

This is the overview page.

myUH Self-Service Account



myUH Faculty Center

Quick Guides

The myUH Faculty Center is your “administrative academic toolbox.” The Faculty Center is housed in your myUH self-service account and is separate from the Blackboard technology.

The Faculty Center allows you to view critical announcements, view and print class rosters, upload CV, upload syllabi and enter/change grades.

The side bar could have the following items:

- A) Accessing myUH self-service Faculty Center
- B) Faculty Announcements
- C) Uploading Syllabus
- D) Uploading CV
- E) Viewing Class Roster
- F) Other Class Roster Functions
- G) Entering Grades (into the Grade Roster)
- H) Entering Grades (via spreadsheet upload)
- I) Need Help?

Accessing the myUH Self-Service Faculty

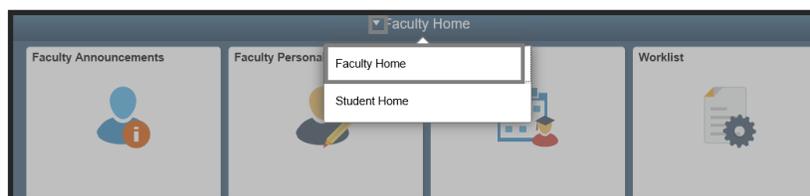
- ◆ Go to accessuh.uh.edu
- ◆ Enter either your myUH ID (Peoplesoft ID) or Cougarnet ID and password.



- ◆ Click the myUH Self-Service Icon in the University Services area.

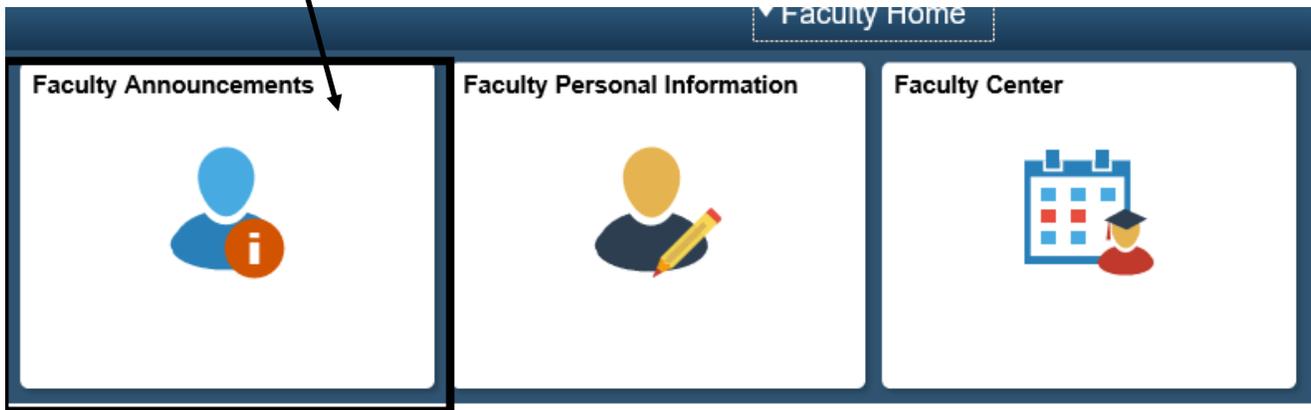


Note: Faculty members who are or were students at UH must “toggle” between the Student Home and Faculty Home tabs as indicated in the example below—selecting the [Faculty Home](#) link.



Faculty Announcements

- ◆ Click the Faculty Announcement tile. It is critical to view the Faculty Announcements tile from time to time for updated grading timeline information.



- ◆ Sample Announcement Page

Faculty Announcements

Summer 2017 Grading Timeline:

- **Thurs, Jun 1:** Generate **Summer Mini** grade rosters. Grades should be posted by **Sat, Jun 3**
- **Fri, Jun 30:** Generate **Session 2** grade rosters. Grades should be posted **Mon, Jul 10**
- **Wed, Jul 19:** Generate **Session 3** grade rosters. Grades should be posted **Mon, Jul 31**
- **Thurs, Aug 3:** Generate **Regular (Session 1)** grade rosters. Grades must be posted by **Mon, Aug 14 at 11:59 pm.**
- **Fri, Aug 4:** Generate **Session 4** grade rosters. Grades should be posted by **Mon, Aug 14**
- **Mon, Aug 14:** **ALL grades must be posted by 11:59 pm**, Instructor access to grade rosters ends.
- **Tues, Aug 15:** **Grade Change access suspended (all terms). End of Term Processing begins.**
- **Wed, Aug 16:** Grade change (all terms) via Grade Change Work Flow may continue.

Link below, for UH Academic Calendars:

- Graduate calendar: www.uh.edu/academic-calendar-graduate
- Undergrad calendar: www.uh.edu/academic-calendar-undergraduate

Note: Unreported grades will be reflected with NR (Not Reported)**, will delay graduation certification, will affect negatively Academic Standing, and could affect financial aid eligibility and/or athletic eligibility.

- Class Roster, Grade Roster icons are to the LEFT of each class
- Grade Roster Icons will visible on the "Generate" date
- Link here for "how to" documents: [Quick Guide to Grading & the Faculty Center](#)
- Use only myUH supported browsers.
- **Contact your departmental Class Schedule Officer:** [Scheduler's Master Contact List](#)
 - If you/your TA do not see the appropriate class
 - If the Grade Roster icon is not visible
 - If you encounter any other problems grading
- *Grade Post* process runs every three hours
- Students see the posted grade
- **Request Grade Change** link will appear when any grade is posted on the grade roster for the class

All grading must be finalized by 11:59pm, Monday, Aug 14th. If your Class Schedule Officer is not available, you may contact Student Enrollment Service Staff/Faculty Support: Pamela Ogden at (832-842-9606)

Faculty Center Uploading Syllabus

Note: The upload syllabus process is not available for graduate courses at this time. You must Disable pop-up blockers for this process to work.

- ◆ Click the Faculty Center tile.



- ◆ A listing of the class(es) you are teaching will appear. If you are teaching classes in multiple terms, then click on the “Change Term” icon link to see class information for the other term.
- ◆ If you teach multiple courses in a term, select the appropriate course.
- ◆ Click the syllabus upload link and follow the on-screen prompting.

The screenshot shows the Faculty Center interface. At the top, there are tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below that, there are links for 'My Schedule', 'Class Roster', and 'Grade Roster'. The 'Faculty Center' section is active, showing 'My Schedule' for 'Summer 2017' at the 'University of Houston'. A 'Change Term' button is highlighted. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A 'CV Upload Link' is also visible. Below this, there is a table of classes. The first class, 'Intermediate French (Lecture)', is highlighted, and its 'Syllabus Upload Link' is also highlighted.

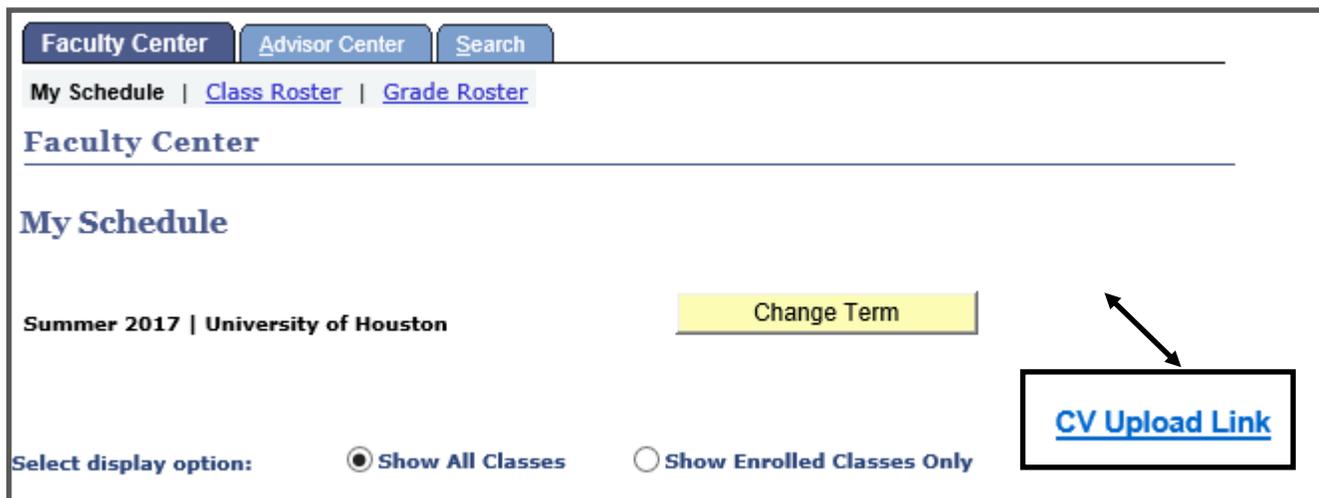
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Syllabus Upload Link
FREN 2301-1 (16193)	Intermediate French (Lecture)	11	TBA	TBA	Jun 5, 2017-Jul 6, 2017	Syllabus Upload Link
FREN 3312-1 (17921)	Oral Communication (Lecture)	7	TBA	TBA	Jun 5, 2017-Jul 6, 2017	Syllabus Upload Link

Faculty Center Uploading CV

- ◆ Click the Faculty Center tile.



- ◆ Click the CV upload link and follow the on-screen prompting.



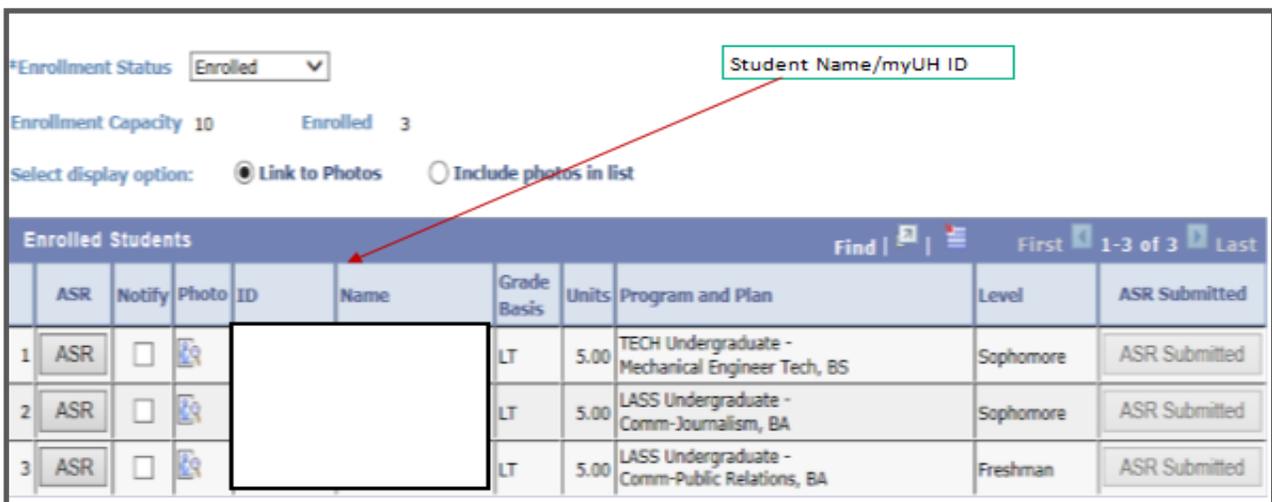
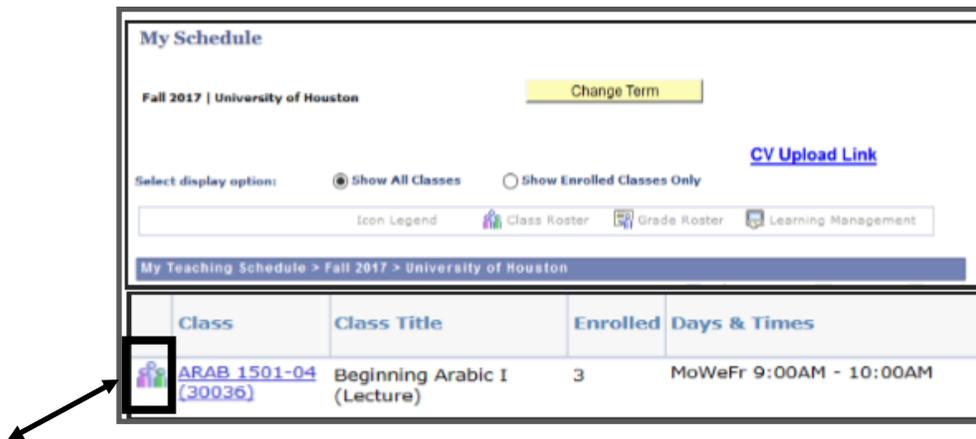
Faculty Center Viewing Class Rosters

Note: The upload syllabus process is not available for graduate courses at this time. You must disable pop-up blockers for this process to work..

- ◆ Click the Faculty Center tile.



- ◆ A listing of the class(es) you teach will appear.
- ◆ Click the Class Roster icon for the appropriate class.

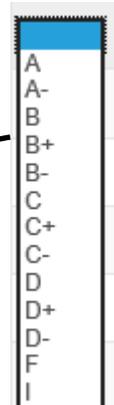
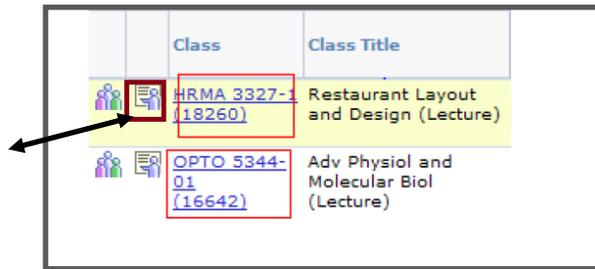


Faculty Center Entering Grades

- ◆ Click the Grade Roster link in the Faculty Center.



- ◆ Note that the Grade Roster icon will appear in the Class Roster only after grade rosters are generated.
- ◆ Click the Grade Roster icon. Then select the appropriate grade in the Roster Grade column.



The screenshot shows the main grade entry interface. It features a table with columns: 'Student Grade', 'ID', 'Name', 'Roster Grade', 'Official Grade', 'Grading System', 'Program and Plan', 'Applied to Graduate', and 'Level'. The 'Roster Grade' column is highlighted with a red box. Below the table are several buttons: 'Select All', 'Clear All', 'Grades Upload', 'Notify Selected Students', 'Notify All Students', and 'Save'. The 'Save' button is highlighted with a red box. A red box labeled 'Click save' points to the 'Save' button.

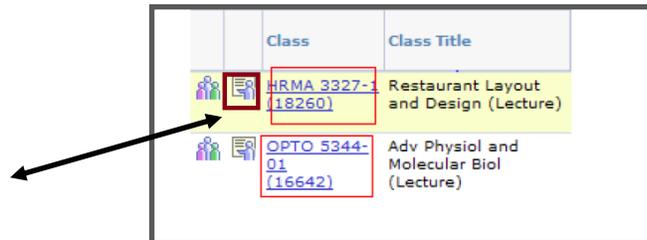
Student Grade	ID	Name	Roster Grade	Official Grade	Grading System	Program and Plan	Applied to Graduate	Level
<input type="checkbox"/>			<input type="text"/>		LT	Education Postbaccalaureate - Interdiscip Studies, DEG UN PB		Post-Bacc Undergraduate
<input type="checkbox"/>			<input type="text"/>		LT	Engineering Undergraduate - Electrical Engr, BSEE		Sophomore
<input type="checkbox"/>			<input type="text"/>		LT	Arts Undergraduate - Art, BA/Art History		Sophomore
<input type="checkbox"/>			<input type="text"/>		LT	LASS Undergraduate - Advertising, BA/Studio Art		Junior
<input type="checkbox"/>			<input type="text"/>		LT	LASS Undergraduate - Advertising, BA/Studio Art		Senior
<input type="checkbox"/>			<input type="text"/>		LT	Expl Studies Undergraduate - Exploratory Studies, DEG UN		Junior
<input type="checkbox"/>			<input type="text"/>		LT	LASS Undergraduate - Philosophy, BAPolitical Science		Senior
<input type="checkbox"/>			<input type="text"/>		LT	Expl Studies Non-Degree Obj PB - Visiting Student, NDO UN PB		Post-Bacc Undergraduate
<input type="checkbox"/>			<input type="text"/>		LT	LASS Undergraduate - Pre-Psychology, DEG UN		Senior
<input type="checkbox"/>			<input type="text"/>		LT	Arts Undergraduate - Photography/Digital Media, BFA		Sophomore
<input type="checkbox"/>			<input type="text"/>		LT	LASS Undergraduate - Advertising, BA/Studio Art		Junior
<input type="checkbox"/>			<input type="text"/>		LT	Arts Undergraduate - Art, BA		Junior
<input type="checkbox"/>			<input type="text"/>		LT	LASS Undergraduate - Liberal Studies, BS/Geology/Global & International Studies		Senior
<input type="checkbox"/>			<input type="text"/>		LT	NSM Undergraduate - Mathematics, BS/Business Foundations		Senior
<input type="checkbox"/>			<input type="text"/>		LT	Arts Undergraduate - Art, BA		Senior
<input type="checkbox"/>			<input type="text"/>		LT	Arts Undergraduate - Sculpture, BFA		Junior
<input type="checkbox"/>			<input type="text"/>		LT	LASS Undergraduate - English, BA		Junior

Faculty Center Entering Grades (via spreadsheet)

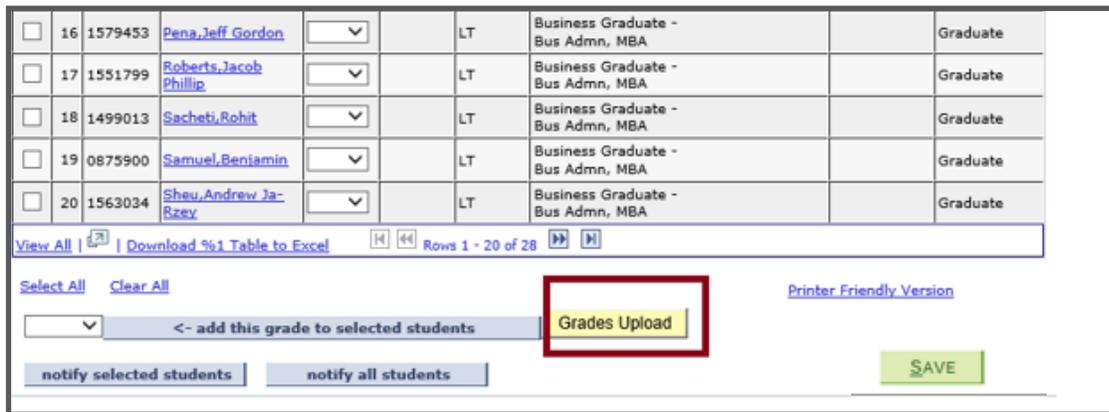
- ◆ Click the Grade Roster link in the Faculty Center.



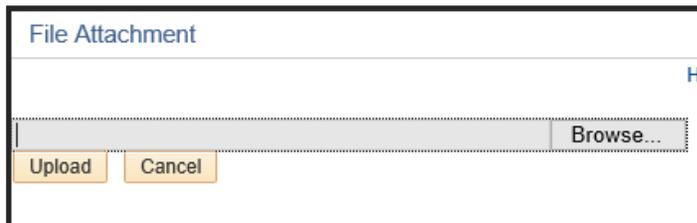
- ◆ Click the Grade Roster icon.



- ◆ Click the 'grades upload' icon near the bottom of the page.



- ◆ Select the file from your computer. Click save after file name appears.



Note: The spreadsheet must have **only two columns**—student's myUH ID and the grades column. The spreadsheet can have no headers.

FACULTY CENTER ASSISTANCE

PAMELA R. OGDEN

ENROLLMENT SERVICES INTEGRATION

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