Final Grades – direct grade entry

Clear your browser history if it has been awhile.  Instructions

1. Log in to www.myu.umn.edu with your University Internet ID and password
2. Select Key Links & Faculty Center
3. Select the grade roster icon for the class from Faculty Center my schedule
4. Enter grades. For quicker grade entry, scroll to the bottom, use the Select All option or select specific students by clicking the box in the first column. Enter the grade that is given to the greatest number of students. Select the

5. Add or adjust grades individually as necessary. Add Last Date of Participation for F grades  
   • Note: you can sort the roster in A-F grade order by clicking on the Roster Grade  
   • Use the Display Unassigned Roster Grade Only to find “blank grades”

6. Save in Not Reviewed status until ready to submit to the Registrar
7. When grades are final, change Approval Status to Approved and select you will get a confirmation message that grades have been sent to the Registrar.

8. Select Download if you would like to retain a copy in excel for data analysis.