

UCCS University of Colorado Colorado Springs

Students Faculty & Staff Alumni Parents & Families

Search UCCS

About UCCS Academics Admissions Campus Life

Log In -

- Blackboard
- Faculty and Staff Email
- myUCCS Portal
- Student Email
- Mountain Lion Connect

To begin, locate the "Log In" menu on the right side of the UCCS home page or Faculty & Staff page, then click on myUCCS Portal.

UCCS myUCCS Portal  
UNIVERSITY OF COLORADO COLORADO SPRINGS

**\*\*Reminder\*\*USERNAME:** Your UCCS Username is typically the first letter of your first name and 7 letters of your last name for a maximum of 8 letters. To lookup your username or change your default password please visit <https://accounts.uccs.edu>.

Enter your username and password, then click **Log In**.

UCCS Username:

UCCS Password:

Log In

[Need password help?](#)

UCCS University of Colorado Colorado Springs

Faculty ☆ CU Resources ☆

Academic Calendar

	Summer 20	Fall
Begin Web Registration		
Regular Application		
Late Application and		
Open Enrollment		Dec 8
Begin parking permit pick up / validations		Dec 16
1st E-Bills Available on Student Portal		Jan 13
First Day of Semester		Jan 20
Last date to register in portal without permission for full semester courses		Jan 26
Instructor permission required for adding full semester courses in myUCCS Portal (Permission		Jan 27 - Feb 4

UCCS University of Colorado Colorado Springs

Faculty ☆ CU Resources ☆

Personal Information

Payroll and Compensation

Useful Links

Help / Support

QUICK LINKS

You have two tabs in your myUCCS Portal

**Faculty tab:** Your faculty teaching/grading center

**CU Resources tab:** Your employment resource center

Students ★ Faculty ☆ CU Resources ★

Links Contact us

Quick Links







- 2 Faculty Center
- 3 Faculty Activity Reporting
- 4 Faculty Textbook Adoptions
- 5 Report Ethics Code Violation
- 6 Faculty Course Questionnaire

Todd Casey

Schedule Academic Calendar 1

Fall 2016

Schedule Faculty Center 2

Course	Section	Title	Roster	Grading
COMM 4100	001	Advanced Public Speaking		
COMM 5100	001	Advanced Public Speaking		
GPS 1010	018	Gateway Program Seminar		

7

1

Select the academic calendar to review important semester dates/deadlines.

2

Use this link to access your faculty center for specific class information including:  
Class/grade rosters, teaching schedules.

3

Digital Measures: T, TT, NTT annual scholastic reporting.

4

Submit course textbook selection to the UCCS Bookstore.

5

Report Academic Ethics Code Violations here.

6

View FCQs (Faculty Course Questionnaire).

7

⇒ Select a specific course section to view class details (a drop-down will appear).  
⇒ Access each class roster to review enrolled, dropped, waitlisted, and withdrawn students.  
⇒ Access each grade roster (when available) and submit grades.

The screenshot shows a web interface for a Faculty Center. At the top, there are three main navigation buttons: 'Faculty Center', 'Advisor Center', and 'Search'. Below these are sub-buttons for 'my schedule', 'class roster', and 'grade roster'. A red circle with the number '1' points to the 'Search' button. Below the navigation is a 'Faculty Center' header, followed by a 'My Schedule' section. The current term is 'Fall 2013 | CU Colorado Springs', with a 'change term' button next to it, pointed to by a red circle with the number '2'. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' section shows icons for 'Class Roster', 'Grade Roster', and 'Learning Management'. A blue navigation bar contains 'My Teaching Schedule' and 'Fall 2013 > CU Colorado Springs'. Below this is a table with columns: 'Class', 'Class Title', 'Enrolled', 'Days & Times', 'Room', and 'Class Dates'. The first row shows a class 'BUAD 1010-001 (27334)' with 79 enrolled students, meeting on 'Mo 9:25AM - 10:40AM' in 'DWIR 121' from 'Aug 26, 2013 - Nov 11, 2013'. Red circles with numbers '3' and '4' point to the 'Class Roster' and 'Grade Roster' icons respectively. A red circle with the number '5' points to the class link. At the bottom, a link 'View Weekly Teaching Schedule' is pointed to by a red circle with the number '6'.

1

Use the search function to find semester class schedules, course descriptions, and faculty.

2

Change term to view a different semester's teaching schedule.

3

Click here for your class roster. For detailed class roster instructions see page 5.

4

Click here for your grade roster. Grade rosters are only available towards the end of each semester. For detailed grading instructions see page 6.

5

Click here for specific information about this class (course description, special meeting patterns, class notes, pre-reqs, etc.).

6

View your weekly teaching schedule.

<b>1</b> Faculty Center search for classes	<b>2</b> Advisor Center browse course catalog	<b>3</b> Search faculty search
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## Search for Classes

### Enter Search Criteria

Search for Classes

**Institution** CU Colorado Springs ▼

**Term** Summer 2015 UC Colo Springs ▼

Select at least 2 search criteria. Click Search to view your search results.

Use Additional Search Criteria to narrow your search results.

▼ **Class Search**

**1**

Search the schedule of classes for the current or a future term.

**2**

Browse the course catalog for any CU course offerings and course descriptions.

**3**

A faculty directory.

# Class Roster

Fall 2013 CU Colo Springs | Intensive (Colo Springs Main) | CU Colorado Springs | Undergraduate

▼ **BUAD 1010 - 001 (27334)**

[change class](#)

Building a Successful Future in Business (Lecture)

Days and Times	Room	Room Capacity	Instructor	Instructor's Email Addresses	Dates
Mo 9:25AM-10:40AM	DWIR 121	153			08/26/2013 - 11/11/2013

\*Enrollment Status

Enrollment Capacity 75    Enrolled 79    Dropped 25    Waitlisted 0

Select display option  Include photos in list  Link to Photos

Enrolled Students Personalize | Find | [Grid Icon] First 1-79 of 79 Last

Student Details	Program/Plan Details	Contact Details	[Expand Icon]	Notify	Photo	FERPA	ID	Name	Level
				<input type="checkbox"/>			<input type="text"/>	<input type="text"/>	Freshman
				<input type="checkbox"/>			<input type="text"/>	<input type="text"/>	Freshman
				<input type="checkbox"/>			<input type="text"/>	<input type="text"/>	Freshman

[Select All](#) [Clear All](#)

**1** Subject, Catalog Number, Section Number. The number in parenthesis is the unique system code (specifically called a "Class Number") for this exact class offering for this specific term

**2** Teaching multiple classes? Switch between courses within the term.

**3** Use the drop down to list Enrolled, Dropped or Waitlisted students in this class section.

**4** Toggle between radio buttons to list your students with or without student photo.

**5** Select this graph icon to download this class roster to an Excel file.

**6** Select this expand icon to expand the table for additional student information.

**7** Use these buttons to email students and/or print your Class Roster.

## Grade Roster

Fall 2014 UC Colo Springs | Main Campus Sem (Colo Springs) | CU Colorado Springs | Undergraduate

### QUAN 2010 - 002 (10668)

[change class](#)

Business Statistics (Lecture)

Days and Times	Room	Room Capacity	Instructor	Instructors Email Addresses	Dates
We 10:50AM-1:30PM	DWIR 103	48			08/25/2014 - 12/20/2014



**Instructor Grade Access:** Post Grades

**Display Options:** Final Grade

**Display Unassigned Roster Grade Only**

**Grade Roster Action:** [Grading Information/Deadline](#)

\*Approval Status: Not Reviewed

(To change the Approval Status, select from the drop down and press Save)

Please enter grades for students. Please press SAVE frequently. When all grades have been entered, if you are the primary instructor, change the Approval Status to Approve. If you are NOT the primary instructor, change the Approval Status to Ready for Review. NOTE: Only use the Upload Grades button to upload a .CSV file of grades from an external source. You do not need to use this button if you are manually entering the grades on the roster.

F Grades: If you assign a grade of F, you will be required to enter an attendance record for the student (Attended Until Term Completed, Never Attended, or Attended Until.....). "Attended Until Term Completed" is the same thing as an earned F. If the student attended until a certain point in time ("Attended Until....."), you will be required to also provide the date of the last academically related activity (such as attending class or a study group, completing a quiz, tutorial, or paper, etc.). If there is no record of attendance or you do not know when the student stopped attending, indicate that the student "Never Attended".



Student Grade	FERPA	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1			<input type="text"/>		Coll of Business & Admin UGRD - BUSN Undeclared	Sophomore
<input type="checkbox"/>	2			<input type="text"/>		Coll Letters, Arts & Sci UGRD - Pre-Business	Sophomore



In order to enter grades, ensure that the **Approval Status** says **Not Reviewed**.



You can choose to enter grades through a drop down grading option, a bubble grading option, or for large classes you may upload a CSV file.



**Roster Grade:** Displays only grades assigned on the grade roster. After grades are posted, this field displays the originally assigned roster grade, but is not available for updating.  
**Official Grade:** Displays the grade after the roster grades are officially posted. This grade may differ from the Roster Grade (rarely) if a grade change is made after the grade roster has posted.



If you enter a failing (F) grade, you must also enter a "F Grade Attendance Record" and "Date of Last Attendance" when prompted.

## Grade Roster

Instructor Grade Access:

Post Grades

[Grading Information/Deadline](#)

Display Options:

Grade Roster Type

Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status

Approved

save

(To change the Approval Status, select from the drop down and press Save)

Grades for this class are approved and ready for posting to the students' record. Please confirm the "Approved" status by selecting the SAVE box to the right of the status box(if you have not done so already).

After saving the "Approved" status, select the POST button to immediately post grades.

If the grades are NOT ready for posting, change the approval status to "Not Reviewed".

DROP DOWN GRADING

BUBBLE GRADING

UPLOAD GRADES

SAVE

POST

### Student Grade

	FERPA	ID	Name	Roster Grade	Status Note	Official Grade	Program and Plan	Level
<input type="checkbox"/>	41			B-			Coll Engineering & AppSci UGRD - Computer Science	Senior
<input type="checkbox"/>	42			B+			Coll of Business & Admin UGRD - BUSN Undeclared	Sophomore

[View All](#) | [Download](#) | Rows 41 - 42 of 42

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

notify selected students

notify all students

## Post Confirmation

The grades will be posted to the student records and that once grades are posted all changes require a Grade Change Request.

OK

Cancel

1

Once your grades are entered, select "Approved" and click **save**.

2

The final step to submit your grades is to post the grades by clicking **POST**.

3

If you are not ready to post your grades, use the save button to save your progress and post your grades at a later time.

4

After you have posted your grades, you will be asked to confirm. Click **OK**.