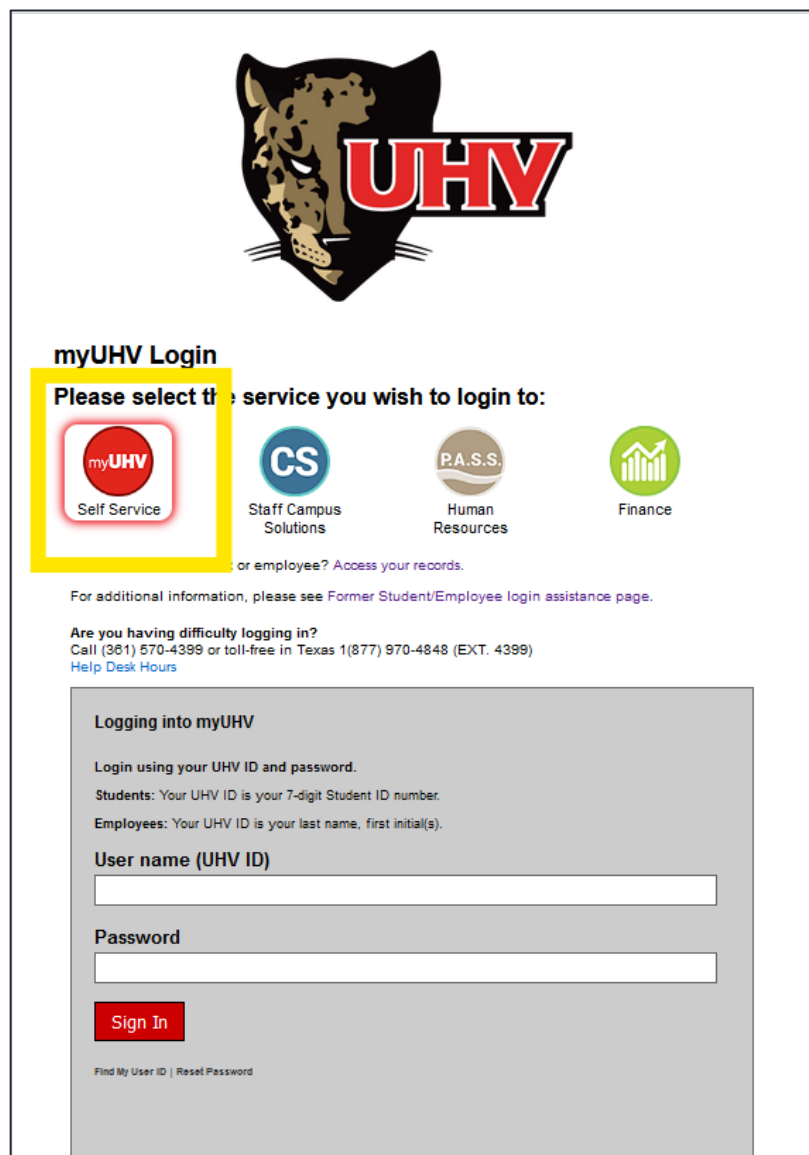






FACULTY INSTRUCTIONS FOR ENTERING GRADES IN myUHV

Go to: <https://webprod.uhv.edu/myuhv/>



myUHV Login

Please select the service you wish to login to:

 Self Service
  Staff Campus Solutions
  Human Resources
  Finance

or employee? [Access your records.](#)

For additional information, please see [Former Student/Employee login assistance page.](#)

Are you having difficulty logging in?
 Call (361) 570-4399 or toll-free in Texas 1(877) 970-4848 (EXT. 4399)
[Help Desk Hours](#)

Logging into myUHV

Login using your UHV ID and password.

Students: Your UHV ID is your 7-digit Student ID number.

Employees: Your UHV ID is your last name, first initial(s).

User name (UHV ID)

Password

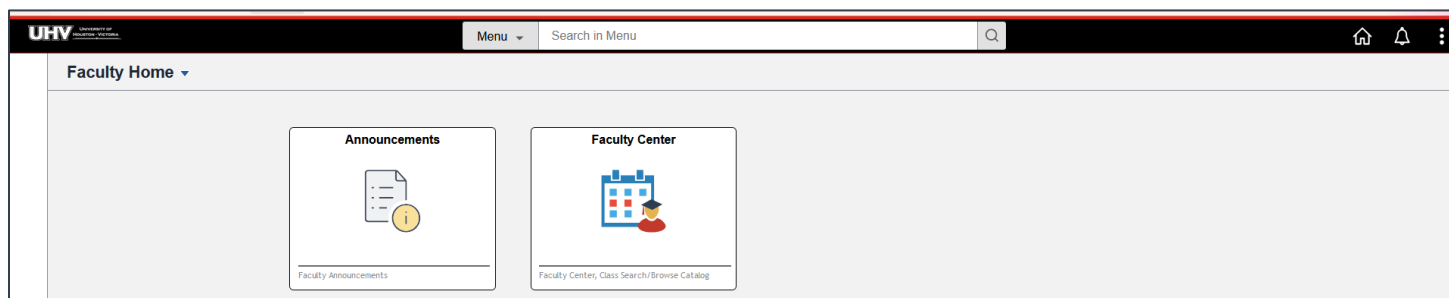
Sign In

[Find My User ID](#) | [Reset Password](#)

Select the myUHV icon and enter your User name & Password:

Enter User name _____ (UHV Employees = last name, first initial[s]) example: SmithA
 Password _____ (Forgot your password? Click "Reset Password")

If you are having difficulty logging in, please contact the Help Desk at (361) 570-4399 or toll-free in Texas 1(877) 970-4848 (Ext. 4399) or helpdesk@uhv.edu.

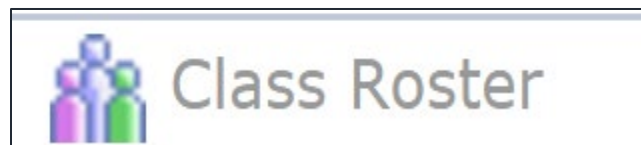


Click on the **Faculty Center** tile to view your grade rosters and enter grades.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Syllabus Upload Link
PSYC 2319-1 (14190)	Social Psychology (Lecture)	30	TBA	TBA	Jun 3, 2024-Aug 7, 2024	Syllabus

Click on the **Grade Roster** Icon  to the left of your class listing to go to your grade roster.

Note: The 'book with the person' icon is for your grade roster. The "three people" icon is for your class roster.



You should now be on the Record Grades page. This is where you will enter your final grades. Use the drop-down boxes on the **Roster Grade** column to enter grades.

Record Grades

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster

View FERPA Statement

Summer 2024 | Regular Academic Session | UH-Victoria | Undergraduate

PSYC 2319 - 1 (14190) [Change Class](#)

Social Psychology (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA		06/03/2024 - 08/07/2024

Display Options: *Grade Roster Type: **Final Grade** ☐ Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: **Not Reviewed**

Personalize | Find | First 1-31 of 31 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity
<input type="checkbox"/>	1				MU	Lib Arts & Soc Sci UG, Col of - Applied Arts & Sci		Senior		
<input type="checkbox"/>	2				MU	Lib Arts & Soc Sci UG, Col of - Psychology		Senior		
<input type="checkbox"/>	3				MU	Business UG, College of - Finance/ Psychology Minor	Y	Senior		
<input type="checkbox"/>	4				MU	Business UG, College of - Gen Bus- Human Resource Mgmt/ Psychology Minor		Senior		
<input type="checkbox"/>	5				MU	Lib Arts & Soc Sci UG, Col of - Psychology		Senior		
<input type="checkbox"/>	6				MU	Lib Arts & Soc Sci UG, Col of - Psychology		Freshman		

Notice: When a grade of “F” is entered, the “F Grade Reason” field will open and you must choose one of three options (Completed the Term, Never Attended, or Stopped Attending).

If “**Stopped Attending**” is selected, the “Date of Last Academic Activity” field will open and you must input a date. This date is required to comply with federal financial aid regulations and to determine if return of Title IV funds is needed. If you hover your mouse over the blue circle with a question mark, you will see guidance for determining the date of last academic activity.

*You will not be able to save the grade roster if the F Grade Reason and/or Date of Last Academic Activity” is not entered.

Personalize | Find | First 1-30 of 30 Last

Student Grade

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Applied to Graduate	Level	Grade Reason	Date of Last Academic Activity
<input type="checkbox"/>	1	F		MU	Lib Arts & Soc Sci UG, Col of - Applied Arts & Sci		Senior	Comple	
<input type="checkbox"/>	2	F		MU	Lib Arts & Soc Sci UG, Col of - Psychology		Senior	Stoppe	07/19/2024
<input type="checkbox"/>	3	F		MU	Business UG, College of - Finance/ Psychology	Y	Senior	Never A	

Once you have enter your grades, **click SAVE at the bottom of the page**. You will receive the message below when you have successfully entered grades for all students.

No other action is needed. You can return to the next grade roster (if applicable) and repeat the process.

You will be able to make updates as needed until Student Records posts final grades in the system.

The screenshot shows a grade roster interface with a table of students and their grades. A message box is displayed over the table, indicating that all 30 required grades have been entered and the roster is submitted. The 'Save' button at the bottom is highlighted with a yellow box.

Student ID	Grade	Course	Level
27	C	Business UG, College of - Management	Senior
28	C	Lib Arts & Soc Sci UG, Col of - Univ Studies BS	Senior
29	C	Lib Arts & Soc Sci UG, Col of - History	Sophomore
30	A	Lib Arts & Soc Sci UG, Col of - Psychology	Senior

Buttons: Select All, Clear All, <- Add this grade to selected students, Grades Upload, Notify Selected Students, Notify All Students, Printer Friendly Version, **Save**.

Message: You have entered 30 out of 30 required grades on your grade roster. Your grade roster is now submitted.

*If you do not enter a grade for a student, you will receive the message below and you will not be able to save your grade roster.

The screenshot shows the same grade roster interface, but with a warning message box indicating that only 29 out of 30 required grades have been entered. The 'Save' button is no longer highlighted.

Student ID	Grade	Course	Level
27	C	Business UG, College of - Management	Senior
28	C	Lib Arts & Soc Sci UG, Col of - Univ Studies BS	Senior
29	C	Lib Arts & Soc Sci UG, Col of - History	Sophomore
30		Lib Arts & Soc Sci UG, Col of - Psychology	Senior

Buttons: Select All, Clear All, <- Add this grade to selected students, Grades Upload, Notify Selected Students, Notify All Students, Printer Friendly Version, Save.

Message: Warning: You have entered 29 out of 30 required grades on your grade roster.

Important Notes

- The 'Notify Students' button is a shortcut to send emails to all your students or one at a time. **It does not notify students of their grades.**
- At the top of your grade roster, there is a box stating 'Approval Status – 'Not Reviewed'. It will stay that way until Student Records runs the processes to post the grades in the system.
- Once you enter all your grades and **save each grade roster**, you are finished.
- If you have a student on your roster who has not attended class and you wish to drop them with a "W" grade, email grades@uhv.edu with the student's name, ID, class information, and the last date of attendance/participation in the class.

If you have questions or need assistance, please contact the Student Records Office at grades@uhv.edu.