

HOW TO ENTER YOUR CLASS GRADES

Log in to <http://myu.umc.edu> using your Network Login ID (Novell login).

Click on the “Faculty” tab, then click on “Class Info”. Next click on the navigation menu “Class Rolls and Grades”.

The screenshot shows a web browser window with the URL <https://myu.umc.edu/irj/portal>. The browser's address bar and menu bar are visible. The page header includes the University of Mississippi Medical Center logo and the text "Welcome , Portal7 — W". Below the header is a navigation menu with tabs for "Student", "New Student", "Faculty", "Advisor", "Academic Administrator", "Employee", "Administrator", "Financial Aid", and "Analytics". The "Faculty" tab is selected and circled in red. Below this is a sub-menu with "Main", "Class Info", "Students", "Tools & Resources", and "Directories". The "Class Info" tab is also selected and circled in red. The main content area is titled "Class Info" and contains the following text: "This area contains Web resources for instructors. "Class Rolls and Grades" is the launch point for submitting grades, uploading syllabi, and initiating cases of academic dishonesty. "Class Rolls and Grades" is set to open with the left navigation panel closed due to some server error in the upper left just below the header. Please contact contact Service Desk at ServiceDesk@umc.edu or 601-984-1145 for assistance." On the left side of the page, there is a "Detailed Navigation" panel with a list of items: "Introduction", "Class Rolls and Grades", "Class Roll Overview", "Countdown Timer", and "Send Immediate". The "Class Rolls and Grades" item is circled in red. Below the navigation panel is a "Portal Favorites" section with a message "There are no items to display" and a "Site Index" dropdown menu.

Select appropriate semester and academic year.

Then click the Submit button.

[Student](#) | [New Student](#) | [Faculty](#) | [Advisor](#) | [Academic Administrator](#) | [Employee](#) | [Administrator](#) | [Financial Aid](#) | [Analytics](#)

[Main](#) | [Class Info](#) | [Students](#) | [Tools & Resources](#) | [Directories](#)

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Class Rolls and Grades

This interface allows instructors to view/download class rolls, to submit final grades and to view/download grade results. Please select term/year and press "Submit."

If you have questions or need assistance, you may contact the Service Desk at servicedesk@umc.edu or (601) 815-1149.

Please select academic term and year.

Fall Semester 2014-2015

Submit

Please check your information carefully.

Need to email your students? To send email messages to student only messages immediately using the one step [Send Immediate](#) to


For the course you wish to enter grades, click on "Submit Final Grades"

Student | New Student | Faculty | Advisor | Academic Administrator | Employee | Administrator | Financial Aid | Analytics

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Course Listing for Instructor






 [Open in new window to print](#)

This interface allows instructors to view /download class rolls, to submit final grades and to view/download grade results. The "Submit Final Grades" link will be displayed and enabled during the corresponding grading window for each term.

If you have questions or need assistance, you may contact the Office of Academic Information Systems at servicesdesk@umc.edu or 601-984-1145.

You may [Request To Receive All Class Rolls Via E-mail](#). By selecting this link, all class rolls into Excel. Time of delivery varies, but under normal conditions the e-mail will arrive within about

Course listing generated on 12/17/2014 at 11:03:25 AM. Number of sections found: 27.

| | |
|--|---|
| ANAT 616 Medical Developmental Anatomy - Section 1 (UMMC Jackson) | |
| Number of students enrolled: 149* . |  Info |
| | Submit Final Grades |
| | Upload Final Grades from Excel File  |
| <input type="text" value="View Class Roll"/> <input type="button" value="Go"/> | <input type="button" value="View Changes"/> in Last <input type="text" value="10"/> Days |
| MED 631 Medicine Clerkship - 09-September (UMMC Jackson) | |
| Number of students enrolled: 21* . |  Info |
| | Submit Final Grades |
| | Upload Final Grades from Excel File  |
| <input type="text" value="View Class Roll"/> <input type="button" value="Go"/> | <input type="button" value="View Changes"/> in Last <input type="text" value="10"/> Days |
| MED 631 Medicine Clerkship - 11-November (UMMC Jackson) | |
| Number of students enrolled: 10* |  Info |

Depending on your school you will either enter a numerical grade for SOM, SOD, and SGSHS and select a letter grade if you teach in the SON or SHRP (Select the appropriate radio button).

Student | New Student | Faculty | Advisor | Academic Administrator | Employee | Administrator | Financial Aid | Analytic

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Submit Final Grades

[Return to Course List](#)

Class: **SOM-Neurobio & Anatomy Science**
ANAT 616: Medical Developmental Anatomy Section 1
Fall Semester 2014-2015

Instructor and room: Conway, Marianne L

Roster generated: 12/17/2014 at 11:11:05 AM

Students: 149

Photos: [Show](#)

Students 1-50 shown. Submit final grades in subsets: [1](#) [2](#) [3](#) or [all at one time](#)

Absences are optional and are only stored if a grade is selected.

| Student | Grade | Scale |
|----------------------------------|----------------------|----------------------|
| Ables, Hollie 30105040 | <input type="text"/> | 100P |
| Adah, Omonuwa 30030608 | <input type="text"/> | 100P |
| Ali, Sved | | |

After entering all grades scroll to the bottom of the page to submit the grades. You have two options. Click Save As In Progress if there will be no further changes to the grade. Click Post Final Grades As Complete if you are ready to submit the final grades to the Registrar. Click on the Submit Grades button to submit grades as you selected.

| | | |
|------------------------------|----------------------|----------------------|
| Hamilton, Joseph 30093100 | <input type="text"/> | 100P |
| Hall, Talyr 30093129 | <input type="text"/> | 100P |

Please note: Grades do not become effective until they are submitted as **COMPLETE!**

- Save as In-Progress
- Post Final Grades as Complete (No Further Changes Allowed)

Submit Grades

Start Over