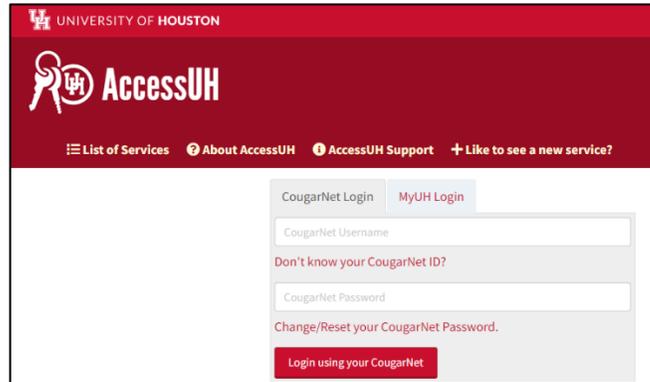




ENTERING GRADES INTO THE GRADE ROSTER

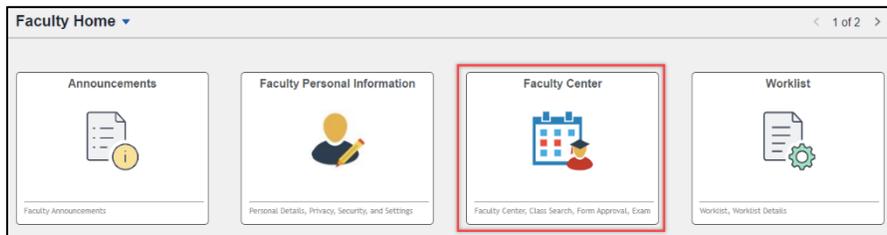
Log into AccessUH to access your Grade Roster.



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 display the grade roster icon to the left of the class name. Click the Grade Roster icon.

My Teaching Schedule > Summer 2024 > University of Houston						
	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



University Registrar Office of the Provost

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 | 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, BS		Sophomore		

Select **Save**.

Add Same Grade to Multiple Students

The same grade can be added to selected students. 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		

Select All Clear All

A <- Add this grade to selected students Grades Upload

Notify Selected Students Notify All Students

If you desire to give all students the same grade, then click the “select all” button and select the grade. Be sure to save all entries.



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Entry of either grade “F” failing or “U” unsatisfactory 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, date selected must be within the session start/end time.

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		

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	Stopper	03/05/2024
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		



Entry of grade “I” incomplete requires instructors to enter a date of last academic activity. The grade reason of “Documented Approval” will populate automatically.

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity
1	[blurred]	I		LT	LASS Undergraduate - Exercise Science, BS/Human Nutrition & Foods		Senior	Documented Approval	[calendar icon]

Select **Save**.

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

Select All Clear All

<- Add this grade to selected students Grades Upload

Notify Selected Students Notify All Students

Save

Notes:

- You may enter partial grades, save your entries, and enter remaining grades at a later time.
- You can enter grades into the grade roster 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