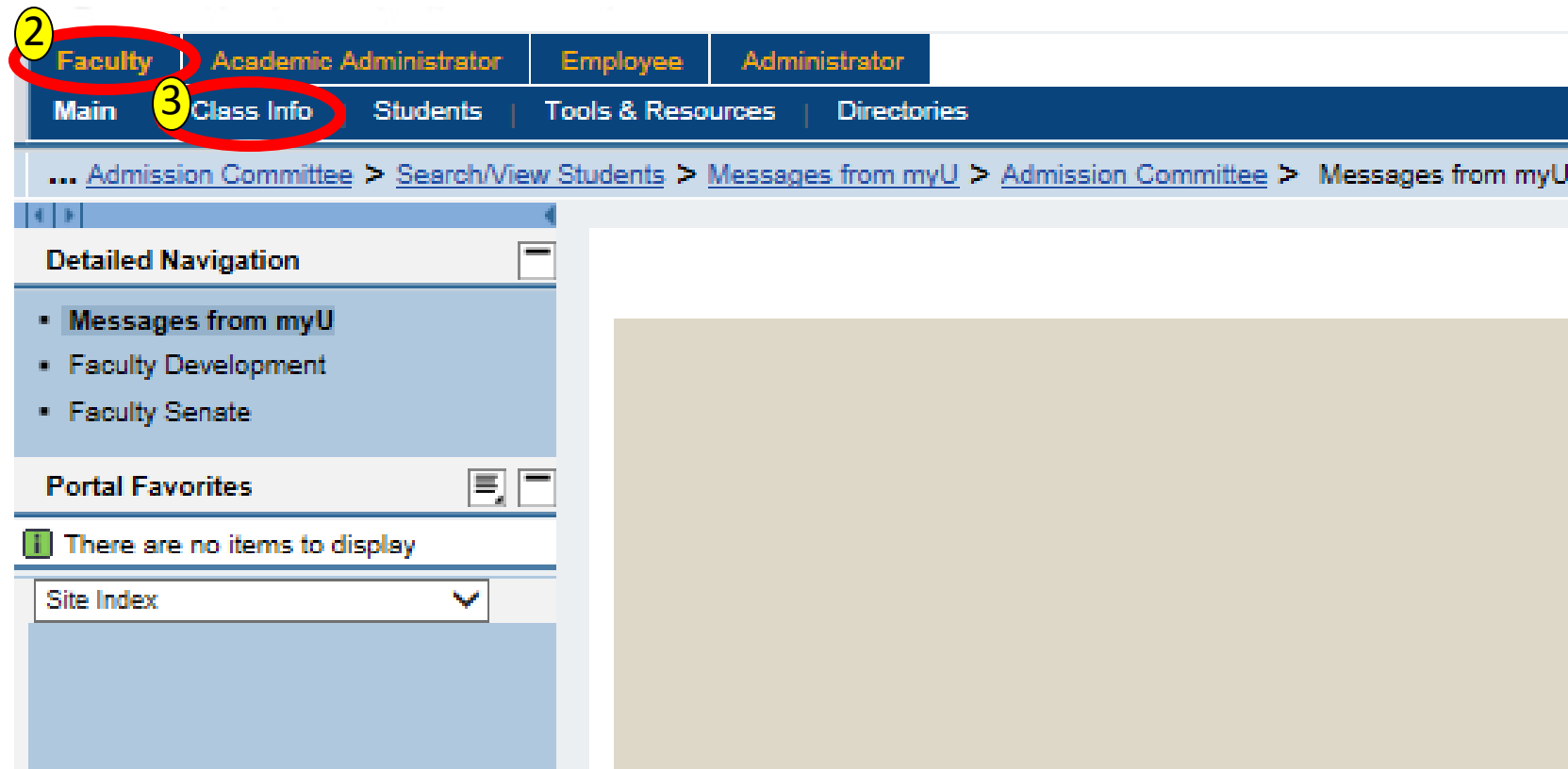


1. Log into the MyU portal found here: <https://myu.umc.edu/irj/portal>

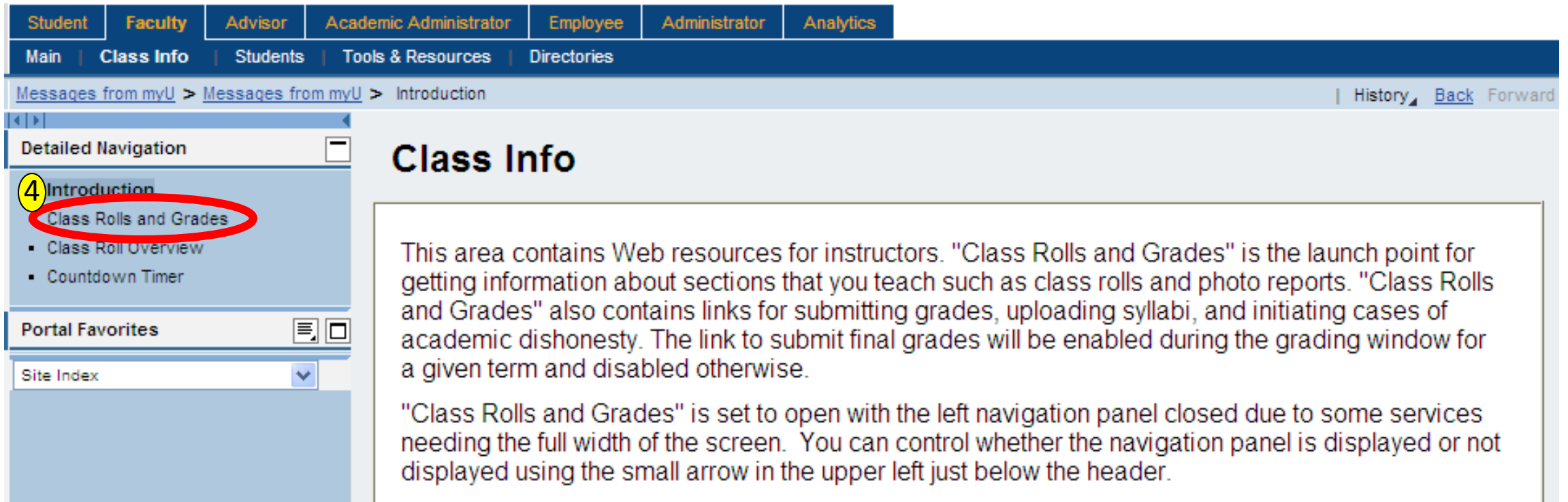
Your login information is the same as your Outlook/webmail username and password

2. Click the “Faculty” tab at the top of the screen.

3. Click the “Class Info” tab directly below that.



4. Click the “Class Rolls and Grades” listing.



The screenshot shows a web application interface with a top navigation bar containing tabs for Student, Faculty, Advisor, Academic Administrator, Employee, Administrator, and Analytics. Below this is a secondary navigation bar with links for Main, Class Info, Students, Tools & Resources, and Directories. The breadcrumb trail reads: Messages from myU > Messages from myU > Introduction. On the right side of the breadcrumb trail are links for History, Back, and Forward.

The left sidebar contains a 'Detailed Navigation' section with a collapse arrow. It lists 'Introduction' (with a yellow '4' in a circle next to it), 'Class Rolls and Grades' (circled in red), 'Class Roll Overview', and 'Countdown Timer'. Below this is a 'Portal Favorites' section with a list icon and a window icon, and a 'Site Index' dropdown menu.

Class Info

This area contains Web resources for instructors. "Class Rolls and Grades" is the launch point for getting information about sections that you teach such as class rolls and photo reports. "Class Rolls and Grades" also contains links for submitting grades, uploading syllabi, and initiating cases of academic dishonesty. The link to submit final grades will be enabled during the grading window for a given term and disabled otherwise.

"Class Rolls and Grades" is set to open with the left navigation panel closed due to some services needing the full width of the screen. You can control whether the navigation panel is displayed or not displayed using the small arrow in the upper left just below the header.

5. Select the academic term and year.

6. Click “Submit”.

*All courses for which you are an instructor of record will then be available.

7. To view course details, select and click “View Class Roll” from the drop-down box.

8. Click “Go”.

Faculty | Academic Administrator | Employee | Administrator

Main | Class Info | Students | Tools & Resources | Directories

... [Class Rolls and Grades](#) > [Messages from myU](#) > [Introduction](#) > [Class Roll Overview](#) > [Class Rolls and Grades](#)

Course Listing for Instructor

[Open in new window to print](#)

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

Course listing generated on 05/14/2015 at 10:56:34 AM. Number of sections found: 1.

ID XXX: Graduate school course	
Number of students enrolled: 3*	Info
Download Class Roll as Excel File Download Final Grades as Excel File Set Blackboard Options Set Canvas Options View Class Roll View Class Roll - Names Only View Final Grades View Final Grades ~ Print Friendly	Submit Final Grades Upload Final Grades from Excel File
<input type="button" value="Go"/>	<input type="button" value="View Changes"/> in Last <input type="text" value="10"/> Days

*This ... if they exist. It does not include students who withdrew or dropped after the deadline.

9. You will see all students registered for your course (A) for that term along with the grading scale for the course (B).

Faculty | Academic Administrator | Employee | Administrator

Main | Class Info | Students | Tools & Resources | Directories

... Class Rolls and Grades > Messages from myU > Introduction > Class Roll Overview > Class Rolls and Grades

View Class Roll

[Open in new window to print](#)

Fall Semester 2015 SOM-Pharmacology/Toxicology

ID XXX: Graduate school course Section 1

Instructor and Room: Murphy, Sydney R |

Class roll generated on 05/14/2015 at 11:04:25 AM. Number of students found: 3

Student Name / Number	FERPA	E-mail	Cell	Advisor	Organization	Program Type / Classification	Program	Scale / Credits	Status
Student 1		Student1@umc.edu	xxx-xxx-xxxx		SOM-Sch Grad Stud Health Scien	Graduate Graduate Level 1	PhD in XXXX	PF 1	Successfully Completed
Student 2		Student2@umc.edu	xxx-xxx-xxxx		SOM-Sch Grad Stud Health Scien	Graduate Graduate Level 2	PhD in XXXX	PF 1	Successfully Completed
Student 3		Student3@umc.edu	xxx-xxx-xxxx		SOM-Sch Grad Stud Health Scien	Graduate Graduate Level 2	PhD in XXXX	PF 1	Successfully Completed