undergraduate - Digital Media, BS	Junior	Never Attended				
Select All Clear	r All								
<- Add	d this grade to sel	ected stude	ents	Grades U	pload				
UPLOAD SUMMARY									
183 of 183 grades were successfully input from the grades upload process									
Notify Selected Students Notify All Students Printer Friendly Version									
					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