

**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

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

Step 2: Uploading the Grade Spreadsheet

- a) Log into your myUH self-service account using AccessUH.
- b) Select the myUH self-service  icon in the University Services area.
- c) Please note the Faculty Announcements section on the left side of the screen that provides the grading timeline. Access to see the grade roster will be visible on the "Generate" date.



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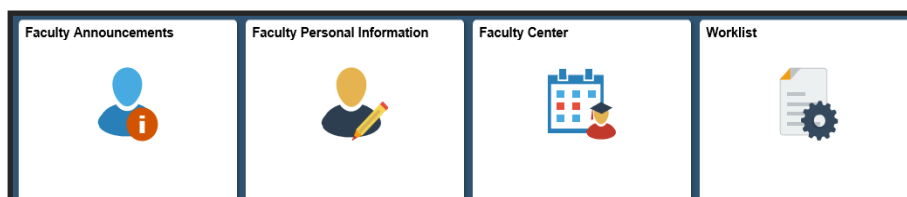
Faculty Announcement Area

[Instructions](#) for Instructors of Record

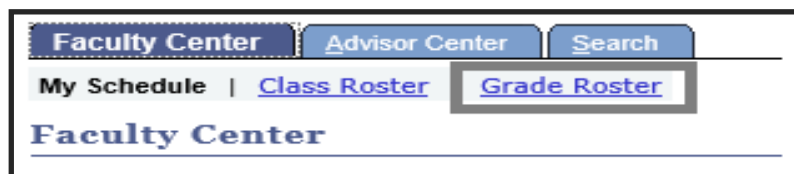
Fall 2016 Grading Timeline

- **Mon, Sept 19:** Generate **Session 2** grade rosters. Grades should be posted by **Tues, Sept 27**
- **Mon, Oct 10:** Generate **Session 3** grade rosters. Grades should be posted by **Mon, Oct 17**
- **Mon, Oct 24:** Generate **Session 4** grade rosters. Grades should be posted by **Mon, Oct 31**
- **Mon, Nov 28:** Generate **Regular (Session 1)** grade rosters. Grades must be posted by **Mon, Dec 19** at 11:59 pm.
- **Mon, Nov 28:** Generate **Session 5** grade rosters. Grades should be posted by **Mon, Dec 12**
- **Mon, Nov 28:** Generate **Session 6** grade rosters. Grades should be posted by **Mon, Dec 5**
- **Mon, Dec 19:** All grades, all sessions** must be posted by 11:59 pm
- **Tues, Dec 20:** Grade Change access suspended (all terms). *End of Term Processing* begins.
- **Wed, Dec 21:** Grade change (all terms) via Grade Change Work Flow may continue.

Click on the Faculty Center icon.

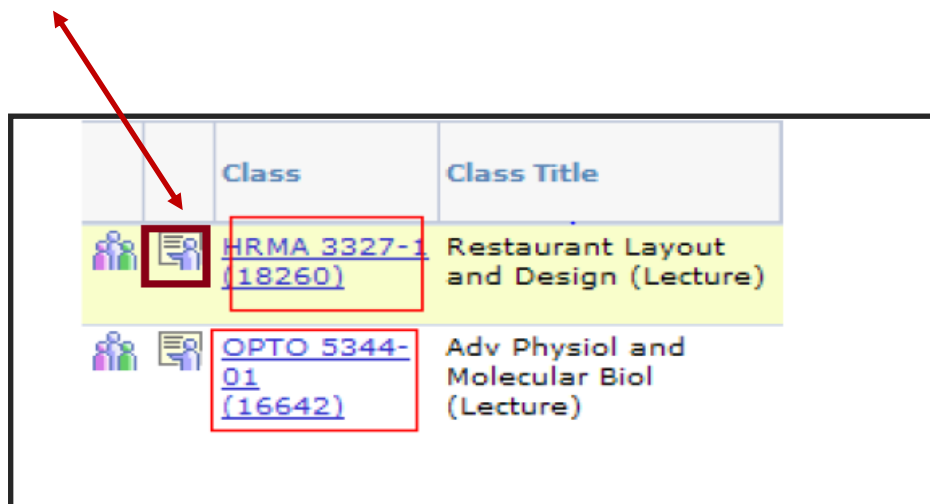


Select the Grade Roster link.

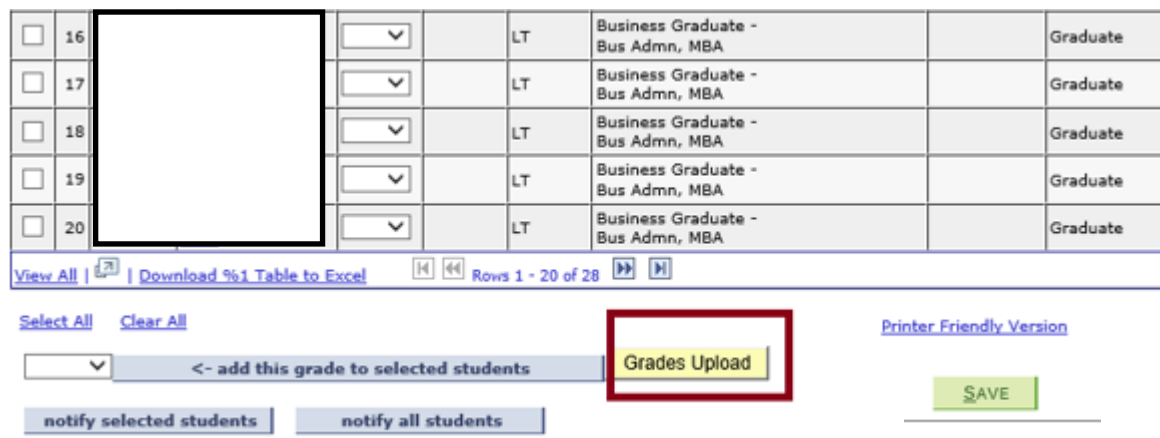


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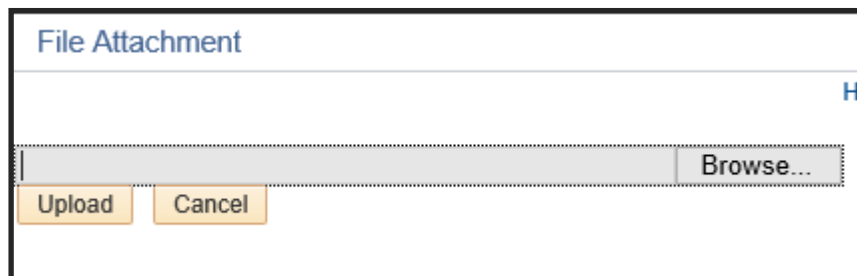
Click the “grade roster” icon to the left of the section to be graded.



Then click the ‘grades upload’ icon near the bottom of the page.



Select the file to be uploaded. Click save.



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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?

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