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

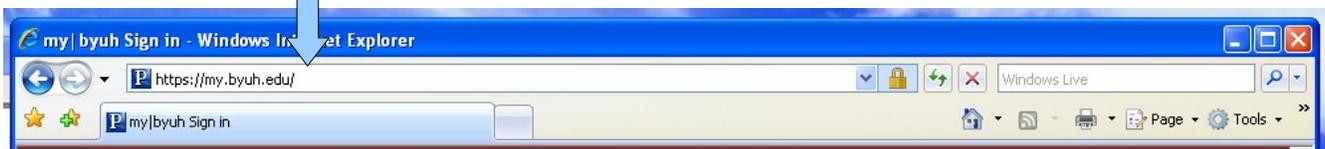For additional questions, comments, concerns, etc. contact the registrars office.

Open a Web Browser

Select the icon for one of the supported browsers:

Internet Explorer

Mozilla Firefox

Type the URL: https://my.byuh.edu/

Type in the URL here

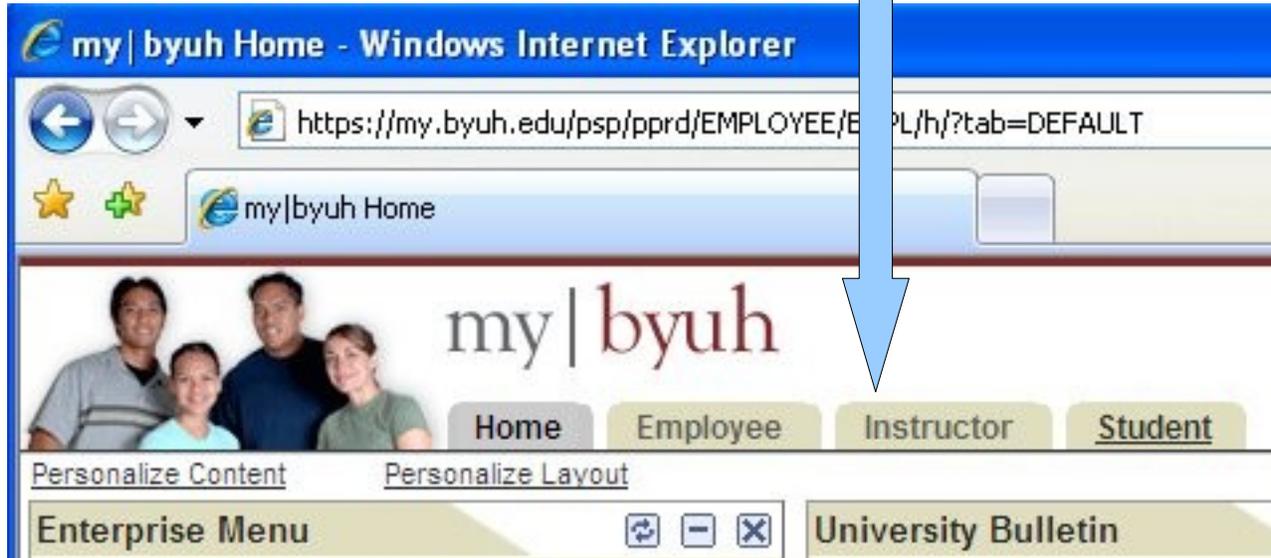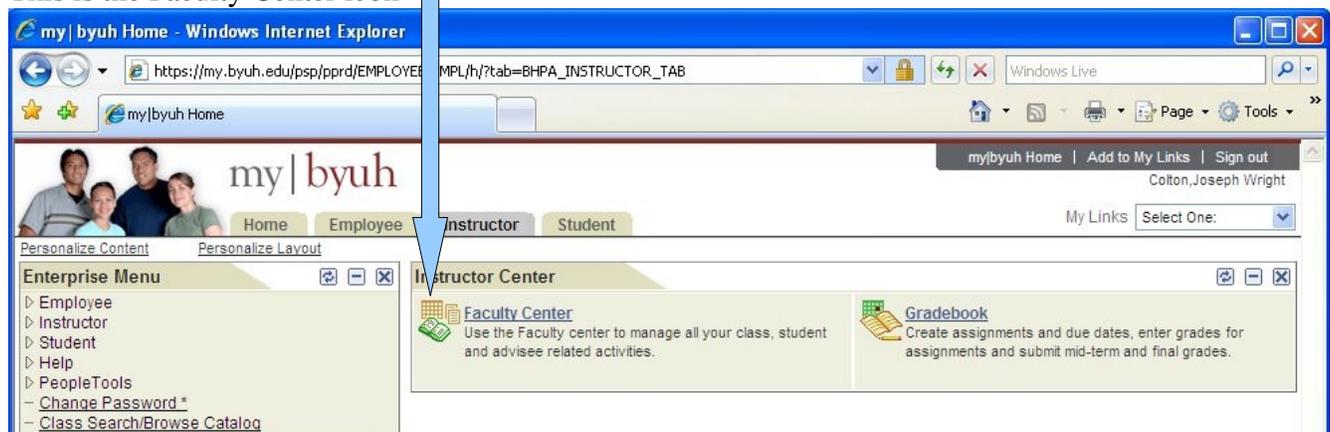# Login using your CES Net ID and password

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.

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.

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

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		

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

*Grade Roster Type   Final Grade ▾   ☐ Display Unassigned Roster Grade Only

*Approval Status   Not Reviewed ▾

Access to All Values
- Approved
- Not Reviewed
- Ready for Review

| ▾ | <- 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.

☐	15	110101	Molly Mormon	A ▾		Computing Bachelor of Science - Information Systems/Instructional Design & Dev/Instructional Desig	Advanced Standing
☐	16	101100	Peter Priesthood	A ▾		Computing Bachelor of Science - Information Systems/English Internat'l Language/English as an Inte	Senior

| NOTIFY SELECTED STUDENTS | NOTIFY ALL STUDENTS | PRINTER FRIENDLY VERSION |

| RETURN | SAVE |