Submitting Grades

IMPORTANT: CITS teachers are required to post UMD grades within three days of your final examination date. For CITS courses taught all year, teachers will enter grades at the end of the academic year. For information about assigning grades, see UMD Course Grading Policy below.

To Submit UMD Grades:

1. Go to the UMD homepage (http://www.d.umn.edu/).
2. In the upper right hand corner click on MyU.
3. Enter your Internet ID and password.
4. In the left-hand column, click on the Teaching tab.
5. Select the appropriate semester that you want to submit grades for… use the arrow buttons to change terms.
6. Under your list of classes there is a link that says “Grade Roster,” please click on this link. Please note that the grade roster link will only appear about one week before the end of the semester.
7. For the field labeled “Grade Roster Type,” select Final Grade from the drop down menu.
8. Using the drop down menu in the “Roster Grade” field, enter a grade for each student. You may also use the grading features at the bottom of the class roster to aid in grading entry. More Specifically, you can place a check mark by the students who are all earning a grade of A and then click the box labeled” Add this grade to selected students.” For each student that is checked, the grade of A will be populated in the Roster Grade field. Continue this process for A- grades, B+ grades, B grades, etc. You may also upload grades from a file into the grade roster. Click on Grade Upload near the top of the page. There is a link titled “How Do I Upload” that you can click on for step-by-step instruction on how to upload grades.
9. Once grades have been entered or uploaded, double check that grades are accurate. When you have determined accuracy, select Approved from the “Approval Status” drop down menu.
10. To the right of the Approval Status field, click on Save which then submits your final grades.
11. If you teach multiple sections or multiple courses, click on My Schedule in the top left hand corner of the page. Find the next section/class for which you want to enter grades. To the left of your classes, you will see some icons. Mouse over the icons until you see the one labeled Grade Roster. Click on this link to view the roster.
12. When you are done entering and submitting grades you can click on Signout in the upper right hand corner to log out of the MyU portal.
To Change UMD Grades:

1. Logon to the UMD homepage (http://www.d.umn.edu).
2. In the upper right hand corner click on MyU.
3. Enter your Internet ID and password.
4. In the left-hand column, click on the Teaching tab.
5. Select the appropriate semester that lists the class you need ….use the arrow buttons to change terms.
6. Click on the link titled Grade Rosters for the roster that needs to be changed.
7. The Approved Grade Roster will appear. You will see grades that you submitted for that class. In the box labeled “Grade Roster Action,” click on the link titled Request Grade Change.
8. The Official Grade fields will become active. Find the student grade of “I” that you previously submitted; the “I” must be changed for the student by selecting the updated grade from the drop down menu. You may click on the Comment field, where a dialogue box opens, to input comments as to why you changed the grade.
9. When you are done changing the grade(s), scroll down to the bottom of the grade roster and click on the SUBMIT button.
10. When you are done changing grades you can click on Signout in the upper right hand corner to log out of the MyU portal.

UMD Course Grading Policy

UMD recognizes the following permanent grades: A (highest) A-, B+, B, B-, C+, C, C-, D+, D (lowest) that may be assigned when a student successfully completes at least the work for a course. A grade of F is assigned when a student does not successfully complete the work for a course. Attendance requirements, if these are noted on the syllabus, may figure into the final grade.

NOTE: A+ and D- are not used for any UMD courses.

IMPORTANT: Undergraduate level “I” grades automatically convert to an “F” after one year.

NOTE: CITS teachers may choose to assign different grades for the high school course and for the UMD course. Only the UMD grade appears on the UMD transcript.