Sign In	
EUID#]
Password]
Forgot your EUID or password?	
Login	

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

UNT HEALTH	E-mail	Canvas	Catalog	Depar	tments			
	Student	Faculty	Human Res	ources				
Student Center	Error getti	ing conten	t 					
Faculty Center	Detailed error description.							
Message Center								
Advisor Center	Error getting content							
	Please o	ontact your : error descri	System Admin ption.	iistrator.				

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

Facult	y Center	Advis	or Center		Search		
my schedule	class	roster grade	roster	gradebook	class assignments	5	
Faculty Cen	ter						
My Schedul	e			1			
Spring 2014 U	INT Health S	cience Center	hange ter		Personal Data Summ am Schedule	lary	
Select display opt	ion: 🔘	Show All Classes	Shore	w Enrolled Classes Only	2		
Icon Legend:	🏰 Class Ro	oster 🔄 Grade Ros	ster 🔏	Gradebook 🛛 🔀 Assig	nments 😡 Learnin	ng Management	
Checklist							
My Teaching Sche	edule > Spring	2014 > UNT Health S	cience Ce	nter		View All 🔄	1 of 1 🕨 Last
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Grade Roster Status
	<u>BIOS</u> 5300-001 (2056)	Biostats for Public Health 1 (Lecture)	44	We 6:00PM - 9:00PM	LIB 400	Jan 6, 2014- May 2, 2014	Approved
View Weekly T	eaching Sched	lule			<u>Go to top</u>	2	
My Exam Scheo	dule > Spring	1 2014 > UNT Health	Science	Center			
You have no fin	al exams sche	duled at this time.					
					<u>Go to top</u>	2	
Faculty Center	Advisor Cent	er <u>Search</u>				-	
My Schedule Cl	lass Roster G	Grade Roster Gradeb	ook <u>Cla</u>	ss Assignments			

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.

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UPLOAD GRADES

Upload grades from a CSV file

Stu	Iden	t Grade	Requirement Designation)					
		ID	Name		Roster Grade	Official Grade	Grade Basis	Level	Incomplete Detail
	1		Contractory of the second		T		ANC	Professional Year 1	Incomplete Detail
	2				T		ANC	Professional Year 1	Incomplete Detail
	3					w	ANC	Professional Year 1	Incomplete Detail
	4				T		ANC	Professional Year 3	Incomplete Detail
	5						ANC	Professional Year 1	Incomplete Detail
	6				T		ANC	Professional Year 1	Incomplete Detail
	7				T		ANC	Professional Year 1	Incomplete Detail
	8				T		ANC	Professional Year 1	Incomplete Detail
	9				T		ANC	Professional Year 1	Incomplete Detail
	10				T		ANC	Professional Year 1	Incomplete Detail
	11				T		ANC	Professional Year 1	Incomplete Detail
	12				T		ANC	Professional Year 1	Incomplete Detail
	13				T		ANC	Professional Year 1	Incomplete Detail
	14				T		ANC	Professional Year 1	Incomplete Detail
	15						ANC	Professional Year 1	Incomplete Detail
	16				T		ANC	Professional Year 1	Incomplete Detail
	17				T		ANC	Professional Year 1	Incomplete Detail
	18				T		ANC	Professional Year 1	Incomplete Detail
	19				T		ANC	Professional Year 1	Incomplete Detail
	20				T		ANC	Professional Year 1	Incomplete Detail
View All Download M Rows 1 - 20 of 44 D									

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.

4	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					

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▼ <u>B</u>]	05	5300 - 00)1 (2056) ch	ange class						
Bi	osta	tistics for Pu	blic Health 1 (Lectur	e)						
D	aysa	and Times	Room	Instru	ictor	Dates	; /2014 -	05/02/2014		
**	e o;	00PM-9:00P	M LIB 400			01/08	/2014 -	03/02/2014		
Dis	play	Options:			Grade Ros	ster Actio	on:			
5	*Gra	de Roster Ty	ype Final Grade	•	*Approv	al Statu	s No	t Reviewed 🔻	save	
		Display Unas	ssigned Roster Grad	e Only			Ap	proved t Roviewed		
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UPL	OAD	GRADES	Upload grades	from a C	SV file	_	_			
St	uden	nt Grade	Requirement Designation	on 💷	<u>)</u>					
		ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grade Basis	Level	Incomplete Detail	
	41	:		88 🔻	в		ANC	Professional Year 1	Incomplete Detail	
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	43	:		88 🔻	в		ANC	Professional Year 1	Incomplete Detail	
	44	:		100 🔻			ANC	Professional Year 1	Incomplete Detail	
View All Download M Rows 41 - 44 of 44 P P										
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.