

## Entering Grades Checklist

- Open a Web Browser
- Type the URL: <https://my.byuh.edu/>
- Login using your CES Net ID and password
- Select the Instructor tab
- Select the Faculty Center icon
- Select the Grade Roster Icon for a class
- Select grades for each of your students
- Change "Approval Status" to "Approved"
- Press the Save button at the bottom of the page

For additional questions, comments, concerns, etc. contact the registrars office.

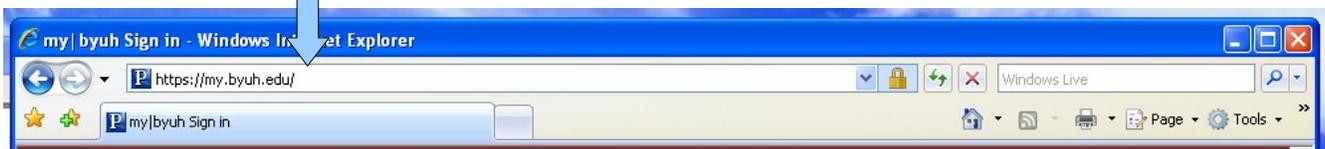
## Open a Web Browser

Select the icon for one of the supported browsers:



## Type the URL: <https://my.byuh.edu/>

Type in the URL here



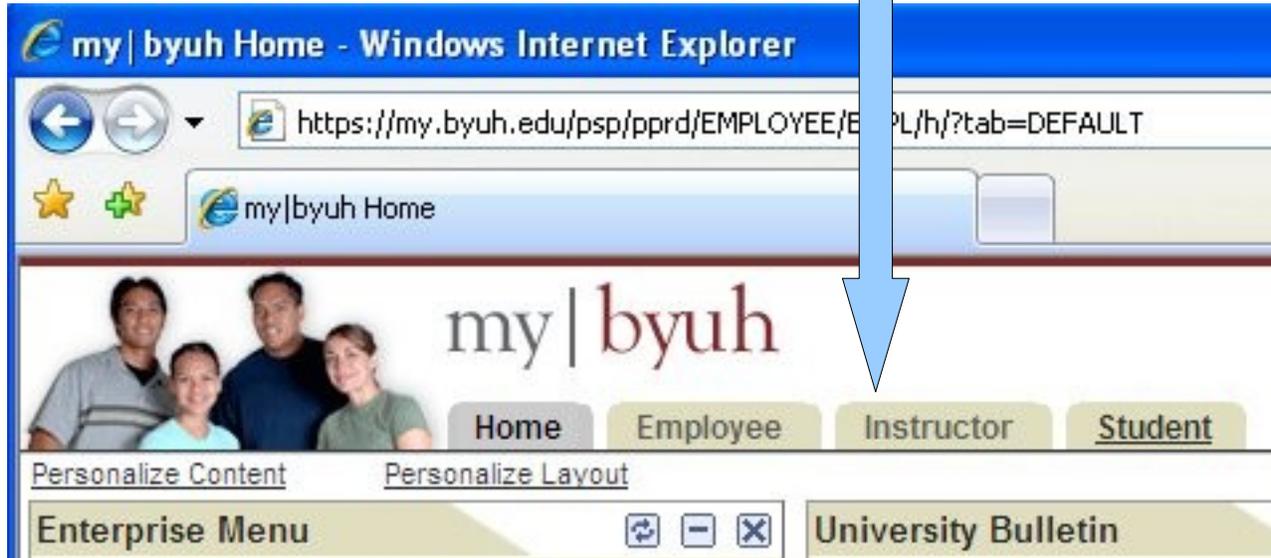
## Login using your CES Net ID and password

Sign in here



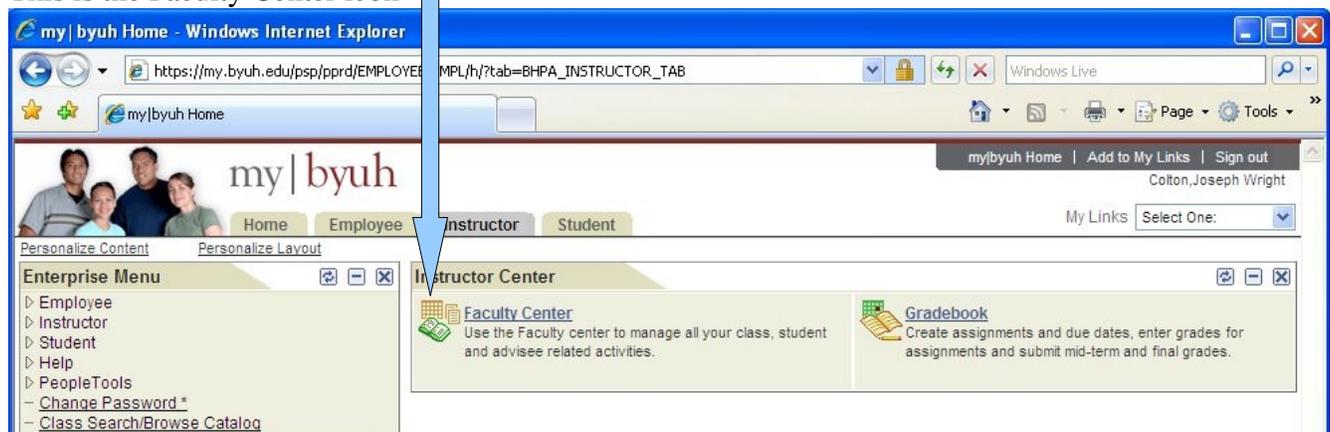
## Select the Instructor tab

Click on the Instructor tab here to select it



## Select the Faculty Center icon

This is the Faculty Center icon



## Select the Grade Roster Icon for a class

The grade roster is the one that looks like a person standing in front of a blackboard. You should have a grade roster icon after each class that you are teaching. Select the grade roster icon for the first class.

Joseph Colton My Info Go to... >>

faculty center class search faculty search

### Faculty Center

Select Term 2006 Fall change View FERPA Statement

Show all classes  Only classes with enrollment  View My Weekly Schedule

 Class Roster  Gradebook  Grade Roster  Learning Management System

My Teaching Schedule > 2006 Fall > Brigham Young University HI Find

Class	Class Name	Days and Time	Location	Class Dates	Enrolled			
<a href="#">IS 389-01</a> <a href="#">LEC 1337</a>	COMP NETW DESIGN (Lecture)	MWF 8:00AM - 8:50AM	General Classroom Building 143	Aug 30, 2006- Dec 8, 2006	16			

## Select grades for each of your students

Select the grade from the drop down that you are giving to the student. In the case that the student is auditing the class, you will only have the 'V' option.

Student Grade Transcript Note

	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1 0000099	John Smith			Computing Bachelor of Science - Non-Degree Seeking Student/Instructional Design & Dev/Instructions	Senior
<input type="checkbox"/>	2 1000053	Brigham Young	<input type="text" value="v"/>		Computing Bachelor of Science - Undeclared	Sophomore
<input type="checkbox"/>	3 1000056	John Tayler	A		Computing Bachelor of Science - History	Junior
<input type="checkbox"/>	4 1000007	John Doe	A-		Computing Bachelor of Science - Computer Science	Junior
<input type="checkbox"/>	5 1100006	Jane Doe	B+		Computing Bachelor of Science - International Business Mgt	Junior
<input type="checkbox"/>	6 1000005	Joseph Colton	B-		Computing Bachelor of Science - Information Systems/Hospitality and Tourism Mgt/Hospitality and To	Senior
			C			
			C+			
			C-			
			D			
			D+			
			D-			
			F			

## Change "Approval Status" to "Approved"

While entering grades you may save as many times as you like, but the grades will not be turned in until you approve the grades. Use the "Approved" option to indicate that you are done. If you are missing a grade, an error message will appear and you will have to select "Not Reviewed" until the grades have all been entered.

**Faculty Center**

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**Grade Roster** [View FERPA Statement](#)

**1337 - IS 389 - COMP NETW DESIGN**

**Grade Roster Information**

Course	IS 389	Institution	Brigham Young University HI
Description	COMP NETW DESIGN	Term	2006 Fall
Class Number	1337	Session	Regular Academic Session
Class Section	01	Career	Undergraduate
Component	Lecture		

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Day	Mon Wed Fri	Instructor	Colton, Joseph Wright
Time	8:00AM 8:50AM		
Location	General Classroom Building 143		

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

\*Approval Status: **Approved** (selected), Not Reviewed, Ready for Review

Access to All Values:  <- add this grade to all students  <- add this requirement designation to all students

## Press the Save button at the bottom of the page

You can save while entering grades and after you have approved the grades.

<input type="checkbox"/>	15	110101	Molly Mormon	A	Computing Bachelor of Science - Information Systems/Instructional Design & Dev/Instructional Design	Advanced Standing
<input type="checkbox"/>	16	101100	Peter Priesthood	A	Computing Bachelor of Science - Information Systems/English Internat'l Language/English as an Inte	Senior

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