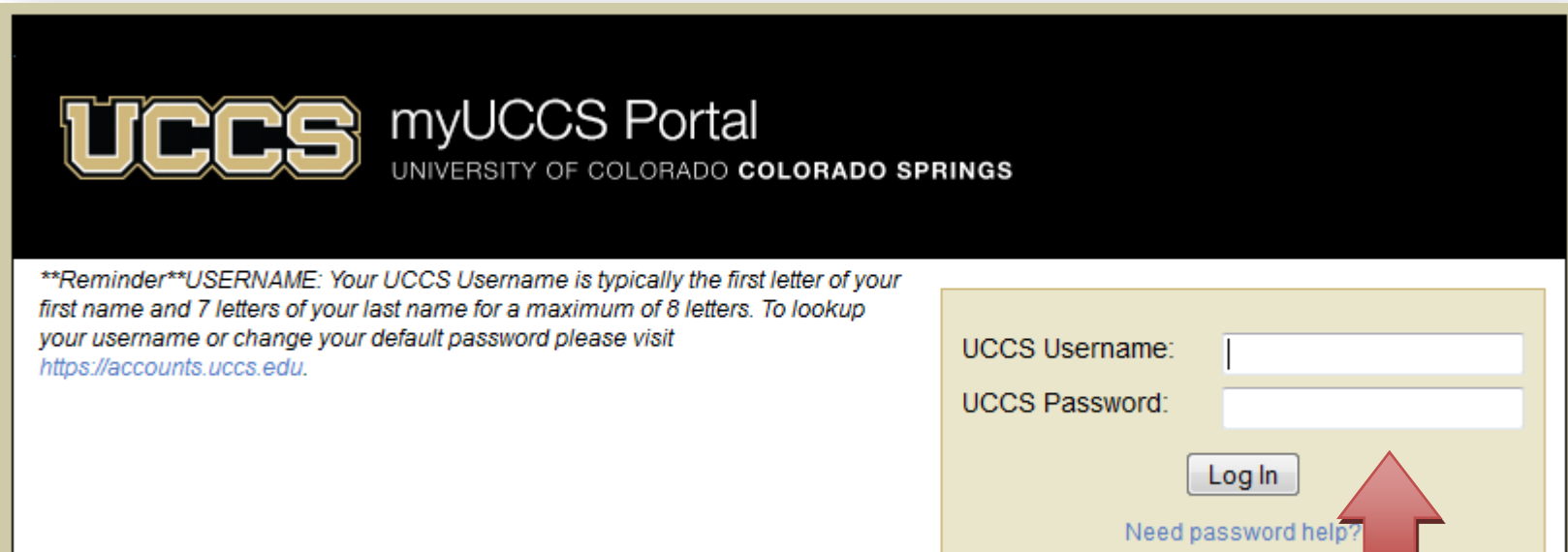


To begin, locate the "Log In" menu on the right side of the UCCS home page or Faculty & Staff page, then click on **myUCCS Portal**.



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

Students ★ Faculty ★ Resources ★

Links Contact us

Quick Links

- Faculty Center
- Faculty Activity Reporting
- Faculty Textbook Adoptions
- Report Ethics Code Violation
- Faculty Course Questionnaire

Schedule Academic Calendar

Fall 2016

Schedule

Faculty Center

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

Under the Faculty tab, select **Faculty Center**

Faculty Center Search

my schedule class roster grade roster

change term

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teacher Schedule > Fall 2014 > CU Colorado Springs

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">QUAN 2010-001 (10667)</a>	Business Statistics (Lecture)	42	We 8:00AM - 10:40AM	DWIR 103	Aug 25, 2014- Dec 20, 2014
	<a href="#">QUAN 2010-002 (10668)</a>	Business Statistics (Lecture)	43	We 10:50AM - 1:30PM	DWIR 103	Aug 25, 2014- Dec 20, 2014

Once you are ready to submit your grades for the current semester, select **Grade 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
We 10:50AM-1:30PM	DWIR 103	48		

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

#### Instructor Grade Access:

Post Grades

#### Display Options:

##### Grade Roster Type

Display Unassigned Roster Grade Only

Final Grade

[Grading Information](#) [Deadline](#)

#### Grade Roster Action:

\*Approval Status  [save](#)

(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".

[DROP DOWN GRADING](#)
[BUBBLE GRADING](#)
[UPLOAD GRADES](#)
[SAVE](#)

#### 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

DROP DOWN GRADING

BUBBLE GRADING

UPLOAD GRADES

SAVE

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
<input type="checkbox"/>	3				<input type="text"/>		Coll of Business & Admin UGRD - Accounting/Finance	Junior

DROP DOWN GRADING

BUBBLE GRADING

UPLOAD GRADES

SAVE

Scroll Area

Find First 1-42 of 42 Last

Empl ID:

Name:

A
  A-
  B
  B+
  B-
  C
  C+
  C-
  D
  D+
  D-
  F
  I

You can choose to enter grades through a drop down grading option (top) or through the bubble grading option (bottom).

Drop Down Grading



		FERPA	ID	Name	Preferred Name	Roster Grade	F Grade Attendance Record	Date of Last Academic Activity or Attendance
<input type="checkbox"/>	1		101881363	<a href="#">Z9Records,Z9Freddy</a>		F	Never Attended	
<input type="checkbox"/>	2		100566085	<a href="#">Z9Records,Z9Matt Climber</a>		F	Attended Until Term Compl	
<input type="checkbox"/>	3		100566079	<a href="#">Z9Records,Z9Tracy Lynn</a>		F	Attended Until.....	09/27/2011

If you enter a failing (F) grade, you must also complete the additional fields.

**Academic Institution:** CUSPG CU Colorado Springs  
**Term:** 2147 Fall 2014  
**Instructor ID:**  
**Class Nbr:** 10667 Business Statistics

[ATTACH FILE](#)

[RETURN TO ROSTER](#)

Roster file must be in CSV format and should not contain a header row. The roster file should only include two columns: Student ID Number (9 digit ID number) and the student grade. The grades MUST be in UPPERCASE. See sample below:

123456789	A
976543210	B+

You may also upload a CSV file.

[Grading Information/Deadline](#)

**Instructor Grade Access:** Post Grades

**Display Options:** Final Grade

**Grade Roster Type:**  Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status: Approved

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

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

The final step to submit your grades is to post the grades by clicking **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](#)

**Post Confirmation**

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

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

▼ **QUAN 2010 - 001 (10667)**

[change class](#)

Business Statistics (Lecture)

Days and Times	Room	Room Capacity	Instructor	Instructors Email Addresses	Dates
We 8:00AM-10:40AM	DWIR 103	48			08/25/2014 - 12/20/2014

**Instructor Grade Access:**

Post  
Grades

**Display Options:**

**Grade Roster Type**

Final  
Grade

**Display Unassigned Roster Grade Only**

[Grading Information/Deadline](#)

**Grade Roster Action:**

\*Approval Status  **Posted**

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

The roster has been posted and changes can only be made through the Grade Change Process.

[DROP DOWN GRADING](#)

[BUBBLE GRADING](#)

[UPLOAD GRADES](#)

Grades have now been posted (submitted).

Grades can only be changed through an official Grade Change Process / Form after posting.