

The screenshot shows the top of the UCSS website. On the left is the UCSS logo and the text "University of Colorado Colorado Springs". To the right are links for "COVID-19 Info", "UCSS Status Board", "UCSS Community", "Give Today", and "Apply Now". Below this is a navigation bar with "UCSS EXPERIENCE", "DEGREES, PROGRAMS & COSTS", and "ADMISSIONS & ENROLLMENT". A search bar labeled "Search UCSS" and a "Tools" dropdown menu are also present. A blue banner contains two links: "Click here for COVID-19 info" and "To read an announcement about fall 2021, click here". On the right side, a dark menu is open, showing "Canvas", "myUCSS Portal", and "Office 365 Email". A red arrow points from a text box to the "myUCSS Portal" option.

To begin, locate the "Log In" menu on the right side of the UCSS home page then click on **myUCSS Portal**.

The screenshot shows the login page of the UCSS website. On the left is a photograph of a brick clock tower with a glass pyramid on top, set against a blue sky and mountains. On the right is the UCSS logo and the text "University of Colorado Colorado Springs". Below the logo is the text "Sign in". There are two input fields: the first contains the placeholder text "someone@example.com" and the second is labeled "Password". A blue "Sign in" button is located below the password field. A red arrow points from a text box to the "Sign in" button.

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

Search

CU Resources Home

Students

Faculty

My Info and Dev

Select Faculty

Faculty

Faculty Schedule

Faculty Center

Academic C

Spring 2021

Summer 2

Select Faculty Center

Faculty Center Search




my schedule class roster grade roster

Faculty Center





My Schedule

Fall 2014 | CU Colorado Springs [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > Fall 2014 > CU Colorado Springs

| | | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|---|---|---------------------------------------|-------------------------------|----------|---------------------|----------|----------------------------|
|  |  | QUAN 2010-001 (10667) | Business Statistics (Lecture) | 42 | We 8:00AM - 10:40AM | DWIR 103 | Aug 25, 2014- Dec 20, 2014 |
|  |  | QUAN 2010-002 (10668) | Business Statistics (Lecture) | 43 | We 10:50AM - 1:30PM | DWIR 103 | Aug 25, 2014- Dec 20, 2014 |



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

Faculty Center

Search

my schedule

class roster

grade roster

Grade Roster

Fall 2014 UC Colo Springs | Main Campus Sem (Colo Springs) | CU Colorado Springs | Undergraduate

▼ **QUAN 2010 - 002 (10668)**

[change class](#)

Business Statistics (Lecture)

| Days and Times | Room | Room Capacity | Instructor | Instructors Email Addresses |
|-------------------|----------|---------------|------------|-----------------------------|
| We 10:50AM-1:30PM | DWIR 103 | 48 | | |

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



Instructor Grade Access:

Post Grades

Display Options:

Grade Roster Type

Display Unassigned Roster Grade Only

Final Grade

[Grading Information](#) [Deadline](#)

Grade Roster Action:

*Approval Status [save](#)

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

Please enter grades for students. Please press SAVE frequently. When all grades have been entered, if you are the primary instructor, change the Approval Status to Approve. If you are NOT the primary instructor, change the Approval Status to Ready for Review. NOTE: Only use the Upload Grades button to upload a .CSV file of grades from an external source. You do not need to use this button if you are manually entering the grades on the roster.

F Grades: If you assign a grade of F, you will be required to enter an attendance record for the student (Attended Until Term Completed, Never Attended, or Attended Until.....). "Attended Until Term Completed" is the same thing as an earned F. If the student attended until a certain point in time ("Attended Until...."), you will be required to also provide the date of the last academically related activity (such as attending class or a study group, completing a quiz, tutorial, or paper, etc.). If there is no record of attendance or you do not know when the student stopped attending, indicate that the student "Never Attended".

[DROP DOWN GRADING](#)

[BUBBLE GRADING](#)

[UPLOAD GRADES](#)

[SAVE](#)

Student Grade



| | FERPA | ID | Name | Roster Grade | Official Grade | Program and Plan | Level |
|--------------------------|-------|----|------|--------------|----------------|---|-----------|
| <input type="checkbox"/> | 1 | | | | | Coll of Business & Admin UGRD - BUSN Undeclared | Sophomore |
| <input type="checkbox"/> | 2 | | | | | Coll Letters, Arts & Sci UGRD - Pre-Business | Sophomore |

DROP DOWN GRADING

BUBBLE GRADING

UPLOAD GRADES

SAVE

Student Grade



| | FERPA | ID | Name | Roster Grade | Official Grade | Program and Plan | Level |
|--------------------------|-------|----|------|--------------|----------------|--|-----------|
| <input type="checkbox"/> | 1 | | | | | Coll of Business & Admin UGRD - BUSN Undeclared | Sophomore |
| <input type="checkbox"/> | 2 | | | | | Coll Letters, Arts & Sci UGRD - Pre-Business | Sophomore |
| <input type="checkbox"/> | 3 | | | | | Coll of Business & Admin UGRD - Accounting/Finance | Junior |

DROP DOWN GRADING

BUBBLE GRADING

UPLOAD GRADES

SAVE

Scroll Area

Find First 1-42 of 42 Last

Empl ID:

Name:

A
 A-
 B
 B+
 B-
 C
 C+
 C-
 D
 D+
 D-
 F
 I

You can choose to enter grades through a drop down grading option (top) or through the bubble grading option (bottom).

Drop Down Grading



| | FERPA | ID | Name | Preferred Name | Roster Grade | F Grade Attendance Record | Date of Last Academic Activity or Attendance |
|--------------------------|-------|----|-----------|--|--------------|--|--|
| <input type="checkbox"/> | 1 | | 101881363 | Z9Records,Z9Freddy | | F <input type="checkbox"/> Never Attended | |
| <input type="checkbox"/> | 2 | | 100566085 | Z9Records,Z9Matt Climber | | F <input type="checkbox"/> Attended Until Term Compl | |
| <input type="checkbox"/> | 3 | | 100566079 | Z9Records,Z9Tracy Lynn | | F <input type="checkbox"/> Attended Until..... | 09/27/2011 |

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

Academic Institution: CUSPG CU Colorado Springs
Term: 2147 Fall 2014
Instructor ID:
Class Nbr: 10667 Business Statistics

You may also upload a CSV file



[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 |
| 976543210 | B+ |

Instructor Grade Access: Post Grades

Display Options: Final Grade

Grade Roster Type: Display Unassigned Roster Grade Only

Grade Roster Action: [Grading Information/Deadline](#)

*Approval Status:

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

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

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

Student Grade

| | FERPA | ID | Name | Roster Grade | Status Note | Official Grade | Program and Plan | Level |
|--------------------------|-------|----|------|--------------|-------------|----------------|---|-----------|
| <input type="checkbox"/> | 41 | | | B- | | | Coll Engineering & AppSci UGRD - Computer Science | Senior |
| <input type="checkbox"/> | 42 | | | B+ | | | Coll of Business & Admin UGRD - BUSN Undeclared | Sophomore |

View All | | Download | Rows 41 - 42 of 42

Select All Clear All [Printer Friendly Version](#)

Post Confirmation

The grades will be posted to the student records and that 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**.

▼ **QUAN 2010 - 001 (10667)**

[change class](#)

Business Statistics (Lecture)

| Days and Times | Room | Room Capacity | Instructor | Instructors Email Addresses | Dates |
|-------------------|----------|---------------|------------|-----------------------------|-------------------------------|
| We 8:00AM-10:40AM | DWIR 103 | 48 | | | 08/25/2014 - 12/20/2014 |

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 **Posted**

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

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

[DROP DOWN GRADING](#)

[BUBBLE GRADING](#)

[UPLOAD GRADES](#)

Grades have now been posted (submitted).

Grades can only be changed through an official Grade Change Process / Form after posting.