# Faculty Center: entering grades individually



Log into the MyHSC/EIS portal **(my.hsc.unt.edu)**

Once you are logged in, click on the green Faculty Center tab.

Make sure the correct term is showing under "My Schedule". If not, click the change term button to select the correct term. Select the option to display, "Only Classes with Enrollments." Only courses with actual enrollments for the term will display. After selecting the Grade Roster Link, the grade roster will display.

▽ **BIOS 5300 - 001 (2056)**    [change class]

Biostatistics for Public Health 1 (Lecture)

| Days and Times | Room | Instructor | Dates |
|---|---|---|---|
| We 6:00PM-9:00PM | LIB 400 |  | 01/06/2014 - 05/02/2014 |

**Display Options:**

*Grade Roster Type    [ Final Grade ▼ ]

☐ Display Unassigned Roster Grade Only

**Grade Roster Action:**

*Approval Status    [ Not Reviewed ▼ ]    [ save ]

①

[UPLOAD GRADES]    **Upload grades from a CSV file**

| Student Grade | Requirement Designation | [⊞▶] |
|---|---|---|

| | | ID | Name | Roster Grade | Official Grade | Grade Basis | Level | Incomplete Detail |
|---|---|---|---|---|---|---|---|---|
| ☐ | 1 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 2 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 3 | | | | W | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 4 | | | [ ▼ ] | | ANC | Professional Year 3 | Incomplete Detail |
| ☐ | 5 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 6 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 7 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 8 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 9 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 10 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 11 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 12 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 13 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 14 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 15 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 16 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 17 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 18 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 19 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 20 | | | [ ▼ ] | | ANC | Professional Year 1 | Incomplete Detail |

View All | 🗗 | Download    |◀ ◀◀ Rows 1 - 20 of 44 ▶▶ ▶|

To enter grades, the Approval Status must be set to "Not Reviewed." Type the grade in or use the drop down box. You can type the grade and use the "tab" button to go to the next field. This will keep you from seeing the entire drop down options and will speed up the process. Instructors can

only enter grade values assigned specifically to the student or course. You can also enter grades en mass using the UPLOAD GRADES feature, for which there are separate instructions. See "Using the Faculty Center Upload" help document for instructions on how to use this feature.

⚠ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

[ enable tabs & links ]

Spring 2014 | Regular Academic Session | UNT Health Science Center | School of Public Health

▽ **BIOS 5300 - 001 (2056)**   [ change class ]

Biostatistics for Public Health 1 (Lecture)

| Days and Times | Room | Instructor | Dates |
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**Display Options:**

*Grade Roster Type    [ Final Grade ▼ ]

☐ Display Unassigned Roster Grade Only

**Grade Roster Action:**

*Approval Status   [ Not Reviewed ▼ ]   [ save ]   ②

Approved
Not Reviewed
Ready for Review   ①

[ UPLOAD GRADES ]   **Upload grades from a CSV file**

| | | ID | Name | Roster Grade | Converted Roster Grade | Official Grade | Grade Basis | Level | Incomplete Detail |
|---|---|---|---|---|---|---|---|---|---|
| ☑ | 41 | | | 88 ▼ | B | | ANC | Professional Year 1 | Incomplete Detail |
| ☑ | 42 | | | 88 ▼ | B | | ANC | Professional Year 1 | Incomplete Detail |
| ☑ | 43 | | | 88 ▼ | B | | ANC | Professional Year 1 | Incomplete Detail |
| ☐ | 44 | | | 100 ▼ | | | ANC | Professional Year 1 | Incomplete Detail |

View All | ⤢ | Download   ◀| ◀◀ Rows 41 - 44 of 44 ▶▶ |▶

Select All   Clear All                                        Printer Friendly Version

[ ▼ ]   [ <- add this grade to selected students ]

[ notify selected students ]   [ notify all students ]

[ SAVE ]

**REMINDER:** Do not forget to **SAVE** the Grade Roster. The Approval Status only indicates that the roster is fully graded and ready for the Registrar's Office to post.