Final Grades from eGradebook

1. Log in to www.myu.umn.edu with your University Internet ID and password
2. Select Key Links & eGradebook
3. Follow the ITSS instructions for exporting final grades from eGradebook
4. Go back to your browser tab with MyU>Key Links, select Faculty Center
5. Select the grade roster icon for the class from Faculty Center my schedule
6. Select the grade upload button. Select How Do I Upload? for instructions
7. Review final grades and make any updates. Add Last Date of Participation for F grades
   • Note: you can sort the roster in Grade order by clicking on the Roster Grade
8. Save in Not Reviewed status until ready to submit to the Registrar
9. When grades are final, change Approval Status to Approved and select save

10. Select Download to retain a copy for your records in Excel