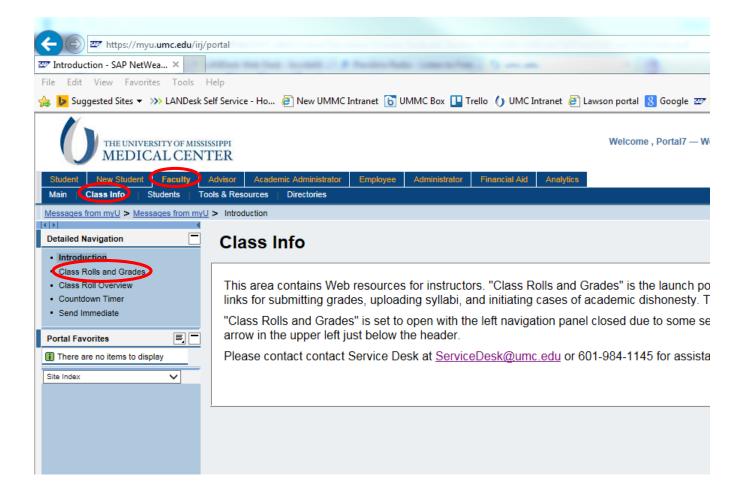
HOW TO ENTER YOUR CLASS GRADES

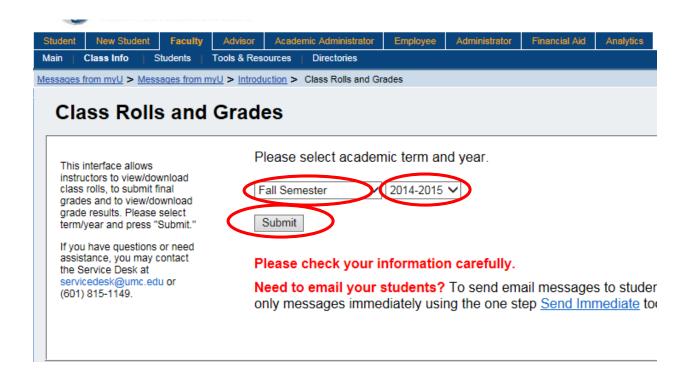
Log in to http://myu.umc.edu using your Network Login ID (Novell login).

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

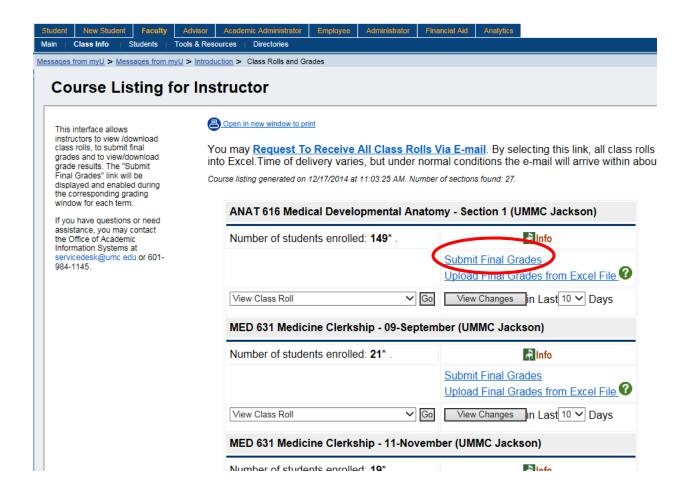


Select appropriate semester and academic year.

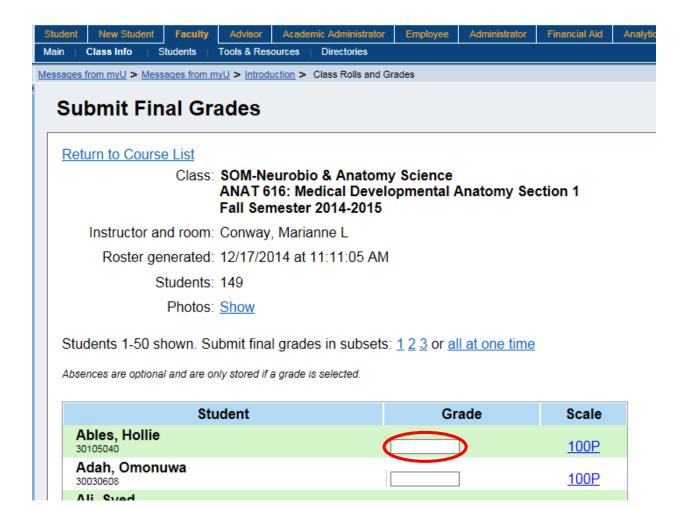
Then click the Submit button.



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



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).



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.

