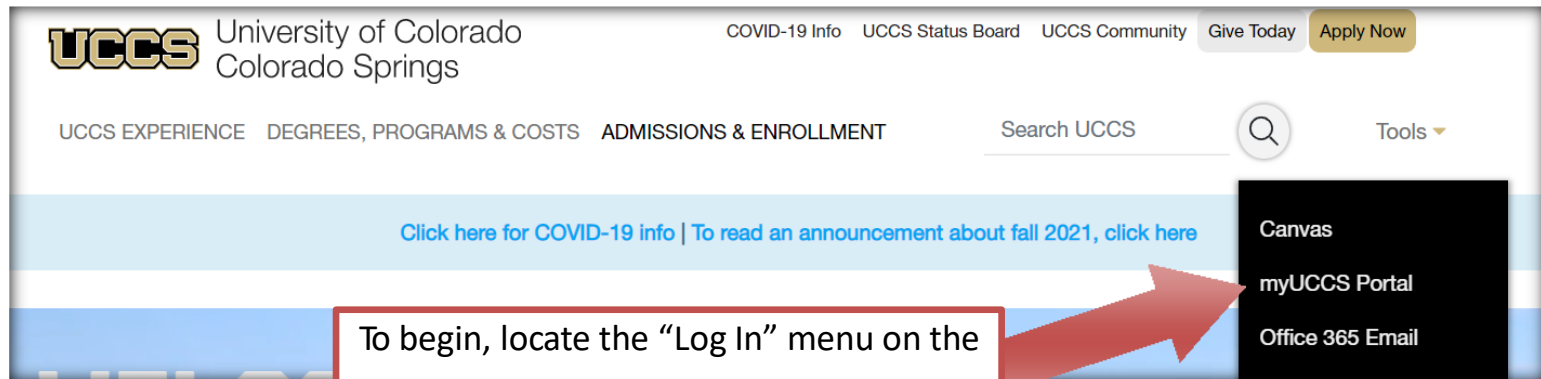
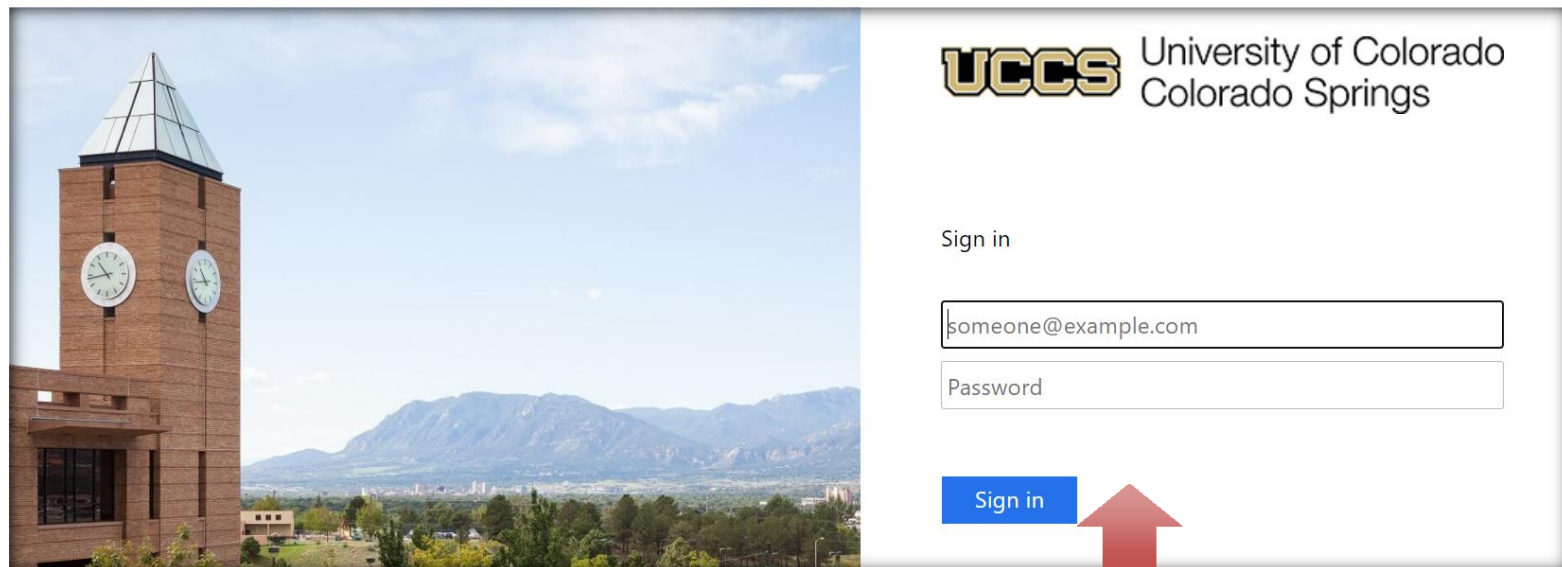




To begin, locate the “Log In” menu on the right side of the UCCS home page then click on **myUCCS Portal**.



Enter your username and password, then click **Log In**.

Search

CU Resources Home

Students

Faculty

My Info and Dev

Select Faculty

Faculty

Student

Records and Registration

Student Financials (Bursar)

Financial Aid

Degree Audit and Planning

Training

CU Resources

Upcoming System Maintenance:

The MyUCCS Portal will be unavailable from 6:00 AM to 12:00 PM on Sunday, October 22nd. We apologize for any inconvenience.

Select Faculty Center

Faculty Schedule

Faculty Center

Summer 2023 Fall 2023

Course		Roster	Grading
ACCT 2010	Intro to Financial Accounting		
ACCT 2020 003	Intro to Managerial Accounting		
ACCT 3010 001	Intermediate Accounting I		
ACCT 4960 001	Internship in Accounting		
ACCT 4960 003	Internship in Accounting		

CU Faculty Center



Faculty Activity Reporting



Faculty Course Questionnaire



Campus Map PDF



Report Ethics Code Violation



Parking Map PDF



My Schedule

Summer 2026 | CU Colorado Springs

[Change Term](#)

If you need to change the default term, click here.

Select display option

☒ Show All Classes

☐ Show Enrolled Classes Only

Icon Legend



Class Roster



Grade Roster



Learning Management

Personalize View All							
First 1 of 7 Last							
		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		CS 4000-003 (10835)	Computer Science Internship (Internship)	1	TBA	TBA	Jun 15, 2026-Aug 8, 2026



Once you are ready to submit your grades for the current semester, select **Grade Roster**.

Grade Roster

Summer 2026 CU Colo Springs | Main Campus Sem (Colo Springs) | CU Colorado Springs | Undergraduate

▼ **CS 4000 - 003 (10835)**
Computer Science Internship (Internship)

Days and Times	Room	Room Capacity	Instructor	Instructor Email Addresses	Dates
TBA	TBA	TBA			06/15/2026 - 08/08/2026

[Change Class](#)

In order to enter grades, the **Approval Status** says **Not Reviewed**

Instructor Grade Access Post Grades

Display Options

Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed ▼ [Save](#)

(To change the Approval Status, select from the drop down and press Save)

[Request Grade Change](#)

To enter your students' final grades, select a grading method below. Note: "Upload Grades" should only be used to upload a .CSV file.

If you assign a grade of **F (Fail)** or **I (Incomplete)**, you are asked to identify when the student last participated in class activities (e.g. joining a discussion in Canvas, participating in group project, taking a quiz, submitting an assignment, attending class physically or online.) For online classes, logging into class without engaging does not establish participation. Identify participation as one of the following

For F grades:

'Participated until Term Completed' indicates the student engaged in class activities through the last scheduled day, but earned a grade of F.
 'Participated until DATE' indicates the student engaged in class activities until a specific date, then stopped participating, and received a grade of F.
 'Never Participated' indicates there is no evidence that the student ever participated in class activities and received a grade of F.

For I grades:

'Participated until Term Completed' indicates the student engaged in class activities through the last scheduled day, but earned a grade of I.
 'Participated until DATE' indicates the student engaged in class activities until a specific date, then stopped participating, and received a grade of I.

When you finish entering grades:

- If you're the primary instructor, change the approval status to "Approved" and click "Save."
- If you're not the primary instructor, change the status to "Ready for Review" and click "Save."

[UPLOAD GRADES](#)
[Save](#)

[Personalize](#) |
 [Find](#) |
 [View All](#) |
 [Print](#) |
 [Calendar](#)

First 1 of 1 Last

Student Grade		FERPA	ID	Pronoun	NameCoach	E-mail	Roster Grade	Official Grade	Program and Plan	Level	Detail
☐	1		100566085			Z9Records,UCCS Registrar	▼		Coll Engineering & AppSci UGRD - Computer Science/Conserv, Parks, & Outdoor Rec./Spanish	Freshman	Detail

[Select All](#)
[Clear All](#)

[Printer Friendly Version](#)

▼

[← Add this grade to selected students](#)

[Save](#)

Be sure to select 'View All' or
tab over as there may be
multiple pages of students

UPLOAD GRADES **Save**

Personalize | Find | **View All** | | | First | 1 of 1 | Last

Student Grade

	FERPA	ID	Pronoun	NameCoach	E-mail	Roster Grade	Official Grade	Program and Plan	Level	Detail
☐	1	100566085			Z9Records,UCCS Registrar			Coll Engineering & AppSci UGRD - Computer Science/Conserv, Parks, & Outdoor Rec./Spanish	Freshman	Detail

Select All **Clear All**

<- Add this grade to selected students

Save

Go to top

You can choose to enter
grades through a drop down
grading option or upload a
CSV file

Academic Institution: CUSPG CU Colorado Springs
Term: 2264 Summer 2026
Instructor ID:
Class Nbr: 10835 Computer Science Internship

Attach File

Return to Roster

Roster file must be in CSV format and should not contain a header row. The roster file should only include two columns: Student ID Number (9 digit ID number) and the student grade. The grades MUST be in UPPERCASE. See sample below:

123456789	A
978543210	B+

UPLOAD GRADES

Save

Personalize

Find

View All

First

1 of 1

Last

Student Grade

	FERPA	ID	Pronoun	NameCoach	E-mail	Roster Grade	F/I Grade Participation Record	Official Grade	Program and Plan	Level	Detail
☐	1	100586085			Z9Records,UCCS Registrar	F			Coll Engineering & AppSci UGRD - Computer Science/Conserv, & Outdoor panish	Freshman	Detail

Select All

Clear All

Printer Fr

Never Participated

Participated Until Term Comp

Participated Until.....

<- Add this grade to selected students

If you enter a failing (F) grade or a incomplete (I) grade, you must also complete the additional fields.

Instructor Grade Access Post Grades

Display Options

Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status

(To change the Approval Status, select from the drop down and press Save)

Grades for this class are approved and ready for posting to the students' record. Please confirm the "Approved" status by selecting the SAVE box to the right of the status box(if you have not done so already).

After saving the "Approved" status, select the POST button to immediately post grades.

If the grades are NOT ready for posting, change the approval status to "Not Reviewed".

Once your grades are entered, select **'Approved'** and click **save**.

Personalize | Find | View All | First 1 of 1 Last

Student Grade	FERPA	ID	Pronoun	NameCoach	E-mail	Roster Grade	Official Grade	Program and Plan	Level	Detail
☐	1	100566085			Z9Records,UCCS Registrar	B		Coll Engineering & AppSci UGRD - Computer Science/Conserv, Parks, & Outdoor Rec./Spanish	Freshman	Detail

[Printer Friendly Version](#)

The final step to submit your grades is to post the grades by clicking **POST**.

Post Confirmation

Post Confirmation. The grades will be posted to the student records. Once grades are posted, all changes require a Grade Change Request.

After you have posted your grades, you will be asked to confirm. Click **OK**.

Grade Roster

Summer 2026 CU Colo Springs | Main Campus Sem (Colo Springs) | CU Colorado Springs | Undergraduate

 **CS 4000 - 003 (10835)**
Computer Science Internship (Internship)

Change Class

Days and Times	Room	Room Capacity	Instructor	Instructor Email Addresses	Dates
TBA	TBA	TBA			06/15/2026 - 08/08/2026

Instructor Grade Access Post Grades

Display Options

Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grading Information/Deadline

Grade Roster Action

*Approval Status Approved  Posted

(To change the Approval Status, select from the drop down and press Save)

Request Grade Change

The roster has been posted and changes can only be made through the Grade Change Process.

UPLOAD GRADES

Personalize | Find | View All |   First  1 of 1  Last

Student Grade	FERPA	ID	Pronoun	NameCoach	E-mail	Roster Grade	Official Grade	Program and Plan	Level	Detail	
☐	1	100566085			Z9Records,UCCS Registrar	B	B	Coll Engineering & AppSci UGRD - Computer Science/Conserv, Parks, & Outdoor Rec./Spanish	Freshman	Detail	Posted

Clear All

Printer Friendly Version

Grades have now been posted (submitted).

Grades can only be changed through the official Grade Change Process / Form after posting. If you have any questions, please contact the Office of the Registrar